
VACANCY ANNOUNCEMENT: PROGRAMME ASSISTANT - AFRICA DEMOGRAPHIC DIVIDEND AND SEXUAL AND REPRODUCTIVE HEALTH PROGRAMME (A2DSRH) - VA/AUDA-NEPAD/24/47

The African Union (AU) established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and the African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, the capital city of Ethiopia.

The New Partnership for Africa's Development (NEPAD) is a programme of the African Union adopted in 2001 in Lusaka, Zambia, aimed primarily at poverty alleviation and promotion of economic growth and sustainable development in Africa. As a consequence of the integration of NEPAD into the structures and processes of the African Union, the NEPAD Planning and Coordinating Agency (NPCA) has been established by the Decision of the 14th AU Assembly of February 2010 as the technical body of the African Union, in replacement of the NEPAD Secretariat.

NEPAD Agency has transformed into the African Union Development Agency. The aim of the African Union reforms is to streamline and improve effectiveness and efficiency in delivering the implementation of AU decisions, policies and programmes across all AU organs and institutions. One of the recommendations of the reforms is to transform the technical body of the AU, the NEPAD Agency into the African Union Development Agency (AUDA-NEPAD). The decision was made during the 31st Ordinary Session of the Assembly of African Union Heads of State and Government in Nouakchott, Mauritania, in July 2018.

AUDA-NEPAD is an African-owned and led continental agency, spearheading Agenda 2063. The decision on the African Union Development Agency is an affirmation by Member States of their commitment to own an instrument that will champion development support to countries and regional bodies in advancing their priorities through the implementation of Agenda 2063.

1. To coordinate and execute priority regional and continental projects to promote regional integration towards the accelerated realisation of Agenda 2063;
2. To strengthen the capacity of African Union Member States and regional bodies;
3. To advance knowledge-based advisory support;
4. To undertake the full range of resource mobilisation, and
5. To serve as the continent's technical interface with all Africa's development stakeholders and development partners.

Based on the **Host Agreement between the Government of the Republic of South Africa and the African Union for AUDA-NEPAD to serve as the interim AU Office Operating outside the African Union Headquarters**, AUDA-NEPAD invites applicants who are citizens of African Union Member States for the following position:

A. Post

Job Title: Programme Assistant, A2DSRH - Programme Management Unit
Position Level: GSA5
Duty Station: Johannesburg, South Africa
Supervisor: Programme Officer – A2DSRH PMU

B. Key Performance Areas

The Africa Demographic Dividend and Sexual and Reproductive Health Programme (A2DSRH) is an ambitious initiative spearheaded by AUDA-NEPAD to capitalise on Africa's demographic potential through targeted interventions in sexual and reproductive health (SRH). This programme is pivotal in promoting, coordinating, and supporting the execution of SRH policies across the continent, aligning with Agenda 2063 to enhance health outcomes and foster sustainable development in Africa.

By integrating efforts from various complementary programs, A2DSRH is dedicated to developing sustainable institutional capacities across African nations. This involves bolstering existing technical and operational capabilities within African institutions, enabling them to serve as essential partners in implementing this continent-wide initiative.

Under the supervision of the Senior Programme Officer, the Programme Assistant will be responsible for providing administrative support to the Programme Management Unit (PMU) of the A2DSRH programme, ensuring the smooth running of the unit's activities. The candidate will support the development and implementation of the A2DSRH programme by ensuring the smooth execution of A2DSRH activities, assisting in project development and implementation, maintaining accurate records and presentations, supporting meetings and events, and contributing to the overall efficiency and success of A2DSRH

Specifically, the incumbent will:

1. Provide administrative support to PMU teams, including managing correspondence, scheduling meetings, and maintaining accurate records.
2. Support research activities, including data collection, analysis, and preparing reports for dissemination.
3. Facilitate communication and coordination among AUDA-NEPAD, RECs, and the A2DSRH PMU, enhancing collaboration on program undertakings.
4. Organize and maintain comprehensive documentation of PMU activities, ensuring the confidentiality and accuracy of both electronic and paper files.
5. Coordinate logistics for project events, including meetings, conferences, and workshops—from agenda preparation to venue and travel arrangements—in collaboration with procurement, finance, and travel units.
6. Assist in the preparation, distribution, and archiving of project-related documents such as minutes, reports, and presentations.
7. Support project monitoring and evaluation efforts by managing data entry and analysis, as well as compiling progress reports.
8. Contribute to the organisation of project meetings, ensuring effective minute-taking and report writing.
9. Perform additional duties as assigned to support project goals and objectives.

C. Required Skills and Competencies

- I. Excellent attention to detail and accuracy in administrative tasks, data management, and record-keeping.
- II. Strong communication and interpersonal skills, capable of effective written and verbal exchanges.
- III. Familiarity with Regional Economic Communities, AU Institutions, and development concepts.
- IV. Proficient organisational and administrative skills to manage multiple tasks and prioritise effectively.
- V. High proficiency in Microsoft Office applications and project management software.
- VI. Ability to work both independently and collaboratively within a team, adapting to changing circumstances.
- VII. Proactive in taking initiative to support project activities and handling unforeseen challenges.
- VIII. Effective time management skills to meet tight deadlines and manage a variety of project demands.
- IX. Skilled in providing comprehensive administrative support, including organising meetings, coordinating logistics, and managing documentation.
- X. Strong capacity for collaboration and coordination to facilitate smooth project implementation.

D. Education and Experience:

Minimum of a High School Certificate and a College Diploma in the fields of Economics, Administration, Accounting, International Relations, Developmental Studies, Sciences, and Social Studies. A minimum of (5) years of progressive responsibility in providing office administration support, including at least two (2) years in administration in an international or multinational organisation.

E. Language requirement: Proficiency in one of the following African Union working languages is a requirement; English, French, Portuguese, and Arabic. Knowledge of one or more of the other AU working languages would be an added advantage.

F. Tenure of Appointment: The appointment will be made on an AU Fixed-term contract for a period of two (2) years, of which the first three (3) months will be considered as a probationary period. This will be renewable subject to satisfactory performance and availability of funds.

G. Gender Mainstreaming: The African Union Development Agency is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.

H. Remuneration: Indicative basic salary of US\$19,701.71 per annum plus other entitlements e.g., Post Adjustment (46% of basic salary), Housing allowance (\$16,813.44 per annum), gratuity (15% of gross salary) in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.

I. Applications should be forwarded utilizing "Arial" font 11.5: To apply, please submit the following:

- a. A motivation letter stating reasons for seeking employment with the African Union Development Agency

- b. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age, and gender.
- c. Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax, and e-mail addresses.
- d. Certified copies of degrees and diplomas

Applications must be received not later than **Monday, 16 September 2024**.

Click the link to apply: https://e-recruitment.nepad.org:44310/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand

Please note that only shortlisted candidates will be contacted.

If you face challenges during profile creation or application, log your problem to audahiring@nepad.org.

The African Union Development Agency (AUDA-NEPAD) is a vision and strategic framework for Africa's renewal that is based on a shared understanding that it is imperative to eradicate poverty and position African countries on the road to sustained economic growth and development. AUDA-NEPAD works closely with the African Union Commission (AUC), regional economic communities, national governments, research institutions and civil society organizations in its efforts to eradicate poverty in Africa whilst also voicing Africa's concerns at the global level. For more information go to: www.nepad.org