

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

SCIENTIFIC, TECHNICAL AND RESEARCH COMMISSION

OF

THE AFRICAN UNION

DEPARTMENT OF

HUMAN RESOURCES, SCIENCE AND TECHNOLOGY

AFRICAN UNION COMMISSION

TERMS OF REFERENCE

Job Title: Programme Associate Officer

For Programme on: ASRIC¹ Flagship Programmes

Supervisor: Senior Scientific Officer

Duty Station: Abuja, Nigeria

¹ African Scientific Research and Innovation Council

VACANCY ANNOUNCEMENT: Programme Associate Officer

The African Union, 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. The Scientific, Technical and Research Commission (STRC) of the African Union is a specialized technical institution of the African Union founded in 1954, the AU-STRC has been at the vanguard of promotion of science and technology in the past 6 decades at continental level.

Knowledge development and utilization is one of the strategic objectives of the STRC to achieve an African knowledge-based society in this regard the STRC is implementing many projects and programmes in the health sciences and technology research and capacity building and institutional strengthening.

The African Scientific Research and Innovation Council (ASRIC) was adopted by the Executive Council through the decision (EX.CL/Dec.747 (XXII)), that paved the way to establish and operationalize ASRIC. The ASRIC has a broad mandate outlined in its statute to promote research and innovation to address Africa's socio-economic development challenges. ASRIC mobilizes African research excellence; builds and sustains a continental research-policy nexus; as well as resource mobilization for research programmes. It will promote dialogue and voice of the scientific community; advocacy for knowledge and technology creation and acquisition; and link the scientific community with the productive sector. ASRIC will be instrumental in supporting and strengthening national and regional councils' STI capacities, bridging the gap between research and policy; and boosting intra-Africa and international collaboration in research and innovation.

In view of the above, the ASRIC Secretariat is seeking for the services of 'Programme Associate Officer' for the ASRIC Flagship programmes.

1. Job Purpose

To assist in managing the flagship programmes of the ASRIC and to promote the ASRIC.

2. Major Duties and Responsibilities

- Assist in the development of database
- Assist in the development of flagship programmes;
- Assist in the development of concept notes
- Assist in the design and development of capacity building programmes
- Assist in the development proposals

- Assist in carrying out Feasibility study on the establishment of ASRIC Scientific Journals
- Assist in conducting surveys
- Assist in liaising with partners on projects and activities
- Assist in organizing workshops, conferences and seminars
- Perform any other duties that is to ensure the success of the programme or that may be assigned.

3. Educational Qualifications

Candidates must have a University Degree in Biology, Biochemistry, Pharmacy, Health Sciences or related field. Master degree and Ph.D. is an added advantage

4. Work Experience

Candidate must have more than one (1) year of experience in field of Biology or Health Related.

Knowledge in the use of Desktop Publishing Software e.g. Adobe Photoshop, Illustrator, MS Publisher, etc. is an added advantage.

5. Other Relevant Skills

- Demonstrable professionalism and leadership abilities;
- Professional ability to handle sensitive information;
- Good knowledge of international organizations;
- Good communication and planning skills;

6. Language Requirement

Proficiency in one of the African Union working languages is a must. Proficiency in more than one of the other working languages of the AU is an added advantage.

7. Tenure of Appointment

The appointment will be made on term contract for a period of one (6) month and from the date of assumption of duty and the first 30 days is a probationary period. The contract may be extended depending on the availability of fund.

8. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

9. Remuneration

The successful candidate will be paid a lump sum of US\$2,000 per month only for the period of the contract.

10. Deadline

The Deadline to receive applications is 10th May 2019.

11. Application

Send an updated CV with a cover letter that highlights your motivation to apply for this job. You should also demonstrate your knowledge about the AU, and how your experience may contribute to ASRIC and AU-STRC at large.

Applications are to be sent either by email; by hand or posted mail to the following address.

Address:

African Union Scientific, Technical and Research Commission
Plot 114 Yakubu Gowon Crescent, Asokoro, Abuja FCT,
Abuja Nigeria

Email: bayekap@africa-union.org

12. Interview and contracting

The AU-STRC will communicate to only the shortlisted candidates and arrange for interview via SKYPE. The successful candidate will be contacted for contracting.