VACANCY ANNOUNCEMENT: Energize Africa Fellow, Data Collection and Human Resource Assistant VA/AUDA-NEPAD/23/27

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.

NEPAD Agency has transformed into the African Union Development Agency. The aim of the African Union reforms is to streamline and improve effectiveness and efficiency in delivering the implementation of AU decisions, policies and programmes across all AU organs and institutions. One the recommendations of the reforms is to transform the technical body of the AU, the NEPAD Agency into the African Union Development Agency (AUDA-NEPAD). The decision was made during the 31st Ordinary Session of the Assembly of African Union Heads of State and Government in Nouakchott, Mauritania, African Heads of State and Government, in July 2018.

AUDA-NEPAD is an African-owned and led continental agency, spearheading Agenda 2063. The decision on the African Union Development Agency is an affirmation by Member States of their commitment to own an instrument that will champion development support to countries and regional bodies in advancing their priorities through the implementation of Agenda 2063.

1. To coordinate and execute priority regional and continental projects to promote regional integration towards the accelerated realisation of Agenda 2063;
2. To strengthen the capacity of African Union Member States and regional bodies;
3. To advance knowledge-based advisory support,
4. To undertake the full range of resource mobilisation, and
5. To serve as the continent’s technical interface with all Africa’s development stakeholders and development partners

Based on the Host Agreement between the Government of the Republic of South Africa and the African Union for AUDA-NEPAD to serve as the interim AU Office Operating outside the African Union Headquarters, AUDA-NEPAD in conjunction with The Arab Maghreb Union (UMA) hereby invites applicants who are citizens of African Union Member States and resides in the Arab Maghreb Union for the following position:

A. **Post**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Energize Africa Fellow: Data Collection and Human Resource Assistant</th>
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<tbody>
<tr>
<td>Position Level:</td>
<td>Research Fellow</td>
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<tr>
<td>Duty Station:</td>
<td>Rabat, Morocco</td>
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<tr>
<td>Supervisor:</td>
<td>Director of Economic Affairs</td>
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230, 15th Road, Midrand, Gauteng, Johannesburg, 1685, South Africa | Tel +27 (0) 11 256 3600 | [www.nepad.org](http://www.nepad.org)
B. Key Performance Areas

Under the supervision of the Director of Economic Affairs, the Energize Fellow will support the Economic Department of the General Secretariat and will be responsible for the following duties:

Specifically, the incumbent will perform the following duties:

1. Assist in the collection of data from member states, ensuring timely and accurate data acquisition.
2. Accurately input collected data into databases, spreadsheets, or other data management systems to maintain data integrity and consistency.
3. Review and validate data to identify errors, inconsistencies, or missing information, ensuring high data quality standards.
4. Collaborate in the design, distribution, and administration of surveys to member states as needed.
5. Clean and pre-process data by removing outliers, duplicates, and irrelevant information to enhance data quality.
6. Verify the accuracy and completeness of collected data through cross-referencing with sources and conducting follow-up interviews or checks.
7. Maintain detailed records of data collection processes, documenting dates, sources, and any issues encountered during data collection.
8. Adhere to data privacy and ethical guidelines, particularly when handling sensitive or confidential information.
9. Regularly communicate with team members and supervisors, providing progress updates, sharing findings, and addressing any data collection-related challenges.
10. Prepare and generate reports or summaries of collected data, including visualizations and analysis when required to support decision-making processes.
11. Perform any other tasks as may be assigned.

C. Job requirements

Required Skills and Competencies

i. Should be excellent at presentation.
ii. Good knowledge of computer and application packages.
iii. Good planning and organization skills.
iv. Should be able to produce both analytical and descriptive reports.

D. Education and Experience:

Candidates must have a minimum qualification of diploma in ICT, Statistics, data management, and Administration. An advanced degree will be an added advantage. Minimum of one (1) years’ experience working in Africa and particularly in the Arab Maghreb Union. Thorough knowledge of the Arab Maghreb Union ICT Sector, its policies, strategies, programmes, legal and regulatory mechanisms and deployment as well as the Arab Maghreb Union subsidiarity organisations.

E. Other relevant skills

i. Be proactive.
ii. Pay attention to detail.
iii. Be Innovative and creative.
iv. Be organized and able to multi-task.
v. Have a teamwork spirit.
vi. Openness.
vii. Problem solver.

F. **Language requirement:** Proficiency in one of the following African Union working languages is a requirement; English, French, Portuguese and Arabic. Knowledge of one or more of the other AU working languages would be an added advantage.

G. **Tenure of Appointment:** The appointment will be made on an AU short term contract for a period of one (1) years, of which the first three (3) months will be considered as a probationary period.

H. **Gender Mainstreaming:** The African Union Development Agency is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.

I. **Applications** should be forwarded utilizing “Arial” font 11.5: To apply, please submit the following:
   a. A motivation letter stating reasons for seeking employment with the African Union Development Agency
   b. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender.
   c. Three (3) referees with good knowledge of the candidate’s work, furnishing full contact details, telephone, fax and e-mail addresses.
   d. Certified copies of degrees and diplomas

J. **Remuneration:** An all-inclusive gross salary of US$ 20,102.70 per annum.

K. **Applications** must be received not later than **Wednesday 08 May 2024.**

Click below to register and apply:  
https://e-recruitment.nepad.org:44310/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand

Please note that only shortlisted candidates will be contacted.

The African Union Development Agency (AUDA-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. AUDA-NEPAD works closely with the African Union Commission (AUC), regional economic communities, national governments, research institutions and civil society organizations 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](http://www.nepad.org)