

**VACANCY ANNOUNCEMENT**  
**Associate Administrative Officer**

**Project Title:** Project 2019  
**Organisation:** UNHCR - RAUECA  
**Job Title:** Associate Administrative Officer  
**Duty Station:** Addis Ababa, Ethiopia  
**Duration:** 15 July 2018 – 15 December 2019  
**Contract Type:** UNHCR- Consultant

**Background Information:**

UNHCR has had long-standing cooperation with the African Union and its predecessor body, the Organization of the African Union (OAU). The 1969 OAU Convention on the Protection and Assistance to Refugees and the 2009 AU Convention on the Protection and Assistance of Internally Displaced Persons in Africa, which entered into force in December 2012, are key AU instruments concerning persons under UNHCR's mandate. In addition to these and within the framework of the long-term vision encapsulated in Agenda 2063, the African Union's (AU) Assembly of Heads of State and Government adopted a Common African Position on Humanitarian Effectiveness (CAP) in 2016 and called for a ten-year period of transformation to strengthen humanitarian action on the continent. The CAP defines Africa's new humanitarian architecture, which also emphasizes addressing root causes and achieving durable solutions, as well as bolstering the capacity of States and other stakeholders to tackle the challenges of forced displacement on the continent.

The year 2019 will mark the 50th anniversary of the adoption of the 1969 Organization of African Unity Convention Governing the Specific Aspects of Refugee Problems in Africa (OAU Refugee Convention) as well as the 10th anniversary of the adoption of the 2009 AU Convention for the Protection and Assistance of Internally Displaced Persons in Africa (Kampala Convention). To mark these events on the Continent, the African Union Assembly of Heads of State and Government (The Assembly) decided to declare 2019 the Year of Refugees, Returnees and IDPs. The Assembly also requested the AU to work with the Office of the Secretary General of the United Nations, UNHCR and other stakeholders to organize a series of activities to commemorate the anniversaries.

In order to ensure the implementation of all commemorative activities in a coordinated manner, a temporary Secretariat is established, with the support of UNHCR, by the African Union and hosted within the AU Commission Department of Political Affairs. The Secretariat will be responsible for providing administrative, technical and planning support to the African Union in the implementation of the activities

The Associate Administrative Officer is a temporary position within the Secretariat. The incumbent performs as head of the Administrative Unit and maintains frequent external contacts with the African Union and other counterparts on administrative issues of importance to the Organization. He/she acts as adviser or representative of the Secretariat with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority.

## II. Rationale for Associate Administrative Officer

Under the supervision of the Advisor, head of the Secretariat, and in close coordination with the African Union administrative staff, the Associate Administrative Officer will undertake the following:

- Contribute to the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the Secretariat.
- Monitor the day-to-day personnel and administrative operations of the Secretariat
- Provide advice on personnel, financial and administrative policies and procedures.
- Liaise with the African Union and other external actors in providing vital supportive services (i.e. processing of visas; tax exemptions, etc.).
- Attend meetings, with specific focus on general administration, staff safety and human resources issues (i.e. common services), when requested.
- Implement processes and procedures to improve and strengthen internal controls in line with AU/UNHCR rules and regulations.
- Review and approve the settlement of employee entitlements including DSA, local salaries and the Medical Insurance Plan (MIP).
- Coordinate training and capacity-building activities to staff in administrative related areas.
- Provide guidance and support on AU/UNHCR's internal control framework, financial rules, policies and procedures.
- Control and check the monthly accounts and various administrative activities.
- Prepare timely and accurate monthly and year-end closure of accounts and reporting.
- Prepare staffing and ABOD requirements for the Country Operations Plan (COP) submission.
- Coordinate local procurement for the smooth running of the Secretariat.
- Monitor the quality and timeliness of goods delivered to the Secretariat.
- Implement a competitive process for selecting, awarding and issuing local contracts, in line with AU/UNHCR regulations, rules and procedures.
- Manage contracts and relations with suppliers.
- Implement staff safety and security measures, in consultation with the Advisor, Head of the Secretariat and Security services of the African Union.

## Outputs and Results

Project 2019 has following two outputs and results:

Output 1: Initiatives to enhance joint advocacy & mutual understanding with partners developed.

*Activity Result 1.1:* Commemoration of the 1969 OAU & 2009 Kampala Conventions – Special Pan-African Parliamentary Session on root causes of displacement. ROUNDTABLE COMPONENT: Topic 1: Addressing mixed migration through a comprehensive and protection sensitive approach in Africa.

**Expected Outcome:** *The roundtable will assess lessons learned from processes supported by the African Union in addressing mixed migration and develop multi-stakeholder approach in addressing refugee protection and mixed migration in within the African Union Framework on Migration.*

**Activity Result 1.2:** ROUNDTABLE COMPONENT: Topic 2: Strengthening Monitoring and Implementation Mechanism of the 1969 OAU Convention.

*Expected Outcome: The objective of this roundtable is to review the challenges of monitoring the implementation of the 1969 OAU Convention and develop a 10 year implementation action plan which aims to strengthen the role of the AU Policy Organs, the Banjul Commission, the African Court Human and Peoples Rights, the African Committee on the Rights and Welfare of the Children in monitoring the implementation by Member States of the 1969 OAU Convention.*

**Activity Result 1.3:** ROUNDTABLE COMPONENT: Topic 3: Lifting barriers to social inclusion by improving access to livelihoods and education for refugees.

*Expected Outcome: This roundtable aims to identify factors behind the social exclusion of refugees; and provides opportunities to Member States, humanitarian and development actors and refugees share approaches experiences to improve refugees' social and economic inclusion. Member States will not only share experiences but make concrete actionable and specific pledges and commitments to expand access to education, skills and knowledges.*

**Activity Result 1.4:** ROUNDTABLE COMPONENT: Topic 4: Solidarity and Responsibility Sharing: resettlement and complementary pathways within the framework of the Global Compact on Refugees.

*Expected Outcome: The roundtable will seek to generate concrete commitments and pledges of solidarity to increase resettlement and complementary pathways by traditional resettlement countries and stimulate interest from AU member states to give tangible support to frontline states, especially with regard complementary pathways in education related initiatives as was the case for refugees in the 1960s, 70s and 80s.*

**Activity Result 1.5:** ROUNDTABLE COMPONENT: Topic 4: Solidarity and Responsibility Sharing: resettlement and complementary pathways within the framework of the Global Compact on Refugees

*Expected Outcome: The roundtable will seek to generate concrete commitments and pledges of solidarity to increase resettlement and complementary pathways by traditional resettlement countries and stimulate interest from AU member states to give tangible support to frontline states, especially with regard complementary pathways in education related initiatives as was the case for refugees in the 1960s, 70s and 80s.*

**Output 2:** Advocacy and technical advice provided directly to key stakeholders.

**2.1:** DIP Activities:

*Activities to be undertaken through DIP with respect to IDP issues in Central African Republic, Democratic Republic of Congo, Mali, Niger, Somalia, and South Sudan include:*

*Promotion of IDP engagement; law and policy development; durable solutions; and peace-building. Particularly, the activities include:*

*Activity Result 2.2: AU extra-Ordinary Summit on addressing rootcauses and achieving durable solutions to forced displacement in Africa*

### **III. Duties and Responsibilities**

Under the supervision of the Advisor, head of the Secretariat, and in close coordination with the African Union administrative staff, the Associate Administrative Officer will undertake the following:

- Enforce local compliance with AU/ UNHCR's staff rules and standards.
- Allocate office space.
- Recommend service providers (e.g. building security guards and cleaning companies).
- Negotiate with local service providers, within the established financial parameters.
- Enforce compliance with AU/UNHCR's rules and procedures for the recruitment of local staff.
- Prepare consolidated budgetary documentation.
- Bring issues to the attention of the Advisor, head of the Secretariat relating to compliance with AU/ UNHCR standards of work-life balance, security (including MOSS/MORSS), health, well-being and living conditions of staff, and resource allocation.
- Administrative staff is well-informed and understands AU/UNHCR's human resources policies and practices, is aware of the Code of Conduct and acts with integrity.
- The Secretariat premises provide a healthy, safe and respectful working environment.
- The Secretariat has adequate services and supplies to deliver its operations.
- The Secretariat complies with AU and UN security standards.

### **Knowledge Management and Advocacy**

- Promote the exchange of best practices and innovative approaches.
- Ensure that information materials, tools and advocacy publications are produced and effectively disseminated through the UNHCR channels.
- In collaboration with AUC actively identify and contribute to the project advocacy and outreach.

### **IV. Recruitment Qualifications and Experience:**

- Undergraduate degree (Equivalent of a BA/BS) in Accounting, Finance, Public or Business Administration, Economics or related field plus minimum 3 years of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) plus 2 years or Doctorate degree (equivalent of a PhD) plus 1 year of previous relevant work experience may also be accepted.
- General understanding of UN/UNHCR reforms and the priority agenda of the organization.
- Good knowledge of the structure, objectives, and work culture of the African Union.
- Excellent computer skills, in particular in MS Office applications.

- Excellent communication skills.
- Working experience with PeopleSoft/Oracle Financial and/or HR modules.
- Good knowledge of United Nations administrative, financial and human resources rules and procedure.
- Completion of relevant UNHCR learning programme.
- Good grasp of the political, social and economic landscape of the continent.
- Previous experience working with the AU or/and the UN/UNHCR
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**Development and Operational Effectiveness**

- Ability to use sound judgment to ensure the effective and timely completion of tasks, including the ability to prioritize
- Ability to write accurately, and concisely

**Management**

- Builds strong relationships with partners
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities

**Language requirements:** Fluency (written / oral) in English

**Remuneration:**

- Monthly fee may vary according to the educational qualification and years of experience.
- Monthly fee ranges from USD 5,200 to USD 6,100.
- Daily subsistence allowance will be payable as applicable.

**To apply:**

Interested applicants should submit their letter of motivation and a Curriculum Vitae+P11 form via email to [ETHADHR@unhcr.org](mailto:ETHADHR@unhcr.org). This vacancy is an international one, as such Ethiopian nationals are not entitled to apply. Additionally, selected candidate should be ready to start the evaluation within a maximum of 2 weeks upon receipt of offer.

The deadline for applications is 24 June 2018.