



ANNEX 1

European Special Representative to the African Union (EUSR to the AU)

- Organisation:** EUSR to the AU
- Job location:** Addis Ababa / Ethiopia
- Staff regime:** International contract as per European Commission communication C(2007) 1746 of 21 December 2007
- Job titles:** **1 financial/administrative officer; 1 information/press officer; 1 secretary**
- Availability:** as early as possible in particular for the financial/administrative officer

Background

Joint action 2007/805/CFSP, as amended by Joint action 2008/403/CFSP, provides for the staffing resource of the EUSR for the African Union (AU). Staff contracted by the EUSR will be employed at the **EU delegation to the AU in Addis Ababa** (comprising a Council/EUSR and a Commission component), of which the EUSR is head of delegation (HoD).

General information / methodology

- a) Candidates must be **citizens of an EU member state**, enjoy full citizen rights and have or be able to obtain national security clearance to "EU SECRET" level or equivalent.
- b) Staff shall first be contracted until the end of the mandate of the EUSR, 31. 12. 2008. Extension will be linked to the extension of the mandate of the EUSR, and personal performance.
- c) The closing date for receipt of offers of secondment is **31 October 2008 cob.**
- d) Applications, including a detailed curriculum vitae covering the applicant's career, indicating qualifications and language skills, should be submitted by e-mail to the following address:
rainer.uher@ext.ec.europa.eu, with copy to: **dge5.africa@consilium.europa.eu**
- e) The candidates considered most suitable will be short-listed and, if needed, interviewed in Addis, Brussels or by phone.
- f) Only those candidates shortlisted/interviewed will be informed about the result of the selection.
- g) Selected personnel should undergo appropriate medical examination and be vaccinated according to required immunisation for the place of employment.
- h) Further information on this staff selection and conditions applicable may be obtained from:

Mr Rainer Uher
EU delegation to the AU, Addis Ababa
e-mail: rainer.uher@ext.ec.europa.eu
Tel: +251 11 661 25 11 - ext. 274

or:

Mr Wolfram Vetter
EU Council Secretariat / DGE V – África task force
e-mail: wolfram.vetter@consilium.europa.eu
Tel: +32 2 281 81 31

1. Job title: Financial and administrative officer

Responsibilities and tasks:

In the context of an EU delegation comprising an EUSR and an EC component, financed under separate budgets, and as appropriate in coordination with the head of administration of the EC component:

- responsible for the budgetary, procurement and financial planning of the budget allocated to the EUSR
- analyse current and future financial requirements of the budget of the EUSR
- supervise procurement and provide financial management of tendering processes in accordance with applicable rules (including PRAG)
- perform the accounting for the EUSR budget, manage the payments, treasury, payroll, financial systems, claims and other financial functions
- maintain the accounting software
- maintain the EUSR assets inventory
- responsible for accuracy and timely submission of financial reporting
- liaise with the project managers, financial auditors and financial authorities of the EC
- responsibilities in human resources management for the EUSR component
- perform office routines as requested by the EUSR

Basis job requirements:

- solid experience in accounting and financial work
- experience in human resources management
- fluent English and good knowledge of French
- sense of responsibilities, autonomy in performing duties, well organised and attentive to detail
- good interpersonal, communication and diplomatic skills for interaction with contacts at different levels, and ability to interact within a multicultural environment
- analytical and logical spirit
- ability to produce imaginative and workable solutions to complex problems
- flexibility and willingness to respond quickly to new and unexpected tasks
- ability to work as a team player
- good command of relevant IT software

Recommended qualifications and experience:

- experience from working with the European Union
- field experience in a multilateral working environment

Early availability for taking up duty will be an advantage.

2. Job title: Information and press officer

Responsibilities and tasks:

- contribute to the outreach of the activities of the EU delegation to the AU and to the EU internal information flow
- keep closely informed about all activities of the EU delegation to the AU
- establish/maintain contacts with international and local media and with AU and relevant other interlocutors (international organisations, embassies, NGOs, etc.)
- draft press releases related to the activities of the EU delegation
- contribute to the preparation of relevant information/communication material (fact sheets, brochures, ...)
- organise/prepare the EUSR's press briefings and organise as appropriate other media/communication events
- advise the EUSR on media issues, answer queries from media and assist as necessary in developing press lines
- produce a regular press review for the EUSR and his staff
- contribute to setting up and maintaining a website
- liaise/coordinate with the spokesperson of the SG/HR, the Council press office and the spokespersons of the relevant Commissioners
- perform other tasks as requested by the EUSR

Basis job requirements:

- advanced university degree in relevant fields (journalism, political/social science, international relations/diplomacy, marketing), or equivalent academic training and work experience relevant to the specific position
- minimum of 3 years of relevant professional experience
- excellent knowledge of English both oral and written including excellent drafting skills, and knowledge of other AU and EU languages, preferably French
- solid knowledge of the EU and its institutional mechanisms, in particular of CFSP/ESDP
- good awareness of the history, culture, social and political situation of Africa
- good interpersonal, communication and diplomatic skills for interaction with contacts at all levels, and ability to interact within a multicultural environment
- analytical and logical spirit
- ability to produce imaginative and workable solutions to complex problems
- flexibility and willingness to respond quickly to new and unexpected tasks
- ability to work as a team player

Recommended qualifications and experience:

- working experience with the European Union
- working experience on EU/Africa relations

Preference will be given to candidates with professional experience in an international environment.

3. Job title: Secretary

Responsibilities and tasks:

To reinforce the secretarial **support to the EUSR** and the **political and peace/security sections** of the EU delegation to the AU:

- maintain planning calendars and contact lists
- manage generic mail-boxes
- handle contacts and correspondence relating to appointments/visits, meetings, receptions, special events
- assist in organisational preparation and administrative follow-up of missions (transport and hotel bookings, visas, protocol matters, travel claims, ..)
- file and store documents/correspondence (including classified) and contribute to setting up systematic archives
- participate in work related to the delegation's future website
- assist on office related administrative matters such as office equipment, furniture, telephones, computers and IT connections
- perform other tasks as requested by the EUSR

Basis job requirements:

- solid experience as secretary in a position involving organisational responsibilities
- very good English and French both oral and written
- autonomy in performing duties, well organised and attentive to detail
- good interpersonal, communication and diplomatic skills for interaction with contacts at all levels, and ability to interact within a multi-cultural environment
- ability to produce imaginative and workable solutions to complex problems
- flexibility and willingness to respond quickly to new and unexpected tasks
- ability to perform under stress
- ability to work as a team player
- excellent command of basic IT tools (Word, Excel, ...)

Recommended qualifications and experience:

- working experience with the European Union
- field experience in a multilateral working environment

Experience in IT user support would be an asset.