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AU Recruitment Team

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Job Title: Head of Accounting Division

Posting Start Date: 8/20/25

Job Description:

AU Values

- Respect for Diversity and Team Work
- Transparency and Accountability
- Efficiency and Professionalism
- Think Africa Above all
- Integrity and Impartiality
- Information and Knowledge Sharing

Req Id: 2766

Job Title: Head of Accounting Division

Job Title: Head of Accounting Division

Job Grade: P05

Employee Class: Regular

Number of Openings: 1

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Organization Information

Reports to: Director PBFA

Directorate/Department: Finance

Division: Accounting

Number of Direct Reports: 2

Number of Indirect Reports: 15

Number of Positions: 1

Contract Type: Regular

Job Grade: P5

Location: Addis Ababa, Ethiopia

Purpose of Job

Directs and manages the daily operations of the Accounting Division in order to achieve the strategic objectives of the directorate and the AU's overall goals.

Main Functions

- Designs and implements policies, programs and projects to achieve the directorate's strategic objectives.
- Manages and supervises employees within the division, ensures the timely delivery of the directorate's goals and effective staff performance evaluation;
- Designs policies, strategies and programs to contribute to the effective implementation of relevant AU Policy Organs Decisions;
- Ensures the delivery of the division's annual targets in line with the directorate's overall goals and ensures robust and timely monitoring and reporting;
- Provides technical leadership and ensures efficient functioning of all Units within the Division
- Manages the work of the Division and supervises direct reports to ensure their effective performance in line with

Posting Date: August 20, 2025 .

End Date: September 19, 2025

AU Organ: The African Union
Commission

the organization's performance management policy and system;

- Engages stakeholders within Member States and Regional Economic Communities (RECs)/Regional Mechanisms(RMs) and relevant international organisations in designing and implementing strategies.
- Maintains thematic partnerships in support of the mandate of the Division;
- Maintains regular working relations with senior stakeholders in Member States and partner institutions in the execution of the Division's mandate.
- Represents the organisation and communicates its position at conferences.
- Contributes to the preparation of periodic financial and budget execution reports and monitor budget execution at division level.
- Ensures the effective management of funds contributed to the organization;
- Manages risk within the division and recommends mitigation strategies
- Contributes to the development of the departmental business continuity plan and ensures implementation at division level
- Maintains a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent.

Specific Responsibilities

- Provide strategic leadership for the effective planning and coordination of both the internal and external audits and ensure proper application of the Financial Rules and Regulations of the African Union;
- Supervises and manages the general accounting activities, establishment of effective internal controls while ensuring statutory compliance in all accounting initiatives;
- Leads end-of-period accounting closure activities and supports the analysis of the periodical business performance, budgets, and forecasts;
- Plays a leading role in creating and enhancing financial policies and procedures across the accounting department as well as the wider Finance department.
- Ensures that there is consistency in procedures and policies across the accounting department and that these policies are appropriately set for the achievement of the business's overall goals and objectives;
- Engages stakeholders within Member States and RECs in designing and implementing strategies;
- Manages compliance with International Public Sector Accounting Standards (IPSAS) of the complete financial reporting function of the Organization including a number of different and diverse operations and interrelated accounts of the financial system;
- Monitors changes in regulatory framework of Accounting and initiate relevant updates to the IPSAS Policy Framework, AU Financial Rules and Regulations, Administrative Instructions, Circulars and to the Accounting Manual;
- Represents the Director as financial advisor to relevant Sub-Committees of the Permanent Representatives of Member States and advise Policy Organs on matters of financial policy implications and service delivery issues;

- Supervises end-of-period processes and supports the analysis of the periodical business performance, budgets, and forecasts;
- Prepares annual financial report/statements of African Union Commission and African Union;
- Oversight duty over the finance unit of Organs, Pan African Universities, regional and representational offices and specialized offices;
- Produces monthly management report and any adhoc report as requested;
- Ensures timely reconciliation of bank accounts, payables and receivables & settlement of Travel and Imprest Accounts;
- Coordinates internal and external auditors for audit of the AU Financial Reports and records and ensures implementation of audit recommendations;
- Ensures proper maintenance of Chart of Accounts, Master Ledger and GLs;
- Provides advice, financial interpretations and corrective actions in response to audits and other queries to ensure adherence to AU Financial Rules and Regulations (FRR) and IPSAS.,
- Custodian of documentation of all financial books and records.

Academic Requirements and Relevant Experience

Master's Degree in Accounting, Finance or Business management/Administration or related field with twelve (12) years of relevant work experience, seven (7) years should have been served at managerial level and five (5) years at supervisory level;

Membership of an internationally recognized professional accounting body such. as CA, CPA, ACCA, CIMA is mandatory.

Required Skills

- Ability to initiate and promote collaborative approaches between geographically and culturally disparate partners
- Ability to establish and maintain effective partnerships and working relations both internally and externally
- Ability to develop and delegate clear program goals, plans and actions, including budgets, that are consistent with agreed strategies
- Ability to effectively lead, supervise, mentor, develop and evaluate staff
- Proficiency in one of the AU working languages (English, French, Arabic, Portuguese or Spanish), fluency in another AU language is an added advantage

Leadership Competencies

Strategic Perspective

Developing Others

Change Management

Managing Risk

Core Competencies

Building Relationship

Foster Accountability Culture

Learning Orientation

Communicating with impact

Functional Competencies

Conceptual Thinking

Job Knowledge and Information Sharing

Drive for Results

Fosters Innovation

TENURE OF APPOINTMENT:

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

GENDER MAINSTREAMING:

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

LANGUAGES:

Proficiency in one of the AU working languages (Arabic, English, French, Kiswahili, Portuguese, and Spanish) is mandatory and fluency in another AU language is an added advantage

REMUNERATION:

Indicative basic salary of US\$ 50,746.00 (P5 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 26,208.00 (per annum), and education allowance (100% of tuition and other education-related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

Applications must be submitted no later than September 19, 2025 11h59 p.m. EAT.

- Only candidates who meet all job requirements and are selected for interviews will be contacted.

Candidate's CV will be given only to those candidates who have submitted a fully completed online application with the following details (CV), a valid passport photo and any required academic qualifications, such as Diplomas (Bac+2), Bachelor's degrees (Bac+3), Master's degrees (Bac+5) and any relevant certificate in line with the area of expertise.

- The African Union is an equal opportunity employer, and female candidates are strongly encouraged to apply.

- Candidates from least represented countries within the African Union are strongly encouraged to apply for positions that fit their profiles. These countries include: Algeria, Angola, Cape Verde, Central African Republic, Comoros, DR Congo, Egypt, Equatorial Guinea, Eritrea, Guinea, Guinea-Bissau, Liberia, Libya, Madagascar, Mali, Mauritania, Mauritius, Morocco, Namibia, Sahrawi D.R., Sao Tome and Principe, Seychelles, and Somalia.

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AU Recruitment Team

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Job Title: Executive Secretary (ACALAN)

Posting Start Date: 8/20/25

Job Description:

AU Values

- Respect for Diversity and Team Work
- Transparency and Accountability
- Efficiency and Professionalism
- Think Africa Above all
- Integrity and Impartiality
- Information and Knowledge Sharing

Req Id: 2761

Job Title: Executive Secretary (ACALAN)

Job Title: Executive Secretary (ACALAN)

Job Grade: P06

Employee Class: Regular

Number of Openings: 1

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Posting Date: August 20, 2025

End Date: September 19, 2025

AU Organ: The African Union
Commission

Organization Information

Reports to: Director, Social Development, Culture and Sports

Directorate/Department/Organ: Health, Humanitarian Affairs and Social Development (HHS)

Division: African Academy of Languages (ACALAN)

Number of Direct Reports: 6

Number of Indirect Reports: 4

Job Grade: P6

Number of Positions: 1

Contract Type: Regular

Location: Bamako, Mali

Purpose of Job

Directs and manages the daily operations of ACALAN in order to achieve the strategic objectives of the Office, those of the Department of HHS/Social Development, Culture and Sports Directorate's overall goals.

Main Functions

- Designs and implements policies, programs and projects to achieve the Academy's strategic objectives.
- Manages the work of the Academy, supervises direct reports and ensures timely delivery of the office's goals through its deliverables, which are expressed through staff performance assessed in line with the respective policy and system.
- Designs strategies and programs to contribute to the effective implementation of relevant AU Policy Organs Decisions;
- Ensures the delivery of the office's annual targets in line with the directorate's overall goals and ensures robust and timely monitoring and reporting;
- Provides technical leadership and ensures efficient functioning of all Units within the Office
- Engages stakeholders within Members States and Regional Economic Communities (RECs)/Regional Mechanisms (RMs) and relevant international organisations in designing and implementing strategies.
- Maintains thematic partnerships in support of the mandate of the Office;

- Maintains regular working relations with senior stakeholders in Member States and partner institutions in the execution of the Office's mandate.
- Represents the organisation and communicates its position at conferences.
- Contributes to the preparation of periodic financial and budget execution reports and monitor budget execution at division level.
- Ensures the effective management of funds contributed to the organization;
- Manages risk within the Office and recommends mitigation strategies
- Contributes to the development of the departmental business continuity plan and ensures implementation at division level
- Maintains a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent.

Specific Responsibilities

- Initiate the preparation and formulation of appropriate programmes, policies and strategies related to the African Academy of Languages (ACALAN) at the continental level and in monitoring their implementation within Member States.
- Prepare programmes and budget proposals, project and funding proposals and relating to programmes of the Academy.
- Set direction for the Academy's activities, plans, priorities, and workflows and facilitate communication and cooperation in the Academy and with other Divisions in the Directorate/Department.
- Monitor operational activities and programme implementation in terms of expenditure and substance and prepare progress reports with recommendations for corrective action to the Director when necessary. Ensure delivery of activities.
- Coordinate and monitor all aspects of ACALAN's mandate and provide expertise, policy advice and technical leadership within the Department of Health, Humanitarian Affairs and Social Development (HHS) and African Union Commission (AUC).
- Advocate for and sensitize Member States and other stakeholders on commitments of Heads of State and Government with regards to the core activities of ACALAN.
- Prepare and manage Ministerial Conferences and other meetings and activities including the preparation of documents and reports.
- Promote, coordinate and harmonize the activities and programmes of the sectors/units within the Office and with relevant directorates/departments of the Commission.
- Study and analyse problem situations and major trends and plan and harmonize related programmes and issues in Members States as well as global commitments in relation to programme areas within the Academy.

- Represent the Office in all meetings and activities related to ACALAN and report back on issues discussed and on action required; assist the Director in enhancing cooperation and collaboration with relevant departments of the Commission, Member States, UN Agencies, AU partners, specialized institutions and Nongovernmental organizations (NGO's) and other relevant organizations.
- Promote African and International regional cooperation in collaboration with Member States, RECs and inter-governmental organizations, NGOs particularly in implementing decisions and AU Plans of Action.
- To ensure overall management of the Academy; including staffing issues, performance, quality assurance, and grievance.
- To prepare ACALAN's budget, manage it and resource mobilize to secure additional funding for the implementation of programmes.
- To produce and submit periodic reports on activities including specific missions and progress reports on the implementation of various policy instruments and decisions to the ACALAN's programming focus.
- To perform any other duties as may be assigned.

Academic Requirements and Relevant Experience

Candidates must have at least a Master's Degree in Linguistics, African Studies, Languages or any other relevant Social Science discipline.

Candidates must have at least 14 (fourteen) years of progressively relevant working experience in Language Planning, or Politics of Language in Africa, of which at least 7 and 5 years should be at managerial and direct supervisory levels respectively.

Required Skills

- Strong leadership skills
- High level interpersonal and negotiation skills
- Strong strategic and planning skills
- Excellency communication, presentation and report writing skills
- Strong computer skills
- Planning, budgeting and organizational skills
- Strong program formulation and management skills, particularly those related to languages and their cultivation, preferably in the African Context.
- Proficiency in one of the AU working languages is required, fluency in any other AU language is an added advantage.

Leadership Competencies

Strategic Perspective
Developing Others
Change Management
Managing Risk

Core Competencies

Building Relationships
Foster Accountability Culture
Learning Orientation
Communicating with impact

Functional Competencies

Conceptual Thinking
Job Knowledge and Information Sharing
Drive for Results
Fosters Innovation

TENURE OF APPOINTMENT:

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

GENDER MAINSTREAMING:

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

LANGUAGES:

Proficiency in one of the AU working languages (Arabic, English, French, Kiswahili, Portuguese, and Spanish) is mandatory and fluency in another AU language is an added advantage

REMUNERATION:

Indicative basic salary of US\$ 61,023.00 (P6 Step1) per annum plus other related entitlements e.g. Post adjustment (52% of basic salary), Housing allowance US\$ 22,968.00 (per annum), and education allowance (100% of tuition and other education-related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

Applications must be submitted no later than September 19, 2025 11h59 p.m. EAT.

- Only candidates who meet all job requirements and are selected for interviews will be contacted.
- Consideration will be given only to those candidates who have submitted a fully completed online application with a curriculum vitae (CV), an African passport, and the required academic qualifications, such as Diplomas (Bac+2), Bachelor's degrees (Bac+3), Master's degrees (Bac+5) and any relevant certificate in line with the area of expertise.
- The African Union is an equal opportunity employer, and female candidates are strongly encouraged to apply.
- Candidates from least represented countries within the African Union are strongly encouraged to apply for positions that fit their profiles. These countries include: Algeria, Angola, Cape Verde, Central African Republic, Comoros, DR Congo, Egypt, Equatorial Guinea, Eritrea, Guinea, Guinea-Bissau, Liberia, Libya, Madagascar, Mali, Mauritania, Mauritius, Morocco, Namibia, Sahrawi D.R., Sao Tome and Principe., Seychelles, and Somalia.

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Job Title: Head of Communication Division

Posting Start Date: 8/20/25

Job Description:

AU Values

- Respect for Diversity and Team Work
- Transparency and Accountability
- Efficiency and Professionalism
- Think Africa Above all
- Integrity and Impartiality
- Information and Knowledge Sharing

Req Id: 2763

Job Title: Head of Communication Division

Job Title: Head of Communication Division

Job Grade: P05

Employee Class: Regular

Number of Openings: 1

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Posting Date: August 20, 2025

End Date: September 19, 2025

AU Organ: The African Union
Commission

Organization Information

Reports to: Director of ICD

Directorate/Department/Organ: ICD (Information and Communication Department)

Division: Communication

Number of Direct Reports: 9

Number of Indirect Reports: 0

Job Grade: P5

Number of Positions: 1

Contract Type: Regular

Location: Addis Ababa, Ethiopia

Purpose of Job

Directs and manages the daily operations of the Communication Division in order to achieve the strategic objectives of the directorate and the AU's overall goals.

Provides strategic leadership for the formulation of communications strategies on priority issues and carries out campaigns to create awareness about the activities of the departments, organs and institutions of the AU to support their substantive goals

Main Functions

- Designs and implements policies, programs and projects to achieve the directorate's strategic objectives.
- Manages and supervises employees within the division, ensures the timely delivery of the directorate's goals and effective staff performance evaluation;
- Designs policies, strategies and programs to contribute to the effective implementation of relevant AU Policy Organs Decisions;
- Ensures the delivery of the division's annual targets in line with the directorate's overall goals and ensures robust and timely monitoring and reporting;
- Provides technical leadership and ensures efficient functioning of all Units within the Division

- Manages the work of the Division and supervises direct reports to ensure their effective performance in line with the organization's performance management policy and system;
- Engages stakeholders within Members States and Regional Economic Communities (RECs)/Regional Mechanisms(RMs) and relevant international organisations in designing and implementing strategies.
- Maintains thematic partnerships in support of the mandate of the Division;
- Maintains regular working relations with senior stakeholders in Member States and partner institutions in the execution of the Division's mandate.
- Represents the organisation and communicates its position at conferences.
- Contributes to the preparation of periodic financial and budget execution reports and monitor budget execution at division level.
- Ensures the effective management of funds contributed to the organization;
- Manages risk within the division and recommends mitigation strategies
- Contributes to the development of the departmental business continuity plan and ensures implementation at division level
- Maintains a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent.

Specific Responsibilities

The Head of Communications duties and specific responsibilities include:

- Popularises Programmes earmarked as AU Priority Areas. Liaising with Programme Departments and institutions to develop and implement communication strategies to publicise priority areas and sectoral activities specifically:
 - o Agriculture, Rural Development, Blue Economy & Sustainable Environment
 - o Economic Development, Trade, Industry and Mining
 - o Education, Science, Technology and Innovation
 - o Infrastructure and Energy
 - o Political Affairs, Peace and Security
 - o Health Humanitarian Affairs and Social Development
- Develops communication strategies and plans to promote key mandates and programmes of the AU and its institutions and organs
 - o Judicial, Human Rights & Legal Organs
 - o Pan African Parliament
 - o AU Development Agency
 - o African Peer Review Mechanism
 - o African Financial Institutions

- Outreach
 - o Fosters dialogue with regional constituencies such as academia, civil society, private sector, the entertainment industry, educators and students to create awareness and encourage support for the ideals, programmes and activities of the AU
 - o Liaising with AU partners to develop content to promote AU activities to current and potential partners
 - o Liaises with Media & Information division to develop and disseminate educational material on the AU for students and teachers at all educational levels to build long-term support for the Organization and Agenda 2063
- Promotes communication and engagement that encourages and build strategic partnerships with the AU specifically: Private Sector, Academia, Development Partners, African Youth Associations, Diaspora & Civil Society
- Strategic Partner Management
 - o Coordinates programmes and activities with development partners such as UN (RCM)
- Internal Communication
 - o Leads communication programmes targeting internal audiences as well as support communication for non-programmatic departments of the AUC
 - o Ensures key programmes and activities of the Union are popularised to internal audiences including supporting orientation programmes
 - o Supports AUC leadership, Staff association, HR and Administration and to create and disseminate information about the key policies and programmes and impact on staff
- Produces authoritative and accessible information and publications on the main activities, driving concerns and leading ideals of the departments and organs of the AU (Corporate Publications & Editorials)
 - o Researches, writes and commissions content for AU publication both print and online including, reports and case studies
 - o Editorial review of AU communication and publications – proof reading and approval of content
 - o Establishes & maintains contact with media for external publications and provide content on AU programmes
 - o Conducts research and liaise with communication division to identify key topical issues for Opeds
 - o Story telling: Work closely with film and photography teams on the collection of stories from the field, occasionally conducting interviews and writing editorial pieces on the work of the AU
 - o Conducts research and liaise with the media and information division to identify key topical issues for Opeds
 - o Provides in-house expertise on written communication, leading efforts to use stories from the field to bring in new supporters, engage existing supporters and bring to life the importance of our work

- Promotes correct use AU Brand and its identities on all communication developed for AU departments, institutions and in collaboration with partners
- Research
 - o Conducts research on areas of interest to the AU and disseminate insights as one pagers, opinion papers or detailed reports
 - o Works with knowledge division to conduct market research – traditional, online, internal surveys
- Division Administration and Budget Management
 - o Manages staff performance and ensure professional growth of the Division
 - o Prepares and supervise the programmes and the daily work of the Division;
 - o Prepares and supervise the execution of the budget of the Division
 - o Provides regular reports to supervisor and key stakeholders on the activities undertaken to promotes the programmes of the AU institutions and organs
- Performs any other duties as assigned by the Director of Information and Communication

Academic Requirements and Relevant Experience

- A Master's Degree in Communication, or in Marketing or in a relevant field with at least twelve (12) years of relevant and progressively responsible experience in the area of corporate communications, seven (7) of these years should be at senior management level, out of which at least five (5) years should involve supervisory responsibilities.
- Professional qualification in marketing / or public relations will be an added advantage
- Regional / international experience managing communication/marketing for large national or regional or international organisations
- Experience in producing high quality advertising and content creation in-house or working with advertising agencies
- Experience in conceptualizing and implementing high impact digital marketing campaigns
- Computer literacy and use of modern means of communication tools is an added advantage.

Required Skills

- Corporate Marketing and Brand Strategy development and communication implementation
- Ability to initiate and promote collaborative approaches between geographically and culturally disparate partners
- Ability to establish and maintain effective partnerships and working relations both internally and externally
- Ability to develop and delegate clear program goals, plans and actions, including budgets, that are consistent with

agreed strategies

- Ability to manage budgets and determine financial impact
- Ability to delegate the appropriate responsibility, accountability and decision-making authority with regard to performance management and professional development
- Ability to effectively lead, supervise, mentor, develop and evaluate staff
- Ability to use Microsoft Office suite
- Proficiency in one of the AU working languages (English, French, Arabic, Portuguese or Spanish), fluency in another AU language is an added advantage

Leadership Competencies

Strategic Perspective

Developing Others

Change Management

Managing Risk

Core Competencies

Building Relationship

Foster Accountability Culture

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Drive for Results

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TENURE OF APPOINTMENT:

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LANGUAGES:

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REMUNERATION:

Indicative basic salary of US\$ 50,746.00 (P5 Step1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 26,208.00 (per annum), and education allowance (100% of tuition and other education-related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

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AU Recruitment Team

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Job Title: Head of Documentation & Registry Division

Posting Start Date: 8/20/25

Job Description:

AU Values

- Respect for Diversity and Team Work
- Transparency and Accountability
- Efficiency and Professionalism
- Think Africa Above all
- Integrity and Impartiality
- Information and Knowledge Sharing

Req Id: 2752

Job Title: Head of Documentation & Registry Division

Job Title: Head of Documentation & Registry Division

Job Grade: P05

Employee Class: Regular

Organization Information

Reports to: Secretary to the Commission

Department: Office of the Secretary to the Commission (OSC)

Division: Documentation and Registry

Number of Direct Reports: 2

Number of Indirect Reports: 3

Job Grade: P5

Contract Type: Regular

Location: Addis Ababa , Ethiopia

Number of Openings: 1

Posting Date: August 20, 2025

End Date: September 19, 2025

AU Organ: The African Union
Commission

Purpose of Job

Directs and manages the daily operations of the Documentation and Registry Division in order to achieve the strategic objectives of the directorate and the AU's overall goals.

Main Functions

- Designs and implements policies, programs and projects to achieve the directorate's strategic objectives.
- Manages and supervises employees within the division, ensures the timely delivery of the directorate's goals and effective staff performance evaluation;
- Designs policies, strategies and programs to contribute to the effective implementation of relevant AU Policy Organs Decisions;
- Ensures the delivery of the division's annual targets in line with the directorate's overall goals and ensures robust and timely monitoring and reporting;
- Provides technical leadership and ensures efficient functioning of all Units within the Division
- Manages the work of the Division and supervises direct reports to ensure their effective performance in line with the organization's performance management policy and system;
- Engages stakeholders within Members States and Regional Economic Communities (RECs)/Regional Mechanisms(RMs) and relevant international organisations in designing and implementing strategies.
- Maintains thematic partnerships in support of the mandate of the Division;
- Maintains regular working relations with senior stakeholders in Member States and partner institutions in the execution of the Division's mandate.
- Represents the organisation and communicates its position at conferences.
- Contributes to the preparation of periodic financial and budget execution reports and monitor budget execution at division level.

- Ensures the effective management of funds contributed to the organization;
- Manages risk within the division and recommends mitigation strategies
- Contributes to the development of the departmental business continuity plan and ensures implementation at division level
- Maintains a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent.

Specific Responsibilities

- Manages documents, information, knowledge and records within the Office of the Secretary to the Commission; devise innovative and technologically adapted systems to ensure proper documentation and records management systems and procedures for the retention and/or destruction of records;
- Plans and coordinates projects and activities related to the continuous digitization and modernization of the management and custody of documents, information, knowledge and records in the Office of the Secretary to the Commission;
- Manages and oversees matters relating to the management of records in the Office of the Secretary to the Commission Manage and oversee record keeping improvement projects within the AU, take a lead in contributing to feasibility studies, analysis, design, development and implementation. Initiate such projects for the OSC to keep abreast with technological advancement and modernization of systems.
- Organizes training sessions on archival procedures and contribute to the development and delivery of recordkeeping training programmes for staff.
- Prepares periodic reports on OSC documentation and archives system and liaise with the central technical body on any improvement processes.
- Develops a system for the efficient storage, control and distribution of documents before, during and after conferences and meetings.
- Performs any other relevant duties within the Office of the Secretary to the Commission, as may be assigned by the supervisor.

Academic Requirements and Relevant Experience

- Master's Degree in Information/Knowledge Management, Library Science, Records Management, Archiving or a relevant field with twelve (12) years relevant experience out of which seven (7) years at managerial experience in an international organisation dealing with relevant issues out of which five (5) years should be in a supervisory role.

- Proven experience in designing, managing, contributing technically to documentation system improvement projects
- Proven experience in documentation and archiving.

Required Skills

- Leadership and management skills
- Interpersonal and negotiation skills
- Research and Analytical skills
- Communication, presentation and report writing skills
- Ability to work in teams and in a multi-cultural environment
- Knowledge in the use of Microsoft office suite and AU Computing software
- Planning, budgeting and organizational skills
- Knowledge and working understanding in the policies, programmes, and systems of the AU
- Proficiency in one of the AU official working languages (French, English, Portuguese, Arabic, and Spanish); fluency in another AU language(s) is an added advantage.

Leadership Competencies

Strategic Risk Management

Developing Organisational Capability

Change Management

Core Competencies

Building Relationship

Effective Communication

Fosters Accountability Culture

Learning Orientation

Functional Competencies

Conceptual Thinking

Fosters Innovation

Drive for Results

TENURE OF APPOINTMENT:

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

Gender Mainstreaming:

The African Union is an equal opportunity employer and qualified women are strongly encouraged to apply.

LANGUAGES:

Proficiency in one of the AU working languages (Arabic, English, French, Kiswahili, Portuguese, and Spanish) is mandatory and fluency in another AU language is an added advantage

REMUNERATION:

Indicative basic salary of US\$ 50,746.00 (P5 Step1) per annum plus other related entitlements e.g. Post adjustment (40% of basic salary), Housing allowance US\$ 26,208.00 (per annum), and education allowance (100% of tuition and other education-related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

Applications must be submitted no later than **September 19, 2025 11h59 p.m. EAT.**

- Only candidates who meet all job requirements and are selected for interviews will be contacted.
- Consideration will be given only to those candidates who have submitted a fully completed online application with a curriculum vitae (CV), an African passport, and the required academic qualifications, such as Diplomas (Bac+2), Bachelor's degrees (Bac+3), Master's degrees (Bac+5) and any relevant certificate in line with the area of expertise.
- The African Union is an equal opportunity employer, and female candidates are strongly encouraged to apply.
- Candidates from least represented countries within the African Union are strongly encouraged to apply for positions that fit their profiles. These countries include: Algeria, Angola, Cape Verde, Central African Republic, Comoros, DR Congo, Egypt, Equatorial Guinea, Eritrea, Guinea, Guinea-Bissau, Liberia, Libya, Madagascar, Mali, Mauritania, Mauritius, Morocco, Namibia, Sahrawi D.R., Sao Tome and Principe., Seychelles, and Somalia.

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