



## GENERIC JOB PROFILE

### 1. POST

<b>Job Title:</b>	Human Resources Officer
<b>Grade:</b>	P2
<b>Section:</b>	Human Resources
<b>Duty Station:</b>	Field Mission

### 2. JOB PURPOSE

To assist with all human resources services, including recruitment, contract management of local and international staff, performance management, skills development, and the management of staff conduct and behavior. To assist with the provision of staff welfare (e.g. insurance, medical services, counselling services, and others).

### 3. MAIN DUTIES AND RESPONSIBILITIES

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

- Administers and provides advice on salary and related benefits, travel, and social security entitlements.
- Assists in the assessment of relevant personnel actions including recruitment, separations, transfers, assignments and promotions.
- Develops acute understanding of the AU Staff Rules and other administrative instructions.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Provides guidance to programme managers on the application of classification policies and procedures
- Identifies and analyzes staff development and career support needs and assists with the design of programmes to meet identified needs.
- Provides induction orientation and briefing to new staff members.

- Supervises the maintenance of the human resources filing system.
- Provides advice and support to managers and staff on human resources related matters.
- Keeps abreast of developments in various areas of human resources.

#### **4. REQUIRED COMPETENCIES**

##### **Professionalism**

Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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 human resources management, business or public administration, social sciences, education or related field

#### **6. EXPERIENCE**

A minimum of three years of progressively responsible experience in human resources management, administration or related area.

#### **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.