



VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a unique and innovative programme of the New Partnership for Africa's development. It is an instrument voluntarily acceded to by member states of the African Union as an African-based monitoring mechanism. The primary purpose of the APRM is to foster the adoption of policies, standards and practices that lead to human security and political stability, high economic growth, sustainable development, and accelerated sub-regional and continental economic integration.

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.

1. POST

Job Title:	Human Resources Officer
Level:	P2
Supervisor:	Head of Corporate Services
Directorate:	Directorate of Administration, Finance and Human Resources
Duty Station:	Midrand, Johannesburg, Republic of South Africa

2. JOB PURPOSE:

Under the supervision of the Head of Corporate Service or his/her delegate, The Human Resources Officer is expected to have a proven track record in the HR field administering and maintaining policy, identifying and adopting best practices, understanding the role that human resources management plays in a successful organization and being able to exercise sound judgment in the pursuit of the achievement of APRM goals.

KEY PERFORMANCE AREAS

1. Assist in defining and drafting approaches, policies, procedures, guidelines and formats for short listing, interviewing and selection of staff.
2. Work closely with other Directorates, Divisions and Units to identify staffing needs and respond accordingly.
3. Plan, coordinate, prepare and place and follow through vacancy announcements to hiring of staff.
4. Coordinate (and participate where applicable in the) short listing and interviewing process in staff appointment.
5. Prepare reports on short listing and interview exercises, seeking approval for appointments, drawing up of contracts, and preparing job offers to successful candidates.
6. Maintain rosters of qualified candidates for possible use in other relevant vacancies.
7. Track assumption and separation of staff and provide timely status reports.
8. Coordinate communications, transportation and on-boarding activities for new hires.
9. Prepare renewal of employment contracts based on feedback from performance evaluation process.
10. Keep abreast of changing rules and regulations guiding recruitment procedures.

11. Follow up with the candidate, agree on a suitable start date, and ensure that all supporting documentation and procedures are followed. Provide feedback to Directorates, Divisions and Units.
12. Effective performance of HR administrative and labour relations functions, including maintenance of staff representative structures and unions, where applicable.
13. Provide counselling support to staff and encourage them to talk about issues they feel they cannot normally share with others.
14. Conduct formal disciplinary investigations relating to misconduct, absence or poor performance.
15. Handle grievances and/or appeal processes as and when appropriate.
16. Perform other related duties as may be assigned

Required Skills and Competencies

- Good knowledge of human resources policies, practices and procedures and ability to apply them in an international organizational setting.
- Ability to identify issues, formulate opinions, make conclusions and recommendations in individual and team settings.
- Projecting a positive image of the role of HR in the effectiveness and efficiency of APRM and the motivation of its staff.
- Taking responsibility for incorporating gender perspectives in recruitment, ensuring equal participation of women and men in all areas of APRM's activities.
- Demonstrating a high sense of professionalism, courtesy and client-orientation, considering all staff members to whom services are provided to be "clients" and seek to see things from clients' point of view.
- Ability to establish and maintain productive relationship with staff by gaining their trust and respect.
- Effective interpersonal communication skills.
- Tact, diplomacy and the ability to deal with difficult situations and people.
- Interpersonal sensitivity, empathy and people-orientedness
- Strong familiarity with basic conditions of employment.
- Knowledge of South African Labour legislations.

3. QUALIFICATIONS REQUIRED:

A minimum of a Bachelor's degree in human resources management, business or public administration, social science or related field.

4. PROFESSIONAL EXPERIENCE REQUIRED:

Candidates must have a minimum of five years (5) of progressively responsible experience in human resources management, recruiting or related area in a public-sector institution or international organization.

5. OTHER RELEVANT SKILLS:

Have demonstrated ability to work in a multi-cultural environment;

Have good interpersonal and organisational skills

Have excellent drafting skills in English or French with a working knowledge of the other; and

Have a full knowledge of computer systems, including internet navigation and various Microsoft Office applications such as MS Word, MS Excel, MS Access, and Power Point.

6. LANGUAGE REQUIREMENT:

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

7. AGE REQUIREMENT:

Candidates must preferably be between 30 and 45 years old.

8. 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.

9. GENDER MAINSTREAMING:

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

10. REMUNERATION:

Indicative basic salary US\$ 29,287.00 per annum plus other related entitlements e.g. post adjustment (57% of basic salary), housing allowance (US 21,196.80 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.

11. 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 19 May 2017