



THE AFRICAN UNION MECHANISM FOR POLICE COOPERATION (AFRIPOL)

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Email: Afripol@Africa-Union.orgTerms of Reference for Webmaster and Community Manager
Office: Media, Publications & Public Relation unitSeconded Officer

The African Union is 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.

In seeking to achieve these objectives, the African Union Mechanism for Police Cooperation (AFRIPOL) is established as a technical Institution of the Union for the mechanism for police cooperation for Member States of the Union. Secondment of competent officers, by member states, to vacant positions in the AFRIPOL organizational structure is key to achieving the mandate of AFRIPOL.

Post**Job Title: Webmaster and Community Officer****Number of Positions: 01****Grade: P2****Supervisor: Head of Communication & Information System Division****Duty Station: Algiers, Algeria****Job Description**

AFRIPOL has developed a new website using the framework WordPress and hosted with the support of African Union Headquarters. A Twitter and YouTube accounts have been created too. However, these communication tools are not fully utilized so far. Therefore, the Mechanism for Police Collaboration would like to increase the visibility of its actions to popularize the mission and vision of the institution, by recruiting a webmaster and community manager, able to update and refresh the website, disseminate the public information of the organization and manage the social media pages.

The Webmaster and Community Manager will undertake the following activities in supporting the police agencies of the Member States:

- Update and refresh the website of AFRIPOL will new information related to the recent activities.
- Ensure the request transmitted through the contact form of the website are read and transmitted to the right department.
- Extract the statistics on website visitors using the available visitor's data engine and transmit the report the Head of department for deeper analysis.
- Manage the Intranet portal of AFRIPOL and facilitate users' requests.
- Assess the social media pages of AFRIPOL and propose a workplan for optimization and increase of visibility.
- Facilitate the certification of the social media pages and work on the communication campaign to targeted audience.
- Implement the Communication Strategy of AFRIPOL and ensure alignment with new trends in the arena of social media.
- Contribute to design research and innovation on communication strategy and tools.
- Carry out any other duties assigned by the Head Communication and Information System Division.

Qualifications and skills

- The minimum qualification for this post is an advanced university degree (Bachelor or master's degree) or equivalent, in information technology or related fields.
- A minimum of five (5) years in managing institutional website and social media.
- Experience in web design, social media updating and utilization of communication materials for digital contents. An experience with WordPress framework is desirable.
- Experience in social media account certification process and audience increase.
- Experience in working with an international or multilateral organization is desirable.
- Should have strong analytical skills.
- Should possess good planning and organizational skills.
- Should have good written and oral communication skills.

Language requirements

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is a requirement.

Age Requirement

Candidates should preferably be between 25 and 50 years old.

Tenure of appointment

The Seconded Officer will serve for a period of 2 years.

Application

To apply, please submit dully filled forms, certified copies of Degrees, Diplomas, Certificates and Curriculum Vitae through AFRIPOL's Website. (A separate copy can be submitted to AFRIPOL Secretariat through email)

Gender mainstreaming

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

Remuneration

The costs associated with the secondment, including remuneration and health cover will be borne by the seconding country. AFRIPOL Secretariat will, however, cover the costs of official missions authorized by the organization.