

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

Addis Ababa, Ethiopia P. O. Box 3243 Telephone: 011 551 77 00 Fax: 011 551 78 44 Website: www.au.int

GENERIC JOB PROFILE

1. POST

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|----------------------|---------------------------|
| Job Title: | Political Affairs Officer |
| Grade: | P2 |
| Section: | Political Affairs |
| Duty Station: | Field Mission |

2. JOB PURPOSE

To assist in monitoring, reporting and analysing all political aspects of the peace process and reporting on related developments and prospects. Also to follow up on all political, conflict, prevention and peace making initiatives and assist in facilitating the work of the mission in political affairs including in preparation of drafts, briefs, meetings and reports.

MAIN DUTIES AND RESPONSIBILITIES

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

- Analyses information contained in communications and publications received from different sources, including the press; maintains up-to-date knowledge of events relating to political issues in a specified area or subject matter.
- Assists senior officials with briefing notes, background papers and talking points.
- Identifies and provides early warning briefs on potential challenges.
- Prepares summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports.
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Provides input into political, humanitarian and economic efforts and programmes.

- Creates databases that track project progress and provides other information relevant to assigned area.
- Performs other related duties as required.

3. REQUIRED COMPETENCIES

Professionalism

Ability to identify and analyse political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. Ability to develop 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.

4. EDUCATION

A first-level university degree in political science, international relations, international economics, law, public administration or other related area.

5. Experience

Minimum of three years of progressively responsible experience in political science, international relations, law, development management, conflict resolution or related area.

6. LANGUAGE

Fluency in one of the official languages of the African Union

7. GENDER MAINSTREAMING

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