



NEPAD PLANNING AND COORDINATING AGENCY

VACANCY ANNOUNCEMENT: HEAD OF HUMAN RESOURCES VA/NPCA/18/37 **(RE-ADVERTISEMENT)**

The African Union (AU) 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. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The New Partnership for Africa's Development (NEPAD) is a programme of the African Union adopted in 2001 in Lusaka, Zambia, aimed primarily at poverty alleviation and promotion of economic growth and sustainable development in Africa. As a consequence of the integration of NEPAD into the structures and processes of the African Union, the NEPAD Planning and Coordinating Agency (NPCA) has been established by the Decision of the 14th AU Assembly of February 2010 as the technical body of the African Union, in replacement of the NEPAD Secretariat.

A decision taken by the General Assembly of the African Union in November 2018 gave rise to the transformation of the NEPAD Planning and Coordinating Agency (NPCA) into the African Union Development Agency (AUDA). The Assembly approved the mandate of the African Union Development Agency (AUDA) as follows:

- i. To coordinate and execute priority regional and continental projects to promote regional integration towards the accelerated realization of Agenda 2063;
- ii. To strengthen capacity of African Union Member States and regional bodies; advance knowledge-based advisory support, undertake the full range of resource mobilization, and serve as the continent's technical interface with all Africa's development stakeholders and development partners.

The offices of the African Union Development Agency are located in Midrand, Johannesburg, South Africa.

The Agency hereby invites applicants who are citizens of African Union Member States for the following position in its new organizational structure:

A. Post

Job Title: Head of Human Resources
Position Level: P5
Duty Station: NEPAD Planning and Coordinating Agency, Midrand,
Johannesburg, South Africa
Supervisor: Director of Corporate Affairs and Services

B. KEY PERFORMANCE AREAS

Under the supervision of the Director of Corporate Affairs and Services, the Head of Human Resources will provide transformational and strategic leadership, ensuring that the Human Resources Division delivers on its strategic and operational plans.

The Head of Human Resources will initiate, develop, implement, manage, and evaluate activities and supervise staff of the Division. He/she will also be responsible for the Division's work plans and the production of performance reports. The incumbent will lead the Divisions' contributions to the change management process, the generation and application of new knowledge for continuous improvement of performance within the organisation. In addition, he/she will be responsible for the evaluation of the performance of Division-level staff.

Specifically, the incumbent will:

1. HR Strategic plans, Business Plans and Budget

- Provide leadership by ensuring that the HR Division has relevant strategic and business plans.
- Ensure implementation and management of the HR budget.
- Facilitate the development, implementation and management of NPCA HR strategy, policy and system to support the organization's strategy and goals in line with AU Staff Rules and Regulations and international best practices.

2. HR Policies and Procedures

- Maintain an up-to-date framework of policies and procedures that enable NPCA to employ, engage, develop and effectively manage its staff.
- Enable all staff to understand and access HR policies and procedures as appropriate to their roles and responsibilities.
- Design and oversee HR programs, practices, and policies that support the development and maintenance of an organizational culture that values and promotes a diverse and inclusive workforce
- Advise the Director and the CEO on HR trends that affect the organisation.

3. Organisational Development

- Design strategy and activities to deliver the articulated vision for change to staff members.
- Create staff communication channels around change and motivate staff to join change efforts.
- Develop informal/formal approaches to monitor the "pulse" of the workforce to identify any barriers to employee engagement.

4. External and Internal Resourcing

- Develop strategies for sourcing and acquiring a workforce that meets the organization's needs.
- Guide and manage the recruitment and selection process ensure that positions are filled by suitably qualified candidates locally and internationally.
- Advise the Director and the CEO on HR resource planning and management, including appropriate employment options.
- Ensure that all managers involved in recruitment and selection processes are supported and trained to act professionally.
- Provide advice, guidance and support to staff in the development of their career paths within NPCA.

5. Training & Development

- Provide guidance to identify and develop critical competencies that meet the organization's talent needs.
- Monitor and strengthen staff participation rates in training and development.
- Create strategies to ensure the retention of organizational knowledge

6. Reward and Recognition

- Design and oversee organizational compensation and benefits philosophies, strategies, and plans that align with the organization's strategic direction and talent needs.
- Advise the Director and the CEO on appropriate approaches to reward and recognition practices.
- Administer the annual review process and advice on the financial implications on the administrative budget.

7. Performance Management & Appraisal

- Guide the development and oversee the implementation of best practice-based employee performance management systems that meet the organization's talent management needs
- Develop strategies to maintain a robust workforce that has the talent to carry out the organization's current and future strategy and goals.

8. Employee Relations

- Provide advice, guidance and support to managers and staff in order to effectively manage issues of discipline and grievance in accordance with the organisation's values, policies and procedures.
- Facilitate regular staff consultation and communication processes.
- Track and report on staff retention rates and ensure that exit interviews are conducted.
- Manage the relationship with external service providers and comply with the contract requirements to maintain indemnity cover.

9. HR Service Delivery and Information Systems

- Design and implement the appropriate HR service model for the organization to ensure efficient and effective delivery of services to stakeholders.
- Evaluate and oversee the implementation of technology solutions that support the achievement of HR's strategic direction, vision, and goals and that optimize and integrate HR functional areas.
- Design and oversee change initiatives to increase the effectiveness of HR systems and processes.

10. Perform any other duties that may be assigned.

- **Qualification and Experience:** Candidates must hold a minimum of a Master's degree in Human Resources Management, Public Administration, Business Administration, Psychology, Education or a related field. A minimum of ten (10) years' experience with three (3) years in a similar position with an international organisation is required as well as experience leading organisational change and/or transformation processes.

C. Required Competencies and Traits:

- A sharp and analytical mind with creative thinking, innovation-generating and problem-solving skills.
- Strong leadership skills with ability to lead teams to deliver solutions and solve organisational challenges while drawing on global best practice in the discipline.

- Excellent oral and written communication, facilitation and presentation skills, proven ability to clearly and concisely prepare, present, discuss and defend issues, findings and recommendations. Good editing skills, high level of accuracy, attention to details and thoroughness.
- High ethical and accountability standards, emotional intelligence as well as impeccable integrity and a deep sense of fairness.
- Refined diplomatic skills, exceptional interpersonal skills and possession of a teamwork orientation and ability to interact harmoniously and effectively with colleagues and high-level officials from diverse sectors, disciplines, perspectives, countries and cultures.
- Ability to make objective decisions and resolve problems, exercising the highest sense of responsibility and maturity in the handling of confidential and sensitive issues.
- Strong organizing, work planning, scheduling and time management skills.
- Ability to identify opportunities and build strong relationships with partners and other external parties.
- Excellent planning, implementation, monitoring, evaluation and reporting skills.
- Ability to work with enthusiasm and commitment under pressure and minimal supervision, multi-task with a wide range of individuals and institutions, as well as be proactive and creative with sound judgment.

D. Other Relevant Competencies:

- Strong knowledge and understanding of the African development dynamic, the African Union and NEPAD Agency.
- Strong networking and representation skills and ability to mobilize support on behalf of NEPAD Agency.
- Knowledge, understanding and application of gender mainstreaming concepts.
- Excellent computer application skills (Microsoft Office package - MS Word, Excel, PowerPoint, SAP ERP).

E. Language Requirement:

Proficiency in one of the African Union working languages (English, French, Portuguese and Arabic) is a requirement. Knowledge of one or more of the other AU working languages is an added advantage.

F. Gender Mainstreaming:

NEPAD Agency is an equal opportunity employer. Qualified female candidates are strongly encouraged to apply.

G. Remuneration:

An indicative basic salary of US\$50,746.00 per annum plus other entitlements such as post adjustment (57% of basic salary), housing allowance (US\$ 27,290.88.00 per annum), pension (19% of basic salary), among others in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.

H. Tenure of Appointment:

The appointment will be made on an AU regular contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period.

I. How to Apply:

To apply for these vacancies, candidates are required to submit the following:

- A motivation letter demonstrating suitability for the job applied for and stating reasons for seeking employment with NEPAD Agency.
- Detailed and updated curriculum vitae, including nationality, age and gender.
- Three (3) referees with good knowledge of candidate's work. Please, provide referees' contact details – telephone, fax and e-mail addresses.
- Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable.
- A 2-3 page vision statement.
- A recent performance evaluation report (for internal candidates only).

CLOSING DATE FOR APPLICATIONS

Applications must be received **not later than Monday, 7 January 2019** and should be addressed to:

**Chief Executive Officer
NEPAD Planning and Coordinating Agency
P O Box 218; Midrand; Midrand, 1685
Johannesburg
South Africa
Email: hr@nepad.org; dora.mwaiseghe@nepad.org**

Please note that only shortlisted candidates will be contacted.

The New Partnership for Africa's Development (NEPAD) is a vision and strategic framework for Africa's renewal that is based on a shared understanding that it is imperative to eradicate poverty and position African countries on the road to sustained economic growth and development. NEPAD Agency works closely with the African Union Commission (AUC), regional economic communities, national governments, research institutions and civil society organisations in its efforts to eradicate poverty in Africa whilst also voicing Africa's concerns at the global level. For more information go to: www.nepad.org