

**VACANCY ANNOUNCEMENT: HEAD OF DIVISION (HIV/AIDS,
TUBERCULOSIS AND MALARIA)**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the post of Head of Division: HIV / AIDS, Tuberculosis and Malaria.

Post

Job Title: HEAD OF DIVISION: HIV/AIDS, TUBERCULOSIS AND MALARIA
Post Level: P5
Duty Station: Department for Social Affairs Addis Ababa
Supervisor: Director For Social Affairs

Major Duties and Responsibilities:

Under the Supervision of the Director for Social Affairs, the Head of Division: HIV / AIDS, Tuberculosis and Malaria will be responsible for:

- To initiate the preparation and formulation of appropriate programs, policies and strategies related to HIV / AIDS, Tuberculosis and Malaria prevention, control and advocacy at the continental level and to monitor their implementation within Member States;
- To prepare project, programmes, budget proposals and funding proposals relating to programmes of the Division;
- To set direction for the Division's activities, plans, priorities, and workflows and facilitate communication and cooperation in the Division and with other Divisions in the Department;

To monitor operational activities and programme implementation in terms of expenditure and substance and prepare progress reports with recommendations for corrective action to the Director when necessary. Ensure delivery of activities;

To analyze and monitor all aspects of HIV/AIDS, Tuberculosis and Malaria and other infectious diseases' prevention, control and advocacy and provide expertise, policy advice and technical leadership within the DSA and AUC;

To advocate for and sensitize Member States and other stakeholders on commitments of Heads of State and Government related to HIV / AIDS, Tuberculosis and Malaria and other infectious diseases' prevention, control and advocacy;

To prepare and manage Ministerial Conferences and other meetings and activities including the preparation of documents and reports;

To promote, coordinate and harmonize the activities and programmes of the sectors/units within the Division and with relevant Departments of the Commission;

To study and analyze problem situations and major trends and plan and harmonize related programmes and issues in Member States as well as global commitments in relation to programme areas within the Division;

To represent the Department in all meetings and activities related to HIV / AIDS, Tuberculosis and Malaria and other infectious diseases' prevention, control and advocacy and report back on issues discussed and on action required;

To assist the Director in enhancing cooperation and collaboration with relevant Departments of the Commission, Member States, UN Agencies, AU partners, specialized institutions and Non-Governmental organizations (NGO's) and other relevant organizations;

To promote African and International regional cooperation in collaboration with Member States, RECs and inter-governmental organizations, NGOs particularly in implementing decisions and AU Plans of Action;

To ensure overall management of the Division; including staffing issues, performance, quality assurance, grievance and manage budget;

To produce and submit periodic reports on activities including specific missions and progress reports on the implementation of various policy instruments and decisions on HIV/AIDS, Tuberculosis and Malaria prevention, control and advocacy;

To perform any other duties as may be assigned.

Educational qualifications: Candidates must have at least a Masters Degree and/or Post Graduate Degree in Health and Social Sciences, Mass Communication or Development and Human Rights Studies. Proven knowledge in Epidemiology is an added advantage. A first degree in Epidemiology or Medicine is an added advantage.

Work experience: At least 10 years of progressively relevant working experience in the field of advocacy for the prevention and control of HIV / AIDS in Africa. Additionally extensive knowledge of the AU, RECs and socio-economic development strategies in Africa would be an advantage.

Other Relevant Skills:

- Knowledge of medical including nursing/social service policies and programmes in HIV / AIDS, TB and Malaria, and public health.
- Knowledge of concepts and practices of health, HIV/AIDS, TB and Malaria and related programme planning and policy development, implementation and monitoring;
- Working knowledge of policy analysis and development and programme/project management,
- Excellent drafting and reporting skills;
- Good communication and negotiating skills;
- Good planning and organizational skills.
- Must be computer literate:

Language Requirement: Proficiency in one of the African Union working languages. Knowledge of other working languages would be an added advantage.

Tenure of Appointment: The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract could be for a period of two years renewable, subject to satisfactory performance.

Gender Mainstreaming: The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

Application: To apply, please submit the following:

- A letter stating reasons for seeking employment with the AU Commission;
- A detailed and updated CV, indicating nationality, age and gender;
- Names and contact details (including e-mail, address) of three references; Certified copies of Degrees, Diplomas, Certificates and samples of written work.

Remuneration: Indicative basic salary of **US\$ 45,551.00** per annum plus other related entitlements e.g. post adjustment (40% of basic salary), housing allowance (US\$14,016.00 per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum ofUS\$6,500.00 per child per annum) for internationally recruited staff of the Commission.

Applications must be received not later than **26 June 2009** and should be addressed to:

AU Commission
P.O. Box 3243
Addis Ababa (Ethiopia)
Fax: 00251-1-525840/510430 E-mail:
au-recruitsal@frica-union.org

AFRICAN UNION

**UNION AFRICAINE
UNIAO AFRICANA**

Addis Ababa, ETHIOPIA

P. O. Box 3243 Telephone: 011-5517700 Fax: 011-551 7844

website: www.africa-union.org

VACANCY ANNOUNCEMENT: Head of Division (Health, Nutrition & Population)

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the post of Head of Division: Health, Nutrition & Population.

Job Title:	Head Of Division: Health, Nutrition & Population
Post Level:	PS
Department:	Department for Social Affairs
Duty Station:	Addis Ababa
Supervisor:	Director for Social Affairs

Major duties and responsibilities:

Under the direct supervision of the Director for Social Affairs, the Head of Division will be responsible for the following:

- To initiate the preparation and formulation of appropriate programs, policies and strategies related to Population, Health and Nutrition at the continental level and in monitoring their implementation within Member States;
- To prepare programmes and budget proposals, project and funding proposals relating to programmes of the Division;
- To set direction for the Division's activities, plans, priorities, and workflows and facilitate communication and cooperation in the Division and with other Divisions in the Department;
- To monitor operational activities and programme implementation in terms of expenditure and substance and prepare progress reports with recommendations for corrective action to the Director when necessary;

To follow-up, monitor and report on important activities in the field of health, nutrition and population especially following up on the status of implementation of adopted policy instruments;

To analyze and monitor all aspects of health, nutrition and population and provide expertise, policy advice and technical leadership within the Department for Social Affairs and AUC;

To advocate for and sensitize Member States and other stakeholders on commitments of Heads of State and Government to health, nutrition and population.

To prepare and manage the Ministerial Conference of Ministers and other meetings and activities including the preparation of documents and reports;

To promote, coordinate and harmonize the activities and programmes of the sectors/units within the Division and with relevant departments of the Commission;

To study and analyze problem situations and major trends in health and population in Africa and plan and harmonize related programmes and issues in Member States as well as global commitments in relation to programme areas within the Division;

To represent the Department in meetings and activities related to health, nutrition and population and report back on issues discussed and on action required;

To assist the Director in enhancing cooperation and collaboration with relevant Departments of the Commission, Member States, UN Agencies, AU partners, specialized institutions and Non-Governmental organizations (NGO's) and other relevant organizations;

To promote African and International regional cooperation in collaboration with Member States, RECs and inter-governmental organizations, NGOs particularly in implementing decisions and AU Plan of Actions;

To ensure overall management of the Division; including personnel issues, performance, quality assurance and budget management;

To produce and submit periodic reports on activities including specific missions and progress reports on the implementation of various policy instruments and decisions on health policy and health systems reform, traditional medicine, nutrition and population

To perform any other duties as may be assigned.

Educational qualifications: Candidates must have at least a Masters Degree in any one of the following: Epidemiology, Public Health and Sanitation, and International Medicine. Qualifications in Demography, Policy Analysis, Population and Development Studies, or other relevant social sciences or medical fields will serve as an advantage.

Work experience: Candidates must have at least 10 years of appropriate experience in public health policy, epidemiology, Population, Demographics and Development issues at national, regional or international level of which at least 3 years should be at management level.

Computer literacy;
Excellent knowledge of data analysis, and programme/project management;
Management experience, excellent interpersonal skills and ability to organize and motivate others and to work in a multi-cultural environment;
Excellent drafting and reporting skills;
Good communication and negotiating skills;
Good planning and organizational skills.

Language Requirement: Proficiency in one of the African Union working languages. Knowledge of other working languages would be an added advantage.

Tenure of Appointment: The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

Gender Mainstreaming: The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

- a. A letter stating reasons for seeking employment with the AU Commission;
- b. A detailed and updated CV, indicating nationality, age and gender;
- c. Names and contact details (including e-mail, address) of three references;
- d. Certified copies of Degrees, Diplomas and Certificates.

Remuneration: Indicative basic salary of **US\$ 45,551.00** per annum plus other related entitlements e.g. post adjustment (40% of basic salary), housing allowance (US\$14,016.00 per annum), and education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$6,500.00 per child per annum) for internationally recruited staff of the Commission.

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AFRICAN UNION

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VACANCY ANNOUNCEMENT: HEAD OF DIVISION (LABOR, EMPLOYMENT AND MIGRA
TIONS)

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's (rapid integration and sustainable development by promoting 'unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

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The Commission of the African Union invites applicants who are citizens of Member States for the post of Head of Division: Labor, Employment and Migrations.

Job title:	Head of Division: Labour, Employment & Migrations
Post level:	P5
Department:	Department for Social Affairs
Duty station:	Addis Ababa
Supervisor:	Director of Social Affairs

Under the Supervision of the Commissioner Social Affairs supported by the Director for Social Affairs, the Head of Division will be responsible for:

- To initiate the preparation and formulation of appropriate programs, policies and strategies related to Labour, Employment and Migration at the continental level and in monitoring their implementation within Member States;
- To prepare programmes and budget proposals, project and funding proposals and relating to programmes of the Division;
- To set direction for Division's activities, plans, priorities, and workflows and facilitate communication and cooperation in the Division and with other Divisions in the Department;
- To monitor operational activities and programme implementation in terms of expenditure and substance and prepare progress reports with recommendations for corrective action to the Director when necessary. Ensure delivery of activities;
- To analyze and monitor all aspects of Labour, Employment and Migration and provide expertise, policy advice and technical leadership within the DSA and AUC;

To advocate for and sensitize Member States and other stakeholders on commitments of Heads of State and Government to Labour, Employment and Migration issues;

To prepare and manage Ministerial Conferences and other meetings and activities including the preparation of documents and reports;

To promote, coordinate and harmonize the activities and programmes of the sectors/units within the Division and with relevant departments of the Commission;

To study and analyze problem situations and major trends and plan and harmonize related programmes and issues in Member States as well as global commitments in relation to programme areas within the Division;

To represent the Department in all meetings and activities related to Labour, Employment and Migration and report back on issues discussed and on action required;

To assist the Director in enhancing cooperation and collaboration with relevant departments of the Commission, Member States, UN Agencies, (AU partners, specialized institutions' and Non-Governmental organizations (NGO's) and other relevant organizations;

To promote African and International regional cooperation in collaboration with Member States, RECs and inter-governmental organizations, NGOs particularly in implementing decisions and AU Plan of Actions;

To ensure overall management of the Division; including staffing issues, performance, quality assurance, grievance and manage budget;

To produce and submit periodic reports on activities including specific missions and progress reports on the implementation of various policy instruments and decisions on Labour, Employment and Migration

To perform any other duties as may be assigned.

Educational Qualifications: Candidates must have at least a Masters Degree in Economics, Development Studies or any relevant Social Science field, labour law or equivalent.

Work experience: Candidates must have at least 10 years of appropriate experience in the field of labour, employment or migration at national, regional or international level of which at least 3 years should be at management level.

- Computer literacy;
- Working knowledge of policy analysis and development and programme/project management, implementation and monitoring;
Management experience, excellent interpersonal skills, ability to organize and motivate others, and to work in a multi-cultural environment;
Excellent drafting and reporting skills;
Good communication and negotiating skills;
Good planning and organizational skills.

Language requirement: Proficiency in one of the African Union working languages. Knowledge of one or several other working languages would be an added advantage.

Tenure of Appointment: The fixed term contract for a period of three months will be considered as a the contract will be for a period of two satisfactory performance.



appointment will be made on a (3) years, of which the first twelve probationary period. Thereafter, years renewable, subject to

Gender Mainstreaming: The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

- a. A letter stating reasons for seeking employment with the African Union Commission.
- b. **Idetailed and updated CV, indicating your nationality, age and gender.**
- c. Names and contact details (including e-mail address) of three references.
- d. Certified copies of degrees and diplomas.

Remuneration: Indicative basic salary of **US\$ 45,551.00** per annum plus other related entitlements e.g. post adjustment (40% of basic salary), housing allowance (US\$14,016.00 per annum), and education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$6,500.00 per child per annum) for internationally recruited staff of the Commission.

Applications must be received not later than **26 June 2009** and should be addressed to:

**AU Commission Addis
Ababa (Ethiopia) P.O. Box
3243**

**Fax: +251-11-5525840/5510430 E-
mail: au-recruits@africa-union.org**

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Provides expertise, policy advice and technical leadership to Member States and to AU partners and other relevant organizations;

Enhances cooperation and collaboration through facilitating liaison and coordination functions with relevant departments of the Commission, Member States, UN Agencies, AU partners and Non-Governmental organizations (NGO's) and other relevant organizations;

To promote, coordinate and harmonize the activities and programmes of the Units of the Division in collaboration with other AU Departments, AU Specialized Institutions, the Regional Offices and the Regional Economic Communities as well as programmes of related sectoral ministries.

To promote African and International regional cooperation in collaboration with States, communities and inter-governmental . and non-govenurlental Organizations.

Represents the Department in all meetings related to Sports and Culture and subsequently reports back on issues discussed and on action required;

Ensures overall management of the Division; including monitoring, analysis, evaluation, and communication of staffing issues, performance, quality assurance, grievance and progressive discipline, and fiscal needs in conformity with the relevant rules and procedures in force. Manages budget; .

Supervises and directs the activities of staff. Writes and updates unit job descriptions and makes recommendations on staff classification;

Provides substantive input into screening of applications, interviewing of candidates, and selection decisions;

Develops and sets performance standards with staff;

Independently conducts performance appraisals with staff;

Attends to grievance and determines progressive corrective action for staff with authority to apply such, and/or submits/recommends same to higher-level management;

Produces and submits periodic reports on activities and specific missions;

Performs any other duties as may be assigned.

Education qualifications: Candidates must have at least a Masters Degree in Development Studies, Social Work, Community Development, or any relevant Social Science discipline.

Work experience: Candidates must have at least 10 years of appropriate working experience in social development/social work or related field of which at least 3 years should be at a senior management level. Experience in information, education and communication (IEC) Advocacy will be an added advantage.

Working knowledge of policy analysis and development and programme/project planning and management;
Excellent drafting and reporting skills; Good communication and negotiating skills; Good planning and organizational skills; Resource mobilization skills;
Management skills including Financial Management skills;
Must be computer literate;
Research, Documentation, Advocacy and Social Policy Analysis skills;
Must be Com~uter literate.

Language Requirement: Proficiency in one of the African Union working languages. Knowledge of other working languages would be an added advantage.

Tenure of Appointment: The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

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Application: To apply, please submit the following:

- A letter stating reasons for seeking employment with the Au Commission;
- A detailed and updated CV, indicating nationality, age and gender;
- Names and contact details (including e-mail, address) of three references;
- Certified copies of Degrees, Diplomas and Certificates.

Remuneration: Indicative basic salary of US\$ 45,551.00 per annum plus other related entitlements-e.g. Post adjustment (40% of basic salary), Housing allowance (\$14,016.00 per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum ofUS\$6,500.00 per child per annum), etc for internationally recruited staff of the Commission.

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Addis-Ababa (ETHIOPIE) P. O. Box 3243 Telephone 5517700 Fax: 551 7844

Website: www.africa-union.org

**ADVERTISEMENT
MEDICAL OFFICER / INTERNIST**

The African Union Established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration (and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

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The Commission of the African Union invites applicants who are citizens of Member States for the position of Medical Officer (Specialist in Internal Medicine).

Post Title	Internist
Post	P 4
Level	Medical Centre, African Union
Unit	Commission
Duty Station	Addis Ababa
Immediate Supervisor	Head of Medical Administration

The AU Medical Centre is an outpatient polyclinic that provides curative, preventive and acute *care* observation services to the AU Staff and registered dependents, AU Consultants, African Diplomats accredited to Ethiopia and the AU, AU Delegates and Consultants. It also administers the Medical Assistance and Plan and Medical Insurance within the AU Commission and Regional Offices.

A senior and highly skilled specialist in internal medicine is targeted to fill this position.

Under the direct supervision of the Head of Medical Administration, the Internist will be responsible for the following:

1. To provide health care to African Union Commission staff members and their eligible dependents, staff members of the African Diplomatic Corps based in Addis Ababa, in the field of internal medicine and related fields.
2. To organize a high level internal medicine outpatient consultation for adult patients, that includes specialized clinics for diseases falling under her IHis sub-specialties, qualifications or expertise
3. To serve as an expert medical consultant and main reference physician for health problems in the field of internal medicine, cardio-vascular medicine, or endocrine / metabolic diseases;
4. To participate in upgrading the AU Medical Centre in the field of internal medicine, cardio-vascular medicine, rheumatology, medical oncology and endocrine / metabolic diseases in respect of:
 - o Equipment
 - o Investigation technologies
 - o Continuous Medical and Nursing Education
5. To provide expertise in the development and delivery of health promotion and disease prevention programmes.
6. To participate in various programmes of AU Medical Centre in respect of:
 - o Outreach to AU Regional Offices
 - o Medical coverage of AU Field Missions
7. To provide expertise in critical review of health problems facing the AU staff and African Embassies in Addis Ababa

~ MD degree or MBBS degree, with a clinical specialization in internal medicine, or related clinical disciplines.

~ A documented qualification in endocrinology and metabolic diseases, cardio-vascular diseases, rheumatology, or gastro-enterology, will be an added advantage; any other clinical field related to adult medicine will be considered.

At least ten (10) years of clinical practice in government hospitals or in private practice as a physician including at least 3 years as a specialist; Experience in private practice will be an advantage.

Proven experience as head of a clinical unit, section, service or department is a requirement.

- ~ Must be computer literate;
- ~ Hands-on experience/exposure to telemedicine ultrasound, and modern imaging techniques is a must;
- ~ Sound scientific communication abilities as evidenced by scientific / other publications;
- ~ Excellent interpersonal skills, ability to organize and motivate others, and to work in a multi-cultural environment;
- ~ Good communication skills with patients, colleagues and the public
- ~ Excellent and updated clinical skills.

Proficiency in one of the African Union working languages. Knowledge of other working languages would be an added advantage.

The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

A letter stating reasons for seeking employment with the African Union Commission;

1. A detailed and updated CV, indicating your nationality, age and gender;
2. Names and contact details (including e-mail addresses) of three references;
- IV. Certified copies of degrees, diplomas and certificates;

- v. A list of scientific publications if any;
- vi. Documented registration to a Board/ Association as a physician.

Indicative basic salary of **US\$38,489.00** per annum plus other related entitlements- e.g. Post adjustment (40% of basic salary), Housing allowance (\$14,016.00 per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of U8\$6,500.00 per child per annum), etc for internationally recruited staff of the commission.

Applications must be received not later than **26 June 2009** and should be addressed to:

**AU Commission P.O. Box
3243 Addis Ababa,
Ethiopia
Fax: +251-11-5525840/5510430 E-
mail: [au-recruits\(africa-union.\)](mailto:au-recruits@afrika-union.org)**

AFRICAN UNION

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Addis Ababa, ETHIOPIA

P. O. Box 3243 Telephone: 011-5517700 Fax: 011-551 7844
website: www.africa-union.org

VACANCY ANNOUNCEMENT: SENIOR HEALTH OFFICER
(HIV/AIDS, TB, Malaria and Other Infectious Diseases)

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

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The Commission of the African Union invites applicants who are citizens of Member States for the post of Senior Health Officer.

Post

Job Title:
Post Level: SENIOR HEALTH OFFICER
Department: P3
Duty Station: Department for Social Affairs
Supervisor: Addis Ababa
Head of Division: *HIV/AIDS, TB, Malaria and Other Infectious Diseases*

To assist the Division in formulating policies and programmes relating to advocacy and disease control in the area of HI VIA IDS, Tuberculosis and Malaria at the Continental level and in monitoring their implementation in Member States; To advocate for and sensitize Member States and other stakeholders on commitments of Heads of State and Government related to the promotion of advocacy and disease control in the area of HI VIA IDS, Tuberculosis and Malaria and the implementation of harmonized HIV / AIDS, Tuberculosis and Malaria policies;

- To follow-up, monitor and report on important HIV/AIDS, Tuberculosis and Malaria activities and ensure that HIV / AIDS, Tuberculosis and Malaria are mainstreamed within the programmes of the AU Commission;
- To monitor the implementation of policy instruments and decisions related to HIV / AIDS, Tuberculosis and Malaria advocacy, management and control at national, and regional level and compiling progress reports;
- To undertake research and conduct studies on the over-all HIV/AIDS, Tuberculosis and Malaria situation on the Continent, and to analyze and prepare related policy documents and reports and policy briefs;
- To cooperate with the RECs, UN Agencies, AU specialized institutions, Organizations, NGOs and CSOs dealing with HIV/AIDS, Tuberculosis and Malaria research and play a central role in the development of policy documents, (reports and briefs and in raising awareness and maximizing implementation of decisions and programmes;
- To coordinate and monitor the implementation of the AU Plan of Action on HIV / AIDS, Tuberculosis and Malaria;
- To assist in the preparation and organization of meetings including the AU Conference of the Ministers as well as activities in HIV / AIDS, Tuberculosis and Malaria and the dissemination of information on related AUC policies and programmes;
- To participate in seminars, workshops, conferences on issues related to HIV/AIDS, Tuberculosis and Malaria and disseminate information on the AUC's programmes and strategies;
- To assist the Head of Division in the coordination and administration of the work of the Division;
- To produce and submit periodic reports on activities including specific missions and progress reports on the implementation of various policy instruments and decisions on HIV / AIDS, Tuberculosis and Malaria
- To perform any other duties as may be assigned.

Educational qualifications: Candidates must have at least a Masters Degree and/or Post Graduate Degree in Health and Social Sciences, Mass Communication or Development and Human Rights Studies. Proven knowledge in Epidemiology is an added advantage. A first degree in Health Sciences is an advantage.

Work experience: Candidates must have at least 8 years of experience in Public Health policy with focus on advocacy and communication on HIV / AIDS, Tuberculosis and Malaria in either/or both at national and international level. Knowledge and experience of the AU or UN systems is an added advantage.

Other Relevant Skills:

- Working knowledge of policy analysis and development and programme/project management,
- Excellent drafting and reporting skills;

Good communication and negotiating skills;
Good planning and organizational skills.
Must be computer literate.

Language Requirement: Proficiency in one of the African Union working languages.
Knowledge of other working languages would be an added advantage.

Tenure of Appointment: The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract could be for a period of two years renewable, subject to satisfactory performance.

Gender Mainstreaming: The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

Application: To apply, please submit the following:

- A letter stating reasons for seeking employment with the Au Commission;
- A detailed and updated CV, indicating nationality, age and gender;
- Names and contact details (including e-mail, address) of three references;
- Certified copies of Degrees, Diplomas, Certificates and samples of written work.

Remuneration: Indicative basic salary of US\$33,619.00 per annum plus other related entitlements e.g. post adjustment (40% of basic salary), housing allowance (US\$12,012.00 per annum), education allowance (75% of tuition and other related expenses for every eligible dependent up to a maximum of US\$6,500.00 per child per annum), etc for internationally recruited staff of the Commission.

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www.africa-union.org

**VACANCY ANNOUNCEMENT: SENIOR HUMAN RESOURCES
OFFICER CST AFF DEVELOPMENT AND DISCIPLINE)**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.'

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The Commission of the African Union invites applicants who are citizens of Member States for the post of Senior Human Resources Officer (Staff Development and Discipline)

Job Title:	Senior Human Resources Officer (Staff Development and Discipline)
Post level:	P3
Unit:	Human Resources Development Division
Duty station	Addis Ababa
Supervisor:	Head, Human Resources Development Division

- I. Facilitating the effective implementation of the Commission's Training Policy and approved training programmes.
- II. Ensuring that training activities are executed within approved budgets.
- II. Maintaining records on all training activities carried out and the expenses incurred to implement them.
- IV. Facilitating the implementation of Performance Evaluation Process (PEP), including the mid-year performance reviews.

- V. Organizing the process of recognizing strengths in staff performance through salary increments, congratulatory notes etc.
- VI. Assisting staff members to address shortcomings/areas needing improvement as identified during the PEP.
- VII. Maintaining statistics, monitoring and evaluating the effectiveness and impact of the process on staff motivation and organizational productivity.
- VIII. Advising on staff development and career progress.
- IX. Advising on strategies for staff motivation, internal job mobility and counseling.
- X. Facilitating implementation of all capacity building programmes involving the Commission with other organizations.
- XI. Overseeing the smooth implementation of the Commission's Internship programme.
- XII. Preparing and conducting examinations aiming at moving staff members from one category of employment to another.
- XIII. Overseeing the application of the Commission's Disciplinary Code.
- XIV. Ensuring overall management of the Unit and assisting the Head of Division whenever there is a need to do so.
- XV. Performing any other duties that may be assigned.

Candidates must have a minimum of Masters Degree from recognized universities in Human Resources Management, Public Administration or Education. Possession of qualifications other than an advanced degree will be an added advantage.

4. Work experience

Candidates must have at least 8 years of relevant progressive experiences from working in Human Resources Management and Development (HRM & D) area. They must possess thorough proven knowledge of all areas of HRM & D and related programmes and systems.

5. Other related skills

- a. Working knowledge of policy analysis
- b. Basic managerial experience, excellent interpersonal skills and ability to organize and lead others.
- c. Background in working in multicultural environment.
- d. Excellent drafting and reporting skills
- e. Good communication and negotiating skills
- f. Good planning and organizational skills.
- g. Computer literacy

- 6. **Language requirement:** Candidates must possess proficiency in at least one of the African Union working languages. Knowledge of one or more working languages will be an added advantage.

8. Tenure of Appointment: The successful candidate will be appointed on a fixed term contract of a period of three (3) years, of which the first one-year will be considered as a probation period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.
9. Gender Mainstreaming: The Commission is an equal opportunity employer. Qualified female candidates are strongly encouraged to apply.
10. Applications: To apply, please submit the following: -
 - i. A letter stating reasons for seeking employment with the Commission
 11. A detailed and updated CV, indicating nationality, age and gender.
 12. Names and contact details (including e-mail address) of three (3) referees.
- iv. Certified copies of all academic documents used to support the application.
11. Remuneration: Indicative basic salary of US\$33,619.00 per annum plus other related entitlements e.g. post adjustment (40% of basic salary), housing allowance (US\$12,012.00 per annum), education allowance (75% of tuition and other related expenses for every eligible dependent up to a maximum of US\$6,500.00 per child per annum), etc for internationally recruited staff of the Commission.
12. Deadline for receiving applications: Applications must be received not later than 26 June 2009 and should be addressed to: -

AU Commission
P.O. Box 3243
Addis Ababa, Ethiopia
Fax: 00251-11-5525840/5510430 E-mail:
au-recruits@africa-union.org

AFRICAN UNION

UNION AFRICAINE

UNIAO AFRICANA

Addis-Abeba (ETHIOPIE)

P. O. Box 3243

Telephone 5517 700 Fax: 551 7844

Website: www.africa-union.org

VACANCY ANNOUNCEMENT: POLICY OFFICER
(Monitoring and Evaluation)

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of a new organizational structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for a position in the Directorate of Strategic Policy Planning, Monitoring and Evaluation and Resources Mobilization, Headquarter /Addis Ababa.

1. Post

Job title : ***Policy Officer (Monitoring and Evaluation).***
Post level: ***P2***
Duty Station: ***Headquarter /Addis Ababa;***
Supervisor: ***Head of Planning, Monitoring and Evaluation Division.***

The principal objective of this post is to assist the Division of Planning management as well, the directorate of Strategic policy planning, Monitoring, evaluation and Resource Mobilization responsible for building up the Commission's capacity to improve and carry out the monitoring and evaluation system to re-adjust and follow the policies and programmes in a transparent and responsible manner and to ensure the Planning Division delivers on its responsibilities and objectives. Duties and responsibilities will be as follows:

- a. To assist the Senior Policy Officer (M&E) implement the work programme of the Planning Division related to monitoring and evaluation process.
- b. To assist the Senior Policy Officer (M&E) monitor and evaluate the day to day implementation of the AUC Strategic Plan.
- c. To participate actively in the activities of the Division along with the other Division members with good manner.

- d. To assist the Senior Policy Officer (M&E) to promote internally the use of best practices in terms of monitoring and evaluation system;
 - e. To support all AUC departments and directorates in the strengthening of their skills related to monitoring and evaluation system;
 - f. To assist the Senior Policy Officer (M&E) organize and conduct regular internal seminars on monitoring and evaluation system,
 - g. To assist in the collation and compilation of the quarterly and annual monitoring and evaluation report for each AUC department.
 - h. To assist and collaborate the preparatioq ofthe annual declaration ofth~ AU's major orientations and priorities on the basis of material.collected from each department on the activities and programmes of the Union.
 - i. To perform any other duty to meet the exigencies.ofthe job.
3. **Educational Qualifications:** Candidates must have at least a Bachelor's Degree in Economics, or Finance or Accounting.
4. **Work experience:** Candidates must have at least 5 years of progressively relevant and practical working experience in the field of Monitoring and Evaluation system as well as financial reviewing system.

Excellent Monitoring and Evaluation skills;

Excellent oral written and verbal communication skills;

Organizational skills, ability to multitask, attention to detail and ability to work with a diverse workforce;

Good communication and financial skills;

Ability to use of standard office software (Word, Excel and PowerPoint);

6. **Language requirement:** Proficiency in one of the African Union working languages. Knowledge of one or several other working languages would be an added advantage.
7. **Age requirement:** Candidates between the age of 25 and 35 years would be preferred.
8. **Tenure of Appointment:** The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

AFRICAN UNION



UNION AFRICAINE

UNIAO AFRICANA

P. O. Box 3243

Telephone 5517700 Fax: 551 7844

Website: www.africa-union.org

VACANCY ANNOUNCEMENT: Policy Officer
(Program Budget)

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of a new organizational structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for a position in the Directorate of Strategic Policy Planning, Monitoring and Evaluation and Resources Mobilization, Headquarter /Addis Ababa.

2. Post title:

Post level:

Policy Officer (Program Budget)

Duty Station:

P2

Headquarter /Addis Ababa;

Supervisor:

Head of Planning, Monitoring and Evaluation Division.

a. Workflow management:

To assist the Senior Policy officer (Planning) capture and maintain Program Budget information;

To assist the Senior Policy officer (Planning) track and follow up on changes in Program Budget data.

b. Program Budget:

To assist the Senior Policy officer (Planning) in entry and updating the Program Budget data and documents;

To assist the Senior Policy officer (Planning) in consolidation of program budget data sources;

Assist Senior Policy officer (Planning) in allocating resources to program budget components;

Assisting Senior Policy officer (Planning) with handling of internal program budget enquiries;

Assisting Senior Policy officer (Planning) with the organization of program budget and related meetings;

- a. A letter stating reasons for seeking employment with the AU Commission;
 - b. A detailed and updated CV, indicating your nationality, age and gender;
 - c. Names and contact details (including e-mail address) of three references;
 - d. Certified copies of degrees and diplomas.
11. **Remuneration:** Indicative basic salary of US\$27,892.00 per annum plus other related entitlements- e.g. Post adjustment (40% of basic salary), Housing allowance (\$12,012.00 per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$6,500.00 per child per annum), etc for internationally recruited staff of the commission.
12. **Applications** must be received not later than **26 June 2009** and should be addressed to:

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