AFRICAN PEER REVIEW
MECHANISM

آلية الأفريقية لمراجعة النظراء

MÉCANISME AFRICAIN
D'EVALUATION PAR LES PAIRS

O MECANISMO AFRICANO DE
REVISÃO DE PARES

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 promoting good governance. Launched in 2003, the Mechanism is acceded to voluntarily by African states and it 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 the 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 implementing its organizational structure and filling all vacant posts, among other functions.

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

1. POST

Job Title:	**Information & Communication Technology Officer**
Grade:	P2
Supervisor:	Head of Knowledge Management Division
Directorate:	Knowledge Management, Monitoring & Evaluation/Review Support
Duty Station:	Johannesburg, South Africa

2. JOB PURPOSE:

Under the direct supervision of the Head of the Knowledge Management Division, the ICT Officer is responsible for coordinating the development and implementation of the overall APRM Information and Communication Strategy in collaboration with outsourcing agencies of the APRM.

3. MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for a portfolio of ICT projects including strategy, planning and implementation;
- Collaborate with Management to determine the ICT needs of the Organization and make recommendations for new cutting-edge technology solutions or initiatives for inclusion in the office's work plan to optimize business process;
- Determine the hardware platform and basic software to meet the requirements of the APRM process, including network security, and server upgrade as necessary;
- Develop and maintain the necessary operational tools (databases and various applications);

- Determine all necessary systems analysis of the APRM operational framework in order to plan, design and build a database and all other necessary software applications to support the APRM Secretariat's business requirements;
- Perform all necessary network administration functions including server upgrade, data backup, etc.;
- Develop and institute adequate Network Security Policies and ensure their proper implementation;
- Provide full technical support to network users including network client set-up, maintenance and upgrade; printer installation and maintenance; print management services and general software and hardware troubleshooting services;
- Provide necessary training to all users to ensure proper utilization of network resources and the IS in general;
- Responsible for troubleshooting and managing Web Server, Website Update and Maintenance;
- Provide technical and operational support to all stakeholders in the APRM Governance Structure;
- Collaborate on the audit of ICT systems and ensure their compliance;
- Liaise with AUC on ICT-related issues to ensure that the organizational priorities are in line with the AU standards;
- Coordinate the development of automated workflows, electronic forms and surveys to improve business and knowledge-sharing systems;
- Work with the various divisions and other stakeholders to define the scope, goals and deliverables of IT projects;
- Perform other related duties incidental to the work described herein.

4. QUALIFICATIONS REQUIRED:

- A university degree in Computer Sciences or Information Technology.
- Project Management (PMP or Prince2 Practitioner) and IT Certification desirable.

5. PROFESSIONAL EXPERIENCE REQUIRED:

- Have at least 5 years' experience in Information Technology, of which 3 years' continuous experience was acquired in the international organization providing technical and advisory services in ICT/Web/Knowledge Management;
- Working Knowledge of SAP NetWeaver and Sage AccPac is an added advantage.
- Knowledge and experience in website design and database development.
- Experience in the use of basic photo editing software.
- Experience in knowledge sharing and the use of collaborative tools.
- Experience in Internet services ("cloud computing").

6. OTHER RELEVANT SKILLS:

- Be conversant with the APRM objectives and process;
- Project management and general managerial skills.
- Good interpersonal skills and ability to work in a multi-cultural environment.
- Stakeholder management skills.

7. LANGUAGE REQUIREMENT:

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

8. AGE REQUIREMENT:

Candidates must preferably be between 30 and 45 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 will be considered as a probationary period. Thereafter, the contract will be established 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$ 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 dependant 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 covering 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 of the candidate.

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

Closing Date : 16 February 2017