



## 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.

The offices of the APRM Secretariat are located in Midrand, Johannesburg, South Africa

The African Peer Review Mechanism invites applicants who are citizens of African Union Member States for the post of **APRM-AU Research Assistant (P2) X2**.

### **A. Post**

**Job Title:** APRM-AU Research Assistant X2

**Position Level:** P2

**Duty Station:** APRM Secretariat, Midrand,  
Johannesburg, South Africa

**Supervisor:** APRM Secretariat Divisional Heads

### **A. KEY PERFORMANCE AREAS**

Under the supervision of the CEO of the African Peer Review Mechanism or his/her delegate, the Liaison Officer's overall responsibility will be to assist APRM Senior Management in implementing the Decision of the African Union Assembly taken in January 2017 in Addis Ababa, expanding the mandate of the APRM to track the implementation of the key governance area including Agenda 2063 and Agenda 2030.

### **B. Scope of work and time frame**

The scope of the work will cover the Development of indicators, Monitoring and Evaluation, Quality assurance, Knowledge Management, Strategic Planning and reporting.

Specifically, the incumbent will:

- i. Conduct web based and secondary research on issues related to governance and socio-economic development;
- ii. Provide administrative assistance and support to senior staff for the following function: Organizing workshops, seminars, and focus group meetings; Making logistics arrangements for meetings; Other routine office and administration functions.
- iii. Submit regular updates and reports on project related matters;
- iv. Compilation and analysis of the skill development initiatives launched by the national and state governments;
- v. Reviews of periodic reports received from various ministries and departments and prepare summary snapshots on the status of skill development in the country;
- vi. Organize and attend internal meetings, consultations, workshops, conferences, brainstorming sessions, meetings as required, and prepare briefing notes, minutes, follow up with other Departments in matters relating to skill development;
- vii. Create an online repository of research / published materials in areas of skill and entrepreneurship development and update it periodically;
- viii. Perform any other related tasks assigned by the supervisors.
- ix. Perform any other tasks assigned from time to time by the supervisor (s);

### **C. Required Qualifications and Experience**

#### **Education:**

Minimum of Master's degree in Statistic, Mathematic, economy, development study or related field;

#### **Experience:**

Minimum five (5) years working experience in development cooperation, economy, statistic, research at national or international level is required for this position. knowledge of Result Based Management and quantitative methods as well as IT systems is also required.

**D. Language requirement:** Excellent English or French (spoken and written) and fluency in any other AU language would be an added advantage.

**E. Tenure of Appointment:** The appointment will be made on an AU short term contract for a period of Two (2) years, of which the first twelve (12) months will be considered as a probationary period.

**F. Gender Mainstreaming:** The African Peer Review Mechanism is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.

**G. Application:** To apply, please submit the following:

- i. A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
- ii. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender.

- iii. Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax and e-mail addresses.
- iv. Certified copies of degrees and diplomas.

#### **H. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Legal Officer shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent. Proprietary interests on all materials and documents prepared by the Legal Officer under the assignment shall become and remain properties of the APRM.

- I. **Remuneration:** Indicative basic salary of **US\$29,287.00** per annum plus other entitlements e.g. Post Adjustment (57% of basic salary), Housing allowance (\$21,196.80 per annum) in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.
- J. **Applications** must be received not later than **Monday, 12 January 2018** and should be addressed to:

Applications must be sent to: [recruitment@aprm-au.org](mailto:recruitment@aprm-au.org), quoting the job title "**APRM-AU Research Assistant**" on the email subject line. Contact person: Nomfanelo Mhambi Tel: **+27 11 256 3452**