



VACANCY ANNOUNCEMENT PRINCIPAL ADMINISTRATIVE OFFICER **VA/AUDA-NEPAD/24/39**

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 African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, 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, African Heads of State and Government, 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 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 post of:

A. Post

Job Title: Principal Administrative Officer
Position Level: P4
Duty Station: Johannesburg
Supervisor: Director of Operations

B. Key Performance Areas

Under the supervision of the Director of Operations. The Principal Administrative Officer shall be responsible for all matters relating to the delivery of administrative services that ensure a conducive and enabling work environment. He/she shall coordinate the provision of all administrative services pertaining to office utilities, security, transport, building and asset maintenance, and support operations of AUDA-NEPAD in Midrand and Project Offices.

Specifically, the incumbent will:

1. Direct and plan essential central office services including reception, security, transport, office and meeting room allocation, building maintenance, mail, cleaning, catering, and waste disposal and recycling.
2. Ensure the correct implementation of approved administration policies and procedures, ensuring that the administration transactions are properly documented, clearly auditable, and automated, i.e. captured into the SAP ERP system as far as possible.
3. Approve requests for administrative supplies, stationery and other office requirements, ensure orders are placed and effective cost controls are in place.
4. Supervise the AUDA-NEPAD insurance portfolio, i.e., assets and motor vehicles, ensuring adequate cover at all times of the year and timely annual renewal.
5. Oversee the preparation, implementation and control of travel plans.
6. Oversee travel and related services for AUDA-NEPAD in accordance with AU travel policies and international best practices.
7. Ensure efficient and effective fleet management.
8. Routinely identify all potential security risks within the AUDA-NEPAD premises and develop acceptable recommendations for risk mitigation regarding safety and security for management consideration.
9. Ensure that all safety and security equipment and installations are serviceable and in working condition, maintain an office safety plan, and conduct regular building safety exercises.
10. Prepare and monitor the implementation of administrative services operational plans monthly and quarterly and ensure the production of management reports.
11. Respond to and coordinate security and safety-related incidents involving AUDA-NEPAD staff and eligible dependants to ensure staff members are properly assisted during different security incidents.
12. Review and evaluate all incidents and complaints regarding administrative services and institute corrective action as required.
13. Monitor service level agreements and performance of all administration outsourced services and contractors.
14. Establish and implement communication strategies for promoting awareness of administration services initiatives.
15. Originate and monitor budgets for the Administration Unit.
16. Manage a team of staff under the Administration Unit.
17. Perform any other duties as may be assigned.

C. Required Skills and Competencies

- i. Strong organisation and follow-up skills, including the ability to handle competing priorities and meet all deadlines and commitments.
- ii. Excellent customer service, written and oral communication skills, with excellent interpersonal and influencing skills.

- iii. Experience in supervising a team and ability to leverage limited resources, staff and consultants for maximum impact.
- iv. Ability to perform multiple tasks and work under pressure with various individuals and institutions.
- v. Able to work under minimal supervision, be proactive, initiative and with sound judgment.
- vi. High level of accuracy, attention to detail and thoroughness.
- vii. Ability to observe and understand business processes, ensuring processes are documented completely and accurately.
- viii. High level of accuracy, attention to detail and thoroughness.
- ix. Sound analytical skills and the ability to identify issues, formulate opinions, and make conclusions and recommendations in individual and team settings.
- x. Maintain confidentiality at the highest level at all times.
- xi. High level of integrity and accountability, flexible approaches to work coupled with enthusiasm, commitment and energy.
- xii. Familiar with AUDA-NEPAD and experience working in international organisations.
- xiii. Ability to work in a multi-cultural and multi-national environment.
- xiv. Excellent computer skills (e.g., Microsoft Word, Excel, PowerPoint, Access, SAP ERP) essential

D. Education and Experience:

A Master's degree in Administration, Management or a related field, with eight (8) years of progressively responsible experience in administration, business or operations management, of which three (3) years are at a supervisory level in the public sector, multinational or multilateral institutions or similar organisations nationally, regionally and/or internationally.

Or

A Bachelor's degree in Administration, Management, or a related field, with twelve (12) years of progressively responsible experience, of which seven (7) years are at a specialist/expert level in administration, business or operations management in the public sector, multinational or multilateral institutions or similar organisations nationally, regionally and/or internationally.

- 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 Regular contract for three (3) years, of which the first twelve (12) months will be considered as a probationary period.
- 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\$42,879.00 per annum plus other entitlements e.g. Post Adjustment (57% of basic salary), Housing allowance (\$24,561.84 per annum), pension (19% of basic salary), education allowance, medical aid, life and accident insurance 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
 - e. A recent performance evaluation report (for internal candidates only).

J. **Applications must** be received not later than **Monday,14 October 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