



VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a Specialised Agency of the African Union and the continent's self-monitoring and peer review tool for the promoting good governance. Launched in 2003, the Mechanism is acceded to voluntarily by African states and exists to create a platform for reviewed states to improve constitutionalism and policy formulation, adoption and implementation. The mechanism establishes best practices and supports member states in monitoring compliance with established African Union standards and principles. These practices and standards are catalysts for transformative leadership needed to achieve political stability, high economic growth, sustainable development and accelerated sub-regional and continental integration. The peer review processes provide a high level platform for experience sharing and promotion of successful best practices including identifying deficiencies and assessing requirements for national capacity building.

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

The APRM invites applicants who are citizens of AU Member States for the following post:

1. POST

Job Title:	Chief of Staff
Level:	P4
Supervisor:	CEO
Directorate:	Office of the CEO
Duty Station:	Johannesburg, South Africa

2. JOB PURPOSE:

Under the overall supervision of the CEO, the Chief of Staff is responsible for:

- Overall Policy and Administrative operations of the office of the CEO within the APR Secretariat.

3. MAJOR DUTIES AND RESPONSIBILITIES:

Among his/her duties, are the following:

- Participates in program management, which involves duties on a weekly, monthly, and quarterly basis
- Aids and advises the Chief Executive Officer in Administration and Management of Staff and his office.
- Oversees the office of the CEO,
- Gathers and organizes data/ information from various APRM Divisions for the attention of the CEO and APR Panel members to make appropriate decisions
- Writes briefs, summaries and presentations for the CEO as required
- Performs varying duties of the APRM office and its staff members i.e. coordinating with country reviews Coordinators, management, resource mobilization etc
- Assists staff within the CEO's office in performing their mandates to the best of their abilities
- Organises a calendar of activities and keeps track of multiple assignments
- Advises and appraising work of staff working with the CEO,
- Participates in strategic meetings and initiatives by leading them and reporting results back to the Chief Executive Officer
- Provides training and guidance to other members of Staff.
- Represents the Chief Executive Officer in various capacities and mandates as required
- Handles any other assigned duties to perform

4. QUALIFICATIONS:

- Masters in Political Science or International Law, International Relations

5. PROFESSIONAL EXPERIENCE REQUIRED:

- Over 10 year of experience of work in Research, diplomacy and Coordination.

6. OTHER RELEVANT SKILLS:

- Have demonstrated administration capabilities;
- Good interpersonal skills and ability to work in a multicultural environment;
- Good computer knowledge including data base systems.
- Understands well the mandate and objectives of APRM.
- Understands and is aware of the African Union Shared values
- Understands and communicates well either English or French

7. LANGUAGE REQUIREMENT:

Be proficiency in English and/or French. Proficiency of one or several other AU working language(s) would be an added advantage.

8. AGE REQUIREMENT:

Candidates must preferably be between 30 and 50 years old.

9. 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 and deliverables.

10. GENDER MAINSTREAMING:

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

11. REMUNERATION:

Indicative basic salary US\$ 40,413.00 per annum plus other related entitlements e.g. post adjustment (57% of basic salary), housing allowance (US 23,846.40 per annum), education allowance (75% of tuition and other related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the African Union.

12. APPLICATION PROCESS

Interested parties must submit the following:

- A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
- Comprehensive Curriculum Vitae indicating your nationality, age, and gender.
- Three (3) contactable referees who have good knowledge of the candidate's work.
- Certified copies of all academic qualifications

Applications must be sent to: recruitment@aprm-au.org, quoting the job title on the email subject line.

Closing Date 16 February 2017