



GENERIC JOB PROFILE

1. POST

Job Title:	Civil Affairs Officer
Grade:	P2
Section:	Civil Affairs
Duty Station:	Field Mission

2. JOB PURPOSE

To assist in the representation and liaison between the mission, host authorities (national, provincial, local), civil society and other stakeholders regarding recovery, rehabilitation, reconstruction and restoration of state authority and services. Also to facilitate inter-communal dialogue and consultations as confidence building measures in order to strengthen opportunities to achieve sustainable peace.

3. MAIN DUTIES AND RESPONSIBILITIES

Within delegated authority, the Civil Affairs Officer will be responsible for the following duties. *(These duties are generic, and may not be performed by all Civil Affairs Officers.)*

- Compiles and analyzes the data necessary for the preparation of political analysis and other assessments on the impact of the political, economic and social environment on mandate implementation.
- Drafts sections of mission documents and reports.
- Verifies, calculates and presents information obtained from a variety of sources in a logical and orderly manner.
- Monitors specific aspects of mandate implementation. Identifies problems and proposes corrective action.
- Assists in the identification of local experts.
- Assists in identifying external training opportunities for national counterparts.
- Develops and maintains close contact with local government officials, community-based organizations, other central agencies, and other stakeholders/partners.

- Assists in the coordination of mandate implementation with other international agencies.
- Assist in the provision of preliminary assessment of capacity building needs of local institutions.
- Assists in the coordination of actions relative to obtaining technical assistance/funding support from multilateral and bilateral donors with respect to capacity building projects.
- Coordinates (across disciplines and components) with other team members to achieve consistency and synergy.
- Performs other related work as required.

4. REQUIRED COMPETENCIES

Professionalism

Knowledge of political, social and economic environment and their impact on a mission mandate implementation. Ability to conduct political analysis and to identify and resolve sensitive issues. Knowledge of operational aspects of national, bilateral or multilateral aid programmes. Ability to identify sources for data collection. Demonstrates professional competence and mastery of subject matter. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning& Organizing

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Stakeholder Engagement

Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view; establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; identifies stakeholders’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems; keeps stakeholders informed of progress or setbacks in projects; meets timeline for delivery of products or services to stakeholder.

5. EDUCATION:

A first-level university degree in political science, law, international relations, public administration, business administration, social sciences, engineering, economics or related field.

6. EXPERIENCE:

A minimum of three years of progressively responsible experience in political affairs, civil affairs, public administration or related area.

7. LANGUAGES:

Fluency in one of the official languages of the African Union.

8. GENDER MAINSTREAMING

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