



GENERIC JOB PROFILE

1. POST

Job Title:	Disarmament, Demobilisation and Reintegration (DDR) Officer
Grade:	P2
Section:	DDR
Duty Station:	Field Mission

2. JOB PURPOSE

To contribute to security and stability in mission area by assisting the parties to the conflict, in consultation with all stakeholders and partners, with the design and implementation of a national DDR programme.

3. MAIN DUTIES AND RESPONSIBILITIES

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

- Assists in the development, implementation and evaluation of DDR activities in assigned region in accordance with system-wide principles and guidance, and the mandate of the mission in particular.
- Carries out basic research and analysis on selected aspects of the DDR programme, including operations and other related subjects and activities, e.g. reviews relevant documents and reports; collects, analyzes and presents statistical data and other information gathered from diverse sources; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Contributes to the monitoring of DDR activities, undertakes periodic reviews of DDR operations to assess effectiveness and efficiency, achievement of results and procedural compliance.
- Maintains awareness of current DDR issues, including relevant political, policy and gender considerations; monitors and assesses the political situation in assigned area of responsibility as required.

- Participates in discussions with the mission’s civilian, military and other components, as well as with international and national partners on DDR activities.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, manuals on standards and procedures, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, including the preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development and delivery of training workshops, seminars, and induction courses on assigned topics/activities.
- Organizes field visits for high-level AU officials; participates in field visits to review implementation of various DDR programmes/activities, including provision of substantive and administrative support.
- Performs other related duties as required.

4. REQUIRED COMPETENCIES

Professionalism

Knowledge and understanding of DDR issues generally and in country/region of assignment in particular. Sound understanding of and ability to evaluate political situation in that area. Ability to identify issues, analyze and participate in the resolution of issues/problems. Analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources (e.g. electronic sources on the internet, intranet and other databases, etc.). 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, social sciences, management, international economics, international relations, development, or a related field.

6. EXPERIENCE

A minimum of three years of progressively responsible experience in international affairs such as peacekeeping, peacebuilding or development programmes, preferably, with specific focus on conflict/post-conflict and economic recovery issues or related areas. Previous experience working with vulnerable groups in the areas of peacekeeping, peacebuilding, development, small arms or DDR is an advantage.

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.