



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:	Panel Support Officer
Level:	P2
Supervisor:	Chief Executive Officer
Directorate:	Office of Chief Executive Officer
Duty Station:	Johannesburg, South Africa

2. **JOB PURPOSE:**

Under the overall supervision of the Chief Executive Officer or his delegate, the Panel Support Officer will be responsible for all substantive administrative and management matters related to the meetings of the Panel and other meetings of subsidiary and consultative meetings organized by the APRM. He/she will serve as the institutional memory and custodian of all decisions, reports and documentation submitted to the Panel. He/she will be responsible for providing continuous support to the Panel Members in carrying out their duties.

3. **MAJOR DUTIES AND RESPONSIBILITIES:**

- Overseeing and ensuring the proper and timely organization of all meetings;
- Ensuring that all documentation for meetings are properly prepared, duly processed and dispatched to stakeholders;
- Prepare and maintain records of all APRM Panel, Focal Points committee and Forum meetings;

- Ensuring that the outcome of meetings such as decisions and reports are properly finalized and decimated in an efficient and transparent manner.
- Organizing with assistance of protocol officers, the necessary logistics of Panel Member during meetings;
- Liaise with all departments and divisions to ensure successful meetings of the APRM bodies;
- Liaise with member states and other partners on issues related to the meetings of the panel and APR Forum;
- Between Panel meetings, preparing briefs to update Panel Members on the substantive activities of the Office;
- Maintaining contacts with Panel Members and conveying to relevant officers information requested by Panel Members;
- Ensuring the necessary follow up of requests received from Panel Members;
- Preparing working files for individual Panel members prior to Panel meetings;
- Providing office support to during Panel meetings, to its Members;
- Performing other related duties incidental to the work described herein.

4. QUALIFICATIONS REQUIRED:

- Hold an advanced university degree in Public and/or Business Administration, or in translation and editing;
- Be familiar with the objectives of the APRM purpose, objectives and process;

5. PROFESSIONAL EXPERIENCE REQUIRED:

- Have at least 10 years' experience in conference servicing with at least 5 years in intergovernmental or international organizations;

6. OTHER RELEVANT SKILLS:

- Have proven administrative experience with respect to conference services, particularly in intergovernmental or international organizations
- 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.

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 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 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\$ 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.

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: 14 February 2017