



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

10 March 2008

Ministry of Civil Service and Administrative Reforms

Circular Letter No 9 of 2008

E/75/139/01

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Vacancy at the African Union

The African Union is in the process of implementing an Integrated Management Information System (IMIS) and is inviting nominations from suitable candidates for the following posts:


<u>Posts</u>	<u>Educational Qualifications/Experience</u>	<u>Closing Date</u>
(i) SAP FI/CO (Finance) Consultant – 1 post	<ul style="list-style-type: none">• A minimum of an advanced university degree (or equivalent) in the respective domain areas.• Relevant SAP ERP module certifications.• Project management skills with strong emphasis on Prince and ASAP methodologies.	15 March 2008
(ii) SAP Human Resources Management Consultant – 1 post		
(iii) SAP Materials Management Consultant – 1 post		
(iv) SAP Technology Consultant – 1 post		
(v) IMIS Project Office Administrator	<ul style="list-style-type: none">• A minimum college diploma in office management and/or secretarial practice.• A higher qualification will be an advantage.• A minimum of five years relevant experience in office management/secretarial practice	15 March 2008

2. A copy of the vacancy announcement which outlines the requirements for each of the above post is enclosed for ease of reference.
3. Applicants should note that they should forward with the application the following:
 - (a) a letter stating the reasons as why they feel qualified for the specific post;
 - (b) a detailed and updated curriculum vitae, indicating their nationality, age and gender;
 - (c) names and contact details (including e-mail addresses) of three referees; and
 - (d) certified copies of their diplomas and degrees.
4. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Commission, women are encouraged to apply.
5. Interested candidates are requested to forward their applications for the above post directly to:

Director of Administration and Human Resources Development
AU Commission
P.O. Box 3243
Addis Ababa
Ethiopia
Fax: 00251-11-5525840/ 5510430
E-mail: aurecruits@africa-union.org


by 15 March 2008 at latest.

6. It would be appreciated if the contents of this circular could be brought to the attention of all officers serving in your Ministry/Department.


P. Jhugroo
Supervising Officer

Copy to:
Secretary to Cabinet and Head of the Civil Service

Sa/R/Circular/africa

<p>AFRICAN UNION الاتحاد الإفريقي</p>		<p>UNION AFRICAINE UNIÃO AFRICANA</p>
<p>Addis-Ababa, ETHIOPIA</p>	<p>P. O. Box: 3243 Fax: 011- 5 - 51 78 44</p>	<p>Telephone: 011 - 5 - 51 77 00</p>

VACANCIES ANNOUNCEMENT: AUC INTEGRATED MANAGEMENT INFORMATION SYSTEM

Introduction

As part of its Institutional Transformation Process (ITP), the African Union Commission is in the process of implementing an Integrated Management Information System (IMIS). A key objective of IMIS is to transform the functioning of the Finance and Administration Directorates, to make them provide more efficient support services to AUC programmes.

Because of the criticality to deliver the IMIS project on time, within scope, budget, and effectively, AUC is looking for individual project management Consultants to provide technical, functional and other project management support to the internal project teams throughout the implementation period.

The consultants will work closely with the AUC team and the implementing partners to analyze AUC business requirements and design, and implement optimal IMIS solution based on My SAP ERP.

Applications are invited from suitable candidates for the following positions:

A. FOUR (4) POSITIONS OF IMIS PROJECT CONSULTANT

- i. SAP FI/CO (Finance) Consultant (1 post)
- ii. SAP Human Resources Management consultant (1 post)
- iii. SAP Materials Management consultant (1 post)
- iv. SAP Technology Consultant (1 post)

1. Major Duties and Responsibilities

Under the direction and supervision of the IMIS project manager and/or the respective Project team leaders, they will perform the following duties: -

- Participate in project organization, deadline management and end-user relations within their specific areas and/or across all modules as may be required
- Participate in business requirement definition within their specific domains, and develop blue print based on the process design, testing and analysis.

3. Education Qualifications

- Candidates must have a minimum of an advanced university degree (or equivalent) in their respective domain areas.
- Relevant SAP ERP Module certifications
- Project management skills with strong emphasis on Prince and ASAP methodologies

4. Tenure of Appointment

- The appointment shall be for an initial term of six (6) months, renewable for at least one more term subject to satisfactory performance.

5. Gender Mainstreaming

- The African Union Commission is an equal opportunity employer; qualified women are strongly encouraged to apply.

6. Remuneration

- The remuneration will be a lump sum monthly fee of up to **US\$7,099.00** (depending on qualifications and experience), inclusive of all allowances.

3. Education and Qualifications

- A minimum of college Diploma in Office management and/or secretarial practice.
- A higher qualification will be an advantage.
- A minimum of five years relevant experience in Office management/secretarial practice.

4. Tenure of Appointment

- The appointment will be for an initial term of one year, six months of which shall be on probation. Appointment may be renewed subject to satisfactory performance and project continuation.

5. Gender Mainstreaming

- The African Union Commission is an equal opportunity employer; qualified women are strongly encouraged to apply.

6. Remuneration

- A lumpsum salary of US\$1,667.00 per month inclusive of all allowances.

To apply, please submit the following:

- A letter stating reasons why you feel qualified for a specific post***
- A detailed and updated CV, indicating your nationality, age and gender;***
- Names and contact details (including email addresses) of three referees;***
- Certified copies of degrees and diplomas.***

Applications must be received not later than 15 March 2008 and should be addressed to:

**Director of Administration and Human Resources
Development
AU Commission
P. O. Box 3243
Addis Ababa, Ethiopia**

Fax: 00251-11-5525840 / 5510430

E-mail: aurecruits@africa-union.org