

PAN-AFRICAN PARLIAMENT



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PARLAMENTO PAN-AFRICANO

**JOB ADVERTISEMENT**

**Senior Human Resource Officer (Regular)**

**PAP/ADV/01/2012**

The Pan-African Parliament (PAP) was established as an organ of the African Union to ensure full participation of the peoples of Africa in governance and economic integration of the continent. PAP currently exercises advisory and consultative powers though the ultimate aim is for it to evolve into a fully fledged legislative organ whose members would be elected by universal adult suffrage.

In seeking to achieve this objective, the Pan African Parliament intends to strengthen its capacity to deliver by operationalizing its processes and structures and recruiting appropriate Human Resource.

The Pan-African Parliament therefore invites applicants who are citizens of Member States of the African Union for the following position.

<b>POST DETAILS</b>	
<b>POST TITLE</b>	<b>Senior Human Resources Officer</b>
<b>POST LEVEL</b>	<b>P3-1</b>
<b>ORGANIZATION</b>	<b>Pan-African Parliament</b>
<b>LOCATION</b>	<b>Midrand, Johannesburg, Republic of South Africa</b>
<b>IMMEDIATE SUPERVISOR</b>	<b>Deputy Clerk, (Finance, Administration, and International Relations)</b>

**Principal duties & Responsibilities**

**Service**

Provide a seamless service to Pan-African Parliament staff and management in the following areas: Recruitment and selection, Remuneration and Benefit Administration, Training and Development, Performance Management, Industrial Relations, the staff exit processes.

**Strategic Planning and Alignment**

Contribute towards the formulation, development and on-going review of Human Resources policies and procedures in order to ensure equality and consistency in Human Resources approaches.

### **Policy Development and Alignment**

1. Provide support to Pan-African Parliament management and staff by interpreting HR policies, procedures and conditions of service in order to ensure that there is consistency in the application thereof;
2. Procurement of human resources through recruitment, selection and appointment in order to ensure that the Pan- African Parliament's human resources requirements are met;
3. Ensure that all recruitment of staff is in line with Pan-African Parliaments' policy of equal opportunity.

### **Systems Development and Management**

Input and maintain biographical data of employees in the Human Resources Database in order to ensure that management information retrieved from the system is relevant and accurate.

### **Other duties**

Other duties may be assigned

### **Educational Qualifications and Experience**

- a) A **Bachelor's Degree** in Human Resource/Personnel Management and Development, Labour Relations, Public/Business Administration, Sociology, Psychology or equivalent, **with a minimum of Eight (8) years** of relevant work experience.

or

- b) **Master's degree** in Human Resource/Personnel Management and Development, Labour Relations, Training, Public/Business Administration, Sociology, Psychology or equivalent **with a minimum of Five (5) years** of relevant work experience.

### **Special Skills/Competencies**

- Supervisory experience would be an advantage.
- HR Administration.
- Compensation and employee benefits.
- Policy development & interpretation.
- Payroll parameter specification.
- Payroll systems,
- Computer literacy is a pre-requisite (MS Word, Excel or equivalent).
- Knowledge of ERP - SAP is desirable,
- Good communication and negotiating skills.
- Good planning and organisational skills required.
- Excellent inter-personal skills and ability to motivate others and to work in a multi-cultural environment.
- Client Service orientation and relationship building.

**Tenure of Appointment**

Fixed term contract for a period of 3 years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

**Language requirement**

Proficiency in English language is required. Knowledge of other AU working language is highly desirable.

**Age requirement**

Candidates must preferably be between 30 and 50 years old.

**Gender Mainstreaming**

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

**Application:** To apply, please submit the following:

- A letter stating reasons for seeking employment with the PAP;
- A detailed and updated CV, indicating your nationality, age and gender;
- Names and contact details (including e-mail addresses) of three references;
- Certified copies of degrees, diplomas and other academic certificates

**Remuneration:** Indicative basic salary of **US\$33,619.00** per annum plus other related entitlements (e.g. post adjustment, housing allowance, education allowance, etc.) in accordance with the Rules and Regulations governing the African Union, applicable to Johannesburg.

**Applications** must be received not later than **May 04, 2012**, and should be addressed to:

**Clerk of Parliament  
Pan-African Parliament  
Gallagher Estate  
Private Bag X16  
Midrand 1685  
Johannesburg  
Republic of South Africa  
Fax: +27 11 545 5138/6**

**E-mail: [pap-recruits@panafricanparliament.org](mailto:pap-recruits@panafricanparliament.org)**

***Only shortlisted candidates will be contacted***