



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: **Senior Coordinator: Country Review Process**
Level: P6
Supervisor: Chief Executive Officer
Directorate: Office of Chief Executive Officer
Duty Station: Johannesburg, South Africa

2. **JOB PURPOSE:**

Under the supervision of the Chief Executive Officer of the APRM, the Senior Coordinator: Country Review Process is responsible for the entire process of the country review and follow-up in participating countries.

3. **MAJOR DUTIES AND RESPONSIBILITIES:**

The Senior Coordinator: Country Review Process will be specifically responsible for:

- Initiating countries' preparation for undertaking their reviews, including the setting up of national autonomous bodies and focal points entrusted with the process;
- Organizing support in the preparation of Country Self-Assessment Reports (CSAR);
- With the support of Country Review Coordinators, providing, as may be required, the necessary technical assistance to national bodies and focal points in the preparation of their Country Self-Assessment Reports (CSAR);
- With the support of Thematic Coordinators in thematic areas, coordinating the preparation of issues papers related to the countries undergoing review;
- Organizing the support of the Office to the Panel Member leading the Country Review Team (CRT);
- Coordinating the review process review, including consolidation of contributions of

the members of the CRT, in their respective thematic area;

- Supervising the finalization of country reports;
- Providing the necessary support to the Lead Panel Member in the submission of the draft and final Country Reports to the Panel and the African Peer Review Forum of Heads of State and Government of participating countries (APR Forum), respectively;
- Maintaining the necessary contacts with national focal points to ensure an effective follow up of the implementation of their Programmes of Action (POA);
- Leading and coordinating, within the APRM Secretariat, the contribution of the office to the preparation of individual countries' periodic reports on the implementation of their Programmes of Action;
- Promoting exchange of experiences among countries reviewed through the organization of seminars and workshops and appropriate networking;
- Coordinating the activities of the CRT, reviewing the draft contributions of its members and consolidating them in a Draft Country Report;
- Supporting, or substituting the Lead Panel Member in coordinating the review process, including organizing meetings with country High Officials, as may be required;

The Senior Coordinator: Country Review Process will be supported by, coordinate and supervise Research Analysts and Coordinators.

4. QUALIFICATIONS REQUIRED

- Hold a minimum of a Masters' degree in Social Sciences.

5. PROFESSIONAL EXPERIENCE REQUIRED:

- Have at least 8 years' experience in dealing with African development issues;
- 8 to 15 years' experience in managing complex departments/functions and leading teams of senior professionals.

6. OTHER RELEVANT SKILLS:

- Have an extensive knowledge of the objectives of the APRM in the thematic areas and their interactions, as well as their impacts on the overall development process at country, regional and continental levels;
- Have proven leadership skills and experiences of interacting with country, international officials and organisations;
- Have extensive Research skills and experience in governance.
- Demonstrate the ability to interact with people with various expertise and consolidate their inputs,
- Have excellent drafting ability in one of the African Union working languages.

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\$ 57,515.00 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.