**VACANCY ANNOUNCEMENT: ENERGIZE AFRICA FELLOW: AUDA-NEPAD - COMESA REQUEST FOR APPLICATIONS FOR THE POSITION OF DATABASE MANAGEMENT ASSISTANT, VA/AUDA-NEPAD/22/41**

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 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

In line with Objective 2, and with support and collaboration from our development partners and regional economic communities, the AUDA-NEPAD came up with a programme to support the capacity of regional bodies to effectively implement their respective integration agenda, as aligned to Agenda 2063. In this regard, a comprehensive programme, “energize Africa” was developed to support the deployment experience staff as fellows, to enhance the capacity of RECs.

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 Common Market for Eastern and Southern Africa (**COMESA**) hereby invites applicants who are citizens of African Union Member States and resides in the COMESA Region for the following position:

1. **Post**

**Job Title: Database Assistant**

**Position Level: Energise Africa Fellow**

**Duty Station: COMESA Secretariat Headquarters, Lusaka, Zambia**

**Supervisor: Resource Mobilization & International Cooperation Officer**

1. **Key Performance Areas**

Under the director supervision of the Resource Mobilization & International Cooperation Officer and the overall supervision of the Head of Division/Unit, the Energize Fellow will be responsible for the following duties:

1. Conducting data entry and ensuring the accuracy and completeness of information in the organization's databases.
2. Regularly updating and maintaining the organization's databases, including contact lists, program data, and other relevant information.
3. Assisting in designing and implementing data collection tools and templates.
4. Verifying and cleaning data to eliminate duplication and inconsistencies.
5. Generating and preparing regular and ad-hoc reports as requested.
6. Collaborating with team members to understand data requirements and providing support in extracting relevant information/reports.
7. Assisting in troubleshooting database-related issues and liaising with IT support when necessary.
8. Review the current database, Identifying, and take notes of the gaps that need to be improved by IT.
9. Contributing to the development and implementation of data management policies and procedures.
10. Supporting in the training of staff on database use and best practices.
11. Any other duties, as may be assigned from time to time.
12. **Job requirements**

**Required Skills and Competencies**

1. Attention to detail, fast and accurate typing skills
2. Database management skills: experience in conducting data entry and maintaining databases; proficiency in using database management systems.
3. Technical aptitude: familiarity with scanning equipment and printing processes; ability to identify gaps in data management; understanding of IT systems and troubleshooting skills.
4. Analytical thinking: capacity to identify data inconsistencies and duplications.
5. Communication skills: Effective communication and reporting skills.
6. Data collection tools design: ability to assist in designing and implementing data collection tools and templates.
7. Problems-Solving skills: Capacity to troubleshoot database-related issues independently and ability to work with IT to resolve problems; Ability to work collaboratively within a team.
8. Policy and Procedure Adherence: Knowledge of data management policies and procedures; Ability to contribute to the development and implementation of these policies.
9. Training and support: Skills in supporting and training staff on database use and best practices.
10. **Education and Experience:**
11. Candidates must have diploma in ICT, Statistics, data management or any other relevant field.
12. One (1) years’ experience working as a data management assistant or in similar environment,
13. Knowledge of the Africa Union and particularly in the COMESA as well as the COMESA subsidiary organisations.
14. Experience in data collection and reporting.
15. Experience in data collection and reporting.
16. **Other relevant skills**
    1. Proven experience in data entry, database management, or a related role.
    2. Proficient in using database software and tools (e.g., Microsoft Access, Excel, SQL).
    3. Strong attention to detail and accuracy in data entry.
    4. Excellent organizational and time-management skills.
    5. Ability to work independently and collaboratively within a team.
    6. Familiarity with data protection and confidentiality principles.
17. **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.
18. **Tenure of Appointment:** The appointment will be made on an AU short term contract for a period of one (1) year, of which the first three (3) months will be considered as a probationary period.
19. **Gender Mainstreaming:** The African Union Development Agency is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.
20. **Applications** should be forwarded utilizing ‘’Arial’’ font 11.5**:** To apply, please submit the following:
21. A motivation letter stating reasons for seeking employment with the African Union Development Agency
22. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender.
23. Three (3) referees with good knowledge of the candidate’s work, furnishing full contact details, telephone, fax and e-mail addresses.
24. Certified copies of degrees and diplomas
25. **Remuneration:** An all-inclusivegross salary of US$ 20,102.70 per annum.
26. **Applications** should reach the address below not later than Monday 17 May 2024 Email: [amohammed@comesa.int](mailto:amohammed@comesa.int), and copy to [jfanjanirina@comesa.int](mailto:jfanjanirina@comesa.int).

**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)