



VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a unique and innovative programme of the New Partnership for Africa's development. It is an instrument voluntarily acceded to by member states of the African Union as an African-based monitoring mechanism. The primary purpose of the APRM is to foster the adoption of policies, standards and practices that lead to human security and political stability, high economic growth, sustainable development, and accelerated sub-regional and continental economic integration.

In seeking to achieve its objectives, the African Peer Review Mechanism intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The APRM invites applicants who are citizens of AU Member States for the following post:

1. **POST**

Job Title:	Head: Corporate Services
Level:	P5
Supervisor:	Chief Executive Officer
Directorate:	Corporate Services
Duty Station:	Johannesburg, South Africa

2. **JOB PURPOSE:**

Under the overall supervision of the Chief Executive Officer, the Head of Corporate Services is tasked with ensuring the effective and efficient delivery of corporate operations and ultimately helping to ensure that the APRM achieves its core aims and objectives. The Head of Corporate Services is therefore required to develop and drive forward appropriate strategies and policies to facilitate the achievement of corporate aims and objectives.

3. **MAJOR DUTIES AND RESPONSIBILITIES:**

- Researching, drafting and implementing appropriate strategies and policies in relation to finance, human resources, procurement and audit issues. Ensuring that the Chief Executive is kept fully aware of all relevant issues affecting Secretariat policy.
- Overseeing the finance function, ensuring proper administration of the Secretariat's financial affairs, advising and assisting the Chief Executive Officer and other Directors on budget and financial planning strategies. Monitoring and reporting on financial performance, and authorisation of payments. The HCS is also responsible for assessing the financial contributions of participating countries and liaising with

relevant national focal points for their collection, and liaising with external financing sources in relation to their support to the APRM process.

- Leading and directing the overall provision of Human Resources services, policies, and programs which are aimed at supporting the APRM to achieve its business objectives. Development and implementation of the Human Resources strategy that is targeted at attracting, developing and retaining superior talent.
- Responsible for the development, implementation and continued compliance of IT related strategies, policies and procedures. Also responsible for the management of the IT Support Contract, ensuring that all aspects of the agreed contract are complied with and that the Secretariat's IT system continues to operate effectively and meets the Secretariat's needs.
- Responsible for ensuring compliance with APRM's procurement policy and guidance and that value for money is achieved in all aspects of procurement, as well as developing appropriate in-house procurement strategies.
- Maintaining constant liaison with the relevant government departments of the Republic of South Africa to support the effective implementation of the Host Country Agreement.
- Responsible for providing updates, guidance and direction in relation to finance, audit and risk management.

4. QUALIFICATIONS:

Masters' Degree in Business / Public Administration

5. PROFESSIONAL EXPERIENCE REQUIRED:

- More than 8 experience in a managerial role;
- Extensive experience in Human Resources management and Administration in a national or international public institution.

6. OTHER RELEVANT SKILLS:

- Have a knowledge of APRM objectives and process;
- Possess excellent communications and negotiating skills;
- Be able to work quickly and accurately under pressure and attend to any ad hoc functions as required;
- Possess excellent drafting ability in one of the African Union working languages;
- Have a practical knowledge of Computer, particularly internet navigation and major Microsoft office applications.

7. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages.

8. AGE REQUIREMENT:

Candidates must preferably be between 35 and 55 years old.

9. TENURE OF APPOINTMENT:

The appointment will be made on fixed term of five years, comprising the first three years one of which is probation period, after which the contract can be renewed once.

10. GENDER MAINSTREAMING:

The APRM is an equal opportunity employer and women candidates are strongly encouraged to apply.

11. REMUNERATION:

Indicative basic salary of US\$ 47,829.00 per annum plus other related entitlements for internationally recruited staff of the African Union.

12. APPLICATION PROCESS

Interested parties must submit the following:

- A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
- Comprehensive Curriculum Vitae indicating your nationality, age, and gender.
- Three (3) contactable referees who have good knowledge of the candidate's work.
- Certified copies of all academic qualifications

Applications must be sent to: **recruitment@aprm-au.org**, quoting the job title on the email subject line. OR post the application to: **APRM Recruitment Office, Private Bag X09, Halfway House, 1685**

Closing Date: 30 November 2013

Please note, should you not hear from us within six (6) weeks after the closing date, kindly consider your application to be unsuccessful.