

POSITION: Project Officer - Transitional Justice

**On secondment to the African Union Department of Political Affairs Peace and Security
African Union Commission.**

LOCATION: Addis Ababa, Ethiopia

1. Introduction

The African Union, in collaboration with the European Union delegation to the African Union in Addis Ababa, is undertaking a 3-year project called the "*Initiative for Transitional Justice in Africa.*" The primary objective is to support the implementation of the African Union Transitional Justice Policy and its roadmap. The project is being implemented in partnership with a consortium comprised of The International Center for Transitional Justice (ICTJ), the African Transitional Justice Legacy Fund (ATJLF), and the Center for the Study of Violence and Reconciliation (CSVR), hereinafter ITJA consortium.

The ITJA consortium led by the International Center for Transitional Justice (ICTJ) is recruiting a Project Officer who will be seconded to the African Union Commission Department of Political Affairs Peace and Security (AUC-PAPS) to facilitate the smooth execution of the project and ensure effective coordination. The project officer's role will involve providing direct technical, content, and strategic assistance to both the Department of Political Affairs, Peace and Security, and the ITJA consortium in matters pertaining to transitional justice. The project officer will also act as a liaison between the AUC, the consortium, and the European Union, fostering coordination throughout the project's implementation. The Project officer will perform their duties under the supervision of the AUC and ICTJ.

2. Duration:

This is a one-year contract that may be extended depending on performance and the availability of funding.

3. Specific Roles and Responsibilities include:

- a. Plan, implement, and monitor project activities in close cooperation with members of the ITJA Consortium and the AUC; and in line with project planning documents.

- b. Coordinate the implementation of the joint work plan between the ITJA consortium and the AUC DPAPs and other initiatives related to the implementation of the ITJA project.
- c. Coordinate and manage the deployment of technical experts to African Union (AU) Member States and RECS.
- d. Facilitate effective engagement between ITJA Consortium and AUC DPAPS.
- e. Report regularly to the leadership of the African Union Commission on the implementation of the project.
- f. Ensure that ITJA project interventions are linked to other continental transitional justice processes at regional and national levels.
- g. Engage and contribute to political spaces where transitional justice initiatives are debated and decided upon.
- h. Identify key stakeholders (community groups, civil society organizations, state and regional bodies) relevant to the ITJA consortium and AUC DPAPS interventions and thematic focus for capacity and technical support.
- i. Plan, organize, and coordinate workshops, trainings, research studies, assessments, and related activities at the AUC, REC, and member state levels in partnership with Consortium partners.
- j. Organize meetings, conferences, consultations, and dialogues with stakeholders.
- k. Provide capacity-building and technical support to key stakeholders relevant to ITJA Consortium and AUC DPAPS interventions.
- l. Contribute to drafting concept notes, reports, budgets, and work plans for the ITJA activities.
- m. Draft Speeches and reports for the leadership of the AUC DPAPS and ITJA.
- n. Maintain partnerships and networks with the African Union and other relevant AU organs.
- o. Ensure effective communication within the project team, Consortium partners, AUC, and the European Union (EU).
- p. Assist in coordinating strategies and frameworks for the implementation of the AUTJP.
- q. Coordinate the implementation of the African Women for Transitional Justice (AW4TJ) initiatives.
- r. Coordinate the implementation of the African Youth for Transitional Justice (AY4TJ) initiatives.
- s. Perform other relevant duties assigned by the AUC DPAPS and ITJA consortium.

4. **Qualifications:**

- **Education:** An advanced degree in political or social sciences, law, or economics from an accredited university.
- **Experience:** Acquired at least 7 years of relevant work experience in human rights, transitional justice, and project management.

5. Requirements

Suitable candidates must meet the following requirements.

- i. Knowledge of the institutional mandate, structures, policies, and procedures of the African Union.
- ii. Experience working or cooperating with government structures think tanks, and regional and international bodies such as the EU, United Nations (UN), and AU.
- iii. Experience in program management of multi-stakeholder programs.
- iv. Ability to build and sustain effective partnerships with the African Union Commission and African Union Member States.
- v. Proven working knowledge of monitoring, evaluation, learning tools, and the logical framework approach.
- vi. Experience in facilitating conferences, training, and consultations with various stakeholders on a regional level.
- vii. Proven experience in policy development and implementation on a regional or national level.
- viii. Fluency in English; knowledge of French is an asset.
- ix. Excellent communication skills and diplomatic conduct.
- x. Willingness to learn and adapt tasks and responsibilities to a changing environment.
- xi. Ability to work in a multicultural environment and a complex program structure.
- xii. Willingness to travel within Africa and occasionally outside of Africa.

6. Tenure of Appointment

The appointment will be made by ICTJ on a secondment contract to the Department of Political Affairs, Peace and Security, African Union Commission, Addis Ababa, Ethiopia, for one (1) year, of which the first three (3) months will be considered as a probationary period. Thereafter, the contract may be renewed subject to funding availability, satisfactory performance, and agreed deliverables.

7. How to Apply

Please submit a cover letter, curriculum vitae, and contact information for three references [here](#). Only qualified candidates will be contacted.

Applications are reviewed on a rolling basis. Interviews will take place online or in person.

The ICTJ is an equal opportunity/affirmative action employer strongly committed to hiring and retaining diverse and internationally representative staff. Qualified women and members of other underrepresented groups are especially encouraged to apply.