



GENERIC JOB PROFILE

1. POST

Job Title: Conduct and Discipline Officer

Grade: P2

Duty Station: Field Mission

2. JOB PURPOSE

To assist in the dissemination, promotion, familiarization, and compliance of staff with the AU PSO code of Conduct and Discipline policies. Assist in the investigation of complaints and undertake proactive training and monitoring to prevent cases of sexual exploitation and abuse as well as other infractions.

3. MAIN DUTIES AND RESPONSIBILITIES

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

- Carries out basic quantitative and qualitative research on conduct and discipline issues, e.g. reviews relevant documents, reports and other material; collects, analyzes and presents statistical and other information gathered from diverse sources; identifies problems and issues and proposes corrective actions; liaises with relevant organizations on such issues.
- Keeps current on developments and trends in the field of conduct and discipline and supports efforts to raise awareness about AU standards of conduct and to prevent instances of personnel misconduct through inputs to internal and external communications and campaigns.
- Drafts or provides inputs to a variety of written outputs (e.g. background briefs, analytical notes, talking points, presentations, reports, standards and procedures, etc.) for mission management, legislative bodies and other offices.
- Performs data mining and data analysis to produce narrative and statistical reports on all aspects of personnel conduct.
- Assists in maintaining and monitoring a data management system for all categories of personnel misconduct.

- Assist with reviews of alleged misconduct by AU/mission peacekeeping personnel; receives and documents complaints and assists with ensuring appropriate follow-up.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying participants, preparation of background documents and presentations, handling logistics, etc.
- Assist in the development and implementation of public information and community outreach measures on conduct and discipline issues.
- Performs other duties as required.

4. REQUIRED COMPETENCIES

Professionalism

Knowledge and understanding of institutional mandates, policies and guidelines pertaining to conduct and discipline. Ability to deal with confidential subject matter. Demonstrated professional competence in assignments held to date. Sound knowledge and practical application of theories, concepts and standard methodologies of data management and analysis, including experience in data management, data mining and data analysis using a variety of database and reporting tools. Experience in building and drafting of reports. Analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to apply good judgment in the context of assignments given. 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 the field of social sciences, law, statistics, public or business administration, human resources management or other related area.

6. EXPERIENCE

A minimum of three years of progressively responsible experience in conduct and discipline, or related field.

7. LANGUAGE

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.