

PAN-AFRICAN PARLIAMENT



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PARLAMENTO PAN-AFRICANO

JOB ADVERTISEMENT

JOB TITLE: SENIOR RESEARCH FELLOW (ACBF PROJECT)

REF: PAP/ACBF/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 therefore invites applicants who are citizens of Member States of the African Union for the following position **on short term contract basis**.

POST DETAILS	
POST TITLE	Senior Research Fellow - ACBF
POST LEVEL	P3 - 5
	Pan-African Parliament
LOCATION	Midrand, Johannesburg, Republic of South Africa
IMMEDIATE SUPERVISOR	Deputy Clerk (LB).

Duties and responsibilities

- Plans, directs, and manages the research operations for the Parliament;
- Identifies research priorities and develops research agenda.
- Checks and controls all research production conducted by the Researchers within the Division.
- Undertake research, usually from secondary sources, on complex and difficult subjects
- Analyse, interpret and present the results e.g. for parliamentary questions, briefing notes for committees, articles or press releases
- Supervises production of background research papers on any subject, and for conference presentations.
- Produce fact sheets.
- Maintain links and collaborations with Africa's universities, Parliaments, research centres and other centres of excellence.
- Coordinates the selection and acquisition of library and archival materials.

- Coordinate the analysis and disseminate of information from a range of sources.
- Commission field research.
- Provide verbal and written reports and briefings on AU policy issues to Committees and the Bureau.
- Monitor AU policy trends for communication to the Members.
- Supervise and coordinate a team of researcher in the Division;
- Perform any other relevant duty/responsibility assigned.

Education Qualifications and Experience Required

1. Candidates must possess a Master degree or equivalent in Social Sciences, Humanities or research methodologies..etc
2. A minimum of 8 years work experience in management and research is essential.
3. Should be able to work in multicultural setting and a good team spirit;
4. Fluency in English and French is required; working knowledge of other AU language is highly desirable;
5. Candidates must preferably be between 30 and 50 years old;
6. Good communication and computer skills;
7. Knowledge of ERP - SAP is desirable

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

Tenure of Appointment: The appointment will be made on a short term contract for a period of nine (09) months renewable provided positive performance evaluation and availability of funds. This contractual offer is strictly on short term basis and does not constitute to regular employment within the structures of the Pan-African Parliament.

Remuneration: As per AU rate for short term contractual staff at the level of P3-5, 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**

Only shortlisted candidates will be contacted