



Information for Selection Interview Candidates

The quality of civilian experts with admission to the African Standby Capacity personnel roster is the African Union's greatest asset. To ensure that the very best personnel is selected for the African Standby Capacity pool, candidates are invited to a selection interview. The selection process is identical and standardized for all candidates, no matter if they apply for admission to the ASC personnel pool with the African Union Commission or a Regional Economic Community/Regional Mechanism.

Candidates, who prepare for the ASC selection interview, significantly increase the likelihood to be selected for admission to the pool. This information therefore intends to acquaint candidates with the selection interview process.

The interview can be conducted face-to-face or online and takes approximately 60 minutes in which the candidate is requested to answer a combination of questions concerning subject matter expertise and personal competencies. The interview is conducted by a panel, which usually comprises three persons. The interview is divided into three parts.

- Part I Subject Matter Expertise
- Part II Gender Diversity and Inclusiveness
- Part III Competency-based Interview

Part I Subject Matter Expertise

In order to determine a candidate's mastery of his or her subject matter expertise (i.e. logistics | human rights monitoring | reconciliation etc.) the candidate is tasked to respond to the questions of a subject matter expert who is part of the panel. The questions pertain to the area of expertise the candidate wishes to perform during a deployment or has declared expertise of in the application documents. This is to ensure that all pool members are experts in their specific field of work.

Part II Gender Diversity and Inclusiveness

African Union rules and regulations stress the importance of gender diversity and inclusiveness in all operations. The candidate is therefore requested to outline how he or she would react in a situation that calls for a gender sensitive and inclusiveness approach.

Part III Competency-based Interview

Competency-based Interviewing is a standard selection method used by international organizations in which candidates are invited to provide specific examples (evidence) from their past professional experience relating to six competencies. The Competency-based Interview is based on the concept that past behaviour and experience is the best predictor for future performance. The examples of past situations the candidate provides, allow the panel members to understand the person's approach to work. Rather than what a person does, it tests, how a person performs in a certain situation.

During the Competency-based Interview, panel members try to identify evidence that the candidate possesses six competencies mentioned below. The instrument to assess candidates' mastery of the specific competency are specific indicators tailored to the respective competency. During the interview, panel members try to find evidence that the candidate meet the indicators.

A typical question during a Competency-based Interview may look like this: „May you please provide us with an example where you needed to keep colleagues/partners informed of progress?“ It is advisable to prepare for the interview in advance and to note down specific past experience for each indicator.

The answer of the candidate should follow the CARL principle.

Context – a brief description of the example

Action – the candidate's specific action

Result – the action's impact

Learning – what the candidate learnt

As „transparency and accountability“ are some of the African Standby Capacity's core values, the competencies and the respective indicators are listed below.

Communication

- I. Speaks and writes clearly, concisely and logically.
- II. Encourages colleagues to provide information and views, and seeks clarification and understanding.
- III. Adjusts language, tone, style and means of communication to match audience and circumstances.
- IV. Keeps colleagues informed and up to date.

Planning and Organizing

- I. Develops clear goals that are consistent with agreed strategies.
- II. Identifies priority activities and assignments; adjusts priorities as required and uses time efficiently.
- III. Allocates appropriate amounts of time and resources for completing work and delivers outputs for which one has responsibility within prescribed time, cost and quality standards.
- IV. Foresees risks and allows for contingencies when planning.
- V. Monitors and adjusts plans and actions as necessary.

Stakeholder Engagement

- I. Establishes/maintains productive partnerships with stakeholders by gaining their trust and respect.
- II Identifies stakeholder's needs and matches them to appropriate solutions.
- III. Monitors developments in stakeholder's environment to keep informed and anticipate problems.
- IV. Establishes/maintains relationships with a range of people inside and/or outside the organization.
- V. Meets timeline for service delivery to stakeholders and keeps them informed of progress/setbacks.

Professionalism

- I. Shows pride in work and in achievements.
- II. Demonstrates professional competence and mastery of subject matter.
- III. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- IV. Is motivated by professional rather than personal concerns.
- V. Shows persistence when faced with difficult problems or challenges.
- VI. Remains calm in stressful situations.

Accountability

- I. Takes ownership for all responsibilities and honours commitments.
- II. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards.
- III. Operates in compliance with organizational regulations and rules.
- IV. Supports subordinates, provides oversight and takes responsibility for delegated assignments.
- V. Takes personal responsibility for own shortcomings and those of the work unit, where applicable.

Teamwork

- I. Works collaboratively with colleagues to achieve organizational goals.
- II. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.
- III. Places team agenda before personal agenda.
- IV. Builds consensus for task purpose and direction with team members.
- V. Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.
- VI. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Candidates are invited to complete the short United Nations guide about the Interview in order to better understand the concept: <https://careers.un.org/lbw/home.aspx?viewtype=AYI>
