

<u>Academic Requirements and Relevant Experience</u>	Deadline	Job Title , Location
<ul style="list-style-type: none"> • Diploma (Bac+²) or Bachelor (Bac+³) Degree with three (3) and two (2) years in Secretarial Studies or Office Management is required, or a related field with relevant work experience in public organizations, diplomatic missions, international organizations or international non-governmental organizations • A higher qualification will be an added advantage. • Communication related training is an added advantage. • Experience within the African Union Commission, United Nations and other international organizations involving diplomatic engagements, and familiarity to the working environment will be an added advantage. 	<p>July 22, 2024</p>	<p>Secretary/Receptionist (PM) Location: New York, USA</p>
<ul style="list-style-type: none"> • Masters Degree (Bac + 5) in Social Sciences, Political Science, Law, International Relations, International Economics, Security Studies, Public Administration or other related fields combined with a minimum requirement of seven (7) years relevant work experience, out of which three (3) should be at supervisory level OR University Degree, Bachelor (Bac+³) in any of the above fields, with a minimum requirement of ten (10) years relevant work experience out of which five (5) years should be at supervisory level. • Work experience in public international organizations, diplomatic missions and similar institutions will be an advantage. 	<p>July 1, 2024</p>	<p>Senior Political Affairs Officer Location: New York, USA</p>



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Job Title: Senior Political Affairs Officer

Posting Start Date: 5/31/24

Job Description:

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Organization Information

Reports to: The Permanent Representative

Directorate/Department/Organ: African Union Permanent Observer Mission to the UN

Number of Direct Reports: 1

Number of Indirect Reports: 0

Job Grade: P3

Number of Positions: 1

Contract Type: Regular

Location: New York, USA

Purpose of Job

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership

worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Senior Political Officer within the AU Permanent Mission to the UN based in New York, U.S.A which is under the Bureau of the Chairperson of African Union.

The Senior Political Officer shall support the Head of Mission through provision of policy guidance and analysis on political matters, collaborate with relevant stakeholders and partners in the formulation of joint strategies and maintain effective diplomatic liaisons with a view of cultivating strategic relationships towards meeting its overall mandate.

Main Functions

Under the direct supervision of Head of Mission (Permanent Representative of AU to the UN), the incumbent shall perform the following duties and responsibilities:

- Provide support in the preparation and Implement the programmes developed out of the office's strategic plan
- Ensure effective coordination and implementation at various levels
- Liaise with Member States, Regional Economic Communities (RECs), and other stakeholders including on relevant matters
- Prepare and develop reports, budget and work programmes related to the functioning of the Division
- Provide support to develop resource mobilization strategy with stakeholders coordination
- Manage and supervise employees under his/her supervision with regard to organization and performance evaluation.
- Conduct complex analysis and generate accurate reports in a timely manner for the Division and AU's internal use.
- Liaise with the various Departments/Units of the Commission for coordination and alignment purposes
- Prepare budgets for the Division in accordance with relevant frameworks. Support the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets as may be required.
- Actively contribute in the development of strategies, policies, programmes and plans

Specific Responsibilities

- Proactively identify and report on relevant political developments
- Support and manage the activities of the African Group including facilitation and coordination of the Group in advancing Africa's priorities aimed at promoting common African positions;
- Advise on strategic matters to enhance impact and influence of the African group at the United Nations
- Support and facilitate AU inputs and interventions in UN General Assembly and Security Council debates/decisions'
- Monitor and follow-up on implementation of UN System-wide strategic partnership with the African Union;
- Advise on strategies to enhance the African Union's global Voice and representation
- Prepare, speeches, talking points, memos, briefing notes for meetings and other correspondences for the Permanent Representative
- Prepares summaries of articles from various sources and draft a variety of related correspondences
- Building, maintaining and sharing a broad network of political contacts relevant to the missions work

Academic Requirements and Relevant Experience

- Masters Degree (Bac + 5) in Social Sciences, Political Science, Law, International Relations, International Economics, Security Studies, Public Administration or other related fields combined with a minimum requirement of seven (7) years relevant work experience, out of which three (3) should be at supervisory level
- OR
- University Degree, Bachelor (Bac+3) in any of the above fields, with a minimum requirement of ten (10) years relevant work experience out of which five (5) years should be at supervisory level.
 - Work experience in public international organizations, diplomatic missions and similar institutions will be an advantage.

Required Skills

- Excellent interpersonal and communication skills
- Ability to work in a team, to maintain team spirit and to operate effectively in a multi-cultural environment
- Ability to work under pressure, and to act with discretion in a politically sensitive environment and to establish good working relationship with key stakeholders;
- Ability in observing deadlines and achieving results
- Familiarity with international and regional policy processes and policy analysis in the relevant area
- Ability to delegate the appropriate responsibility, accountability and decision-making authority with regard to performance management and professional development
- Excellent drafting and reporting skills;
- Good communication and negotiating skills;
- Good planning and organizational skills;
- Proficiency in one of the AU official working languages (French, English, Portuguese, Arabic). Knowledge of one of several other working language(s) would be an added advantage

Leadership Competencies

Strategic Insight
Change Management
Managing Risk

Core Competencies

Building Relationship
Accountable and Complies with Rules
.Learning Orientation
Communicating with Influence

Functional Competencies

Conceptual Thinking
Job Knowledge and information sharing
Drive for Results
Continuous Improvement Orientation

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Req Id: 2275

Job Title: Senior Political Affairs Officer

Job Title: Senior Political Affairs Officer

Job Grade: P03

Employee Class: Regular

Number of Openings: 1

Posting Date: May 31, 2024

End Date: July 1, 2024

AU Organ: The African Union Commission

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Job Title: **Secretary/Receptionist (PM)**

Posting Start Date: 6/20/24

Job Description:

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Organization Information

Reports to: Finance and Administrative officer

Directorate/Department/Organ: African Union Permanent Observer Mission to the UN

Number of Direct Reports: 0

Number of Indirect Reports: 0

Job Grade: GSA4

Number of Positions: 1

Contract Type: Regular

Location: New York, USA

Purpose of Job

The incumbent is responsible for: Providing secretarial and clerical support services to the assigned supervisor or the Office in general for its effective functioning. Perform secretarial and office administration/management duties. Type and proof read documents, reports, correspondences, messages, queries, etc. as may be required by assigned supervisor(s). Assist in preparing correspondences and documents as required. Perform office management and documentation duties as required.

Main Functions

- Provide timely operational support
- Implement operational activities as scheduled and report.
- Assist in the follow up on logistical arrangements, activity implementation and provision of updates.
- Liaise effectively with internal and external stakeholders.
- Follow up meeting decisions and correspondence outcomes and ensure their implementation.
- Prepare routine office communication and assist in compiling data and information for reporting purposes.
- Assist in the creation, improvement and maintenance of record and retrieval systems
- Follow up on provision and maintenance of office facilities and materials.

Specific Responsibilities

- Draft responses to routine correspondences for the signature of the supervisors;
- Type and proof-read documents, reports, etc as may be required by assigned supervisors;
- Attend visitors and staff and provide them with basic information on relevant issues and procedures;
- Assist in the follow up on logistical arrangements, activity implementation and provision of updates;
- Maintain a proper filing and recording system for all incoming and outgoing correspondences and documents;
- Respond to and screen various correspondences such as telephone calls, e-mail messages and ensure follow up with supervisors and partners;
- Keep an up-to-date diary of appointments for supervisors;
- Keep equipment in use in good condition and report on defects for maintenance and other necessary action;
- Provide day to day routine administrative supports to various work units of the assigned \ Units;
- Ensure availability of stationery stock, equipment and furniture in offices assigned;
- Perform reception services where required; and
- Perform any other relevant duties and responsibility as may be assigned.

Academic Requirements and Relevant Experience

- Diploma (Bac+2) or Bachelor (Bac+3) Degree with three (3) and two (2) years in Secretarial Studies or Office Management is required, or a related field with relevant work experience in public organizations, diplomatic missions, international organizations or international non-governmental organizations
- A higher qualification will be an added advantage.
- Communication related training is an added advantage.
- Experience within the African Union Commission, United Nations and other international organizations involving diplomatic engagements, and familiarity to the working environment will be an added advantage.

Required Skills

- Excellent knowledge of computer office applications such as Word, Excel, Outlook and Power Point
- Sound planning and organizational skills
- Very good typing skills, of at least fifty words per minute.
- Good interpersonal skills
- Strong communication ability both orally and in writing
- Proficiency in any one of the AU official working languages (English, French, Arabic, Portuguese, Spanish and Kiswahili) is a requirement, while fluency in two, specifically English and French is an added advantage.
- Excellent team player and able to work in a multi-cultural environment.
- Good analytical skills and ability to identify workable alternative and solutions, firm yet flexible, confident.
- Able to manage stress.
- Strong personality but friendly, polite and patient.
- Work quickly, accurately and efficiently, meeting tight deadlines.
- Be able to work unsupervised on your own initiative;

Leadership Competencies

Core Competencies

Building Relationships

Communicating with impact

Functional Competencies

Job Knowledge and Information Sharing

Conceptual Thinking

Drive for Results

Continuous Improvement Orientation

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Req Id: 2280

Job Title: Secretary/Receptionist (PM)

Job Title: Secretary/Receptionist (PM)

Job Grade: GSA4

Employee Class: Regular

Number of Openings: 1

Posting Date: June 20, 2024

End Date: July 22, 2024

AU Organ: The African Union Commission