VACANCY ANNOUNCEMENT
SUB-EDITOR OF DEBATES

The Pan African Parliament (PAP) was established as an organ of the African Union by the Protocol to the Treaty establishing the Economic Community relating to the Pan African Parliament to provide a common platform for the full participation of the African peoples, the diaspora and the grassroots organisations in discussions and decision making on issues and challenges facing the continent. In seeking to achieve its objectives, the Pan African Parliament is strengthening its capacity to deliver by, among others, filling the position of Sub-Editor of Debates.

The Pan-African Parliament is therefore inviting applications from citizens of the African Union Member States who have exceptional skills, qualifications and the capacity to deliver excellent services in an international organizational setting.

POST DETAILS

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<th>JOB TITLE</th>
<th>Sub-Editor of Debates</th>
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<td>GRADE</td>
<td>P2</td>
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<tr>
<td>DUTY STATION</td>
<td>Midrand, Johannesburg, Republic of South Africa</td>
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<td>IMMEDIATE SUPERVISOR</td>
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1. Duties and responsibilities

1.1. Description of the position

The Hansard Unit is responsible for the publication of the Hansard, the authoritative and verbatim record of proceedings of the Pan-African Parliament Plenary Sessions and its Permanent Committee Sittings. The Hansard constitutes a complete and accurate record of all parliamentary proceedings. The Sub-Editor of Debates will assist in managing the delivery of a complete, accurate and prompt report of the proceedings of the Pan-African Parliament, monitor and update reporting policies and practices as necessary, and advise on information and communication technology solutions to ensure the Hansard Unit is efficient, cost-effective and consistent in producing high standard work. Key responsibilities include meeting the expectations of Members of Parliament and the public in the production and publication of the daily verbatim of the proceedings and maintaining the unique professional standards required of the parliamentary record.

The successful candidate will possess highly developed editorial, grammatical and comprehension skills, a thorough knowledge of the principles of the system of parliamentary democracy as practised at the Pan-African Parliament and the national and regional parliaments, the ability to work flexible hours to meet Hansard deadlines and a broad knowledge of relevant ICT and other technologies.
1.2 Duties and responsibilities:

- Assist in the transcription, checking, editing, proofreading and indexing of the Verbatim reports;
- Supervise and coordinate the activities of the Hansard Reporters during Plenary Sessions;
- Ensure that proceedings are transcribed accurately and submitted on time to the Editor of Debates;
- Assist in the preparation of periodic reports of the Hansard Unit;
- Apply international formats and standards in Hansard production to ensure the highest quality of reports;
- Perform any other duties as may be assigned.

2. Qualifications and experience

- A Bachelor’s Degree in Humanities, Social Sciences or Media and Communication, preferably with a language background, from a recognized university, with a minimum of five (5) years of relevant professional experience or a Master’s Degree or equivalent with a minimum of two (2) years of relevant work experience.
- A thorough knowledge of Parliamentary practice and procedure is required.
- Experience in formatting of Parliamentary documents is required.
- Experience in reporting, editing, proofreading, typesetting applications such as Word, Publisher, Excel and internet research and email communication is required. Work experience in the Hansard Unit of a national or regional parliament would be an added advantage.

3. Required skills and competencies:

- The successful candidate is expected to be creative and have the ability to interact harmoniously and effectively in a multicultural environment with colleagues from diverse disciplines, perspectives, countries and cultures.
- He/she is required to have excellent language skills and a sound knowledge of national and international public affairs, in addition to the ability to pay great attention to detail. He/she should be able to work long hours during busy periods in the parliamentary calendar.
- He/she must demonstrate the ability to make objective decisions and resolve problems, exercising the highest sense of responsibility in the handling of confidential and sensitive issues.
- Good knowledge of the African Union system is required.
- High ethical standards, integrity and a deep sense of fairness are competencies required of the incumbents.

4. Tenure of appointment:

The appointment will be made on an AU three-year (3) Regular Contract, of which the first year will be considered a probationary period. Thereafter, the contract may be renewed for a period of two years, subject to satisfactory performance.

5. Language requirement

Excellent command of English or French and proficiency in the other AU working language is required.
6. Gender Mainstreaming

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

7. Remuneration

An indicative basic salary of US$ 31,073 per annum plus other entitlements such as post adjustment (57% of basic salary), housing allowance and education allowance, among others, in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.

8. How to Apply

To apply for this vacancy, candidates are required to submit the following:

- Detailed and updated curriculum vitae, including nationality, age and gender.
- Three (3) referees with good knowledge of the applicant’s work. Please provide full contact details for referees – telephone, fax and e-mail addresses.
- Certified copies of academic qualifications – degrees, diplomas and certificates, where applicable.
- A recent performance appraisal (for internal candidates only).

9. Closing Date of applications:

Applicants from the least represented member states of the African Union are encouraged to apply. Applications must be received not later than Friday 20 December 2019 and should be addressed to:

The Acting Clerk of Pan African Parliament
Pan-African Parliament
19 Richards Drive
P/Bag X16
Midrand, 1685
Johannesburg
South Africa
Telephone: +27 (0)11 545 5000 |

E-mail: recruitment@panafricanparliament.org

For more information on the Pan African Parliament, please visit PAP web site at www.pan-africanparliament.org

Only shortlisted candidates will be contacted