

AFRICAN UNION

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UNION AFRICAINE

UNIÃO AFRICANA

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VACANCY ANNOUNCEMENT: EXECUTIVE SECRETARY OF THE AFRICAN COMMISSION ON NUCLEAR ENERGY (AFCONE)

Opening Date 17.03.2026

Closing Date: 16.04.2026

Job Description - Executive Secretary

Reports to	AFCONE Chairperson	Directorate/Department	AFCONE (African Commission on Nuclear Energy)
Number of Direct Reports	8	Division	AFCONE Secretariat
Number of Indirect Reports	19	Family	Senior Manager
Job Grade	P6	Level	4
Profile Verified by:		Location	Pretoria, South-Africa
		Profiling Date	

AU Values

- Respect for Diversity and Team Work
- Think Africa Above all
- Transparency and Accountability
- Integrity and Impartiality
- Efficiency and Professionalism
- Information and Knowledge Sharing

Context

The Executive Secretary is the Chief Executive Officer of the AFCONE Secretariat and is afforded the independence from all external parties to the African Commission on Nuclear Energy (AFCONE) and authority necessary to conduct the affairs of the Secretariat. He/She must give direction and leadership to the Secretariat, to the achievement of AFCONE vision and mission, the development of its work programme, and the attainment of its goals and objectives. He/she supports the AFCONE by advising and informing them of all matters that should be brought to their attention.

The Executive Secretary has overall responsibility for the implementation of the AFCONE Programme of Work, in the Secretariat.

Context

He/she is also responsible for the effective communication of the AFCONE's programmes and results to the AFCONE and Conference of States Parties, as well as partner bodies.

The Executive Secretary manages the financial resources of the Secretariat within approved policies and procedures, and ensures that the Secretariat's operations fully conform to the agreements with the Host Country, i.e. South Africa.

He/she is responsible for strategic fundraising, including identifying current and future resource requirements, developing fundraising strategies, submitting proposals, and ensuring adequate reporting to the AFCONE, Conference of States Parties, as well as partners.

Main Functions

The Executive Secretary shall be the Head of the Secretariat of the Commission. He/she shall, inter alia;

- a) Assist the Chairperson, Vice Chairperson and the other Members of the Commission in the exercise of their functions;
- b) Supervise and coordinate the work of staff of the Secretariat of the Commission;
- c) Keep proper records of the work of the Commission;
- d) Submit all items that must be considered by the Commission;
- e) Oversee the performance of secretarial and logistical services for the Commission; and
- f) Perform any other activity as may be determined by the Commission.

Specific Responsibilities

Accordingly, the Executive Secretary will specifically be responsible for the following:

- Work in close collaboration with the Chairperson and Vice-Chairperson of the AFCONE in all practical aspects and provide information on significant nuclear related developments in Africa;
- Provide leadership in the Secretariat for the implementation of the strategic goals and objectives of the AFCONE and ensure that its Programme of Work, which includes projects relating to nuclear safety and security, nuclear-energy, peaceful applications of nuclear science and technology, and technical cooperation, is delivered in a timely and efficient manner and that the human resources required to effectively implement the Programme of Work are adequately met;
- Serve the AFCONE and Conference of States Parties and provide them with reports and information concerning the ongoing activities of the Secretariat and any other information requested that is relevant to the work of AFCONE;
- In consultations with the AFCONE, and in accordance with the provisions of the Treaty of Pelindaba, initiate action to resolve issues arising from the implementation of the Treaty and make recommendations to the AFCONE;
- Maintain liaison with States, intergovernmental organizations, specialized agencies and energy-related industries on matters concerning the peaceful, safe and secure application of nuclear science and technology as well as nuclear nonproliferation;
- Seek and receive suggestions from States Parties, organizations, agencies and industries regarding the activities of AFCONE;
- Mobilize technical and financial support required to assist in the work of the AFCONE and negotiate partnership agreements;
- Promote greater understanding and support for the Treaty of Pelindaba and the work of the AFCONE, and ensure that its mission, programs, products and services are consistently presented in strong positive image to States, civil society, the media and the general public;

Specific Responsibilities

- Commission consultants, where necessary and as approved by the AFCONE, to advise on special matters related to the work of AFCONE or conduct expert studies when such work cannot be undertaken by the Secretariat;
- Ensure and protect the confidentiality of the work of AFCONE;
- Inform States Parties of their share of contribution to the scale of assessment of AFCONE annual budget and report thereon to the AFCONE on a regular basis; Prepare the draft budget and other financial reports of the AFCONE, as well as periodic reports on the implementation of the Programme of Work, for the consideration and approval of the AFCONE;
- Carry out any other tasks as may be assigned by the AFCONE.

Key Relationships

Internal Relationships

Who	Frequency	Why
• AFCONE Chairperson	Daily	Supervisor
• AFCONE Bureau	regularly	Because the Bureau coordinates the activities
• State Parties to the Pelindaba Treaty.	Frequently	Sending information to points of contact and staying in contact with embassies whenever there is need

External Relationships

Who	Frequency	Why
• African Union Commission and other organs	Frequently	Whenever there is need
• AFCONE Partners	Periodically	Depending on the activities

Academic and Work Experience Requirements

- Candidates must have at least a Master's Degree in one of the nuclear fields: Nuclear Science, Nuclear Non-Proliferation Studies, Nuclear Security, Nuclear Safety, Nuclear Safeguards, International Relations and International Law with a specific relationship with nuclear.
- Minimum of 14 (fourteen) years of working experience at the national, regional and international levels in either the nuclear non-proliferation field, nuclear safeguards, nuclear security, nuclear safety, peaceful uses of nuclear energy, nuclear diplomacy, disarmament and international relations, and a good knowledge in cooperation in nuclear field. Seven (7) and five (5) years out of the fourteen years of relevant work experience should be at managerial level and involve supervisory functions respectively.
- Experience in administration and management, in coordination, and in monitoring and reporting of compliance with multilateral non-proliferation agreements and Treaties;
- Experience working with African States on matters related to the Treaty of Pelindaba, and cooperation in the peaceful uses of nuclear energy;
- Experience in strategic planning related to nuclear energy, nuclear energy advocacy, nuclear diplomacy as well as experience in resource mobilization for nuclear related activities.

Required Skills

- Proficiency in one of the AU working languages (English, French, Arabic, Kiswahili, Spanish and Portuguese) is a must. Excellent oral and written command of English is highly desirable. Fluency in one or all other AU working languages would be an added advantage.
- Good communication and negotiation skills,
- Excellent interpersonal skills;
- Management experience, good planning and organizational skills;
- Proven ability to work harmoniously in a multicultural environment;
- Proven ability to work under pressure and to act with discretion in a politically sensitive environment and to establish good working relationship with government authorities;
- Computer literacy.

Leadership Competencies

- **Strategic Perspective:** - Is aware of the projected directions of trends (e.g., social, technological, etc.) and how changes might impact the organization and continuously reviews and revises plan to address long-term issues and opportunities affecting the team.
- **Developing others:** - Supports the development of the team through performance management, coaching and feedback.
- **Change Management:** - Creates an environment that fosters change creativity in others and gains commitment for change from staff. Actively looks for opportunity in uncharted territory.
- **Managing Risk:** - Makes and implements decisions in ambiguous/ risky situations or where information is incomplete and outcome is unknown. Takes calculated risks in pursuing new and cutting-edge ideas that will enhance a project.

Core Competencies

- **Building Relationship:** - Establishes a broad network of contacts that enables the individual to gather information and encourage others to establish a chain of influence and utilise the strengths and abilities of stakeholders.
- **Foster Accountability Culture:** - Makes decisions, sets priorities or chooses goals on the basis of calculated inputs and outputs; makes explicit considerations of potential return-on investment or cost-benefit analysis of outcomes.
- **Learning Orientation:** - Promotes and role models ongoing learning and development through establishing mechanisms to facilitate and encourage knowledge sharing in the business area. Creates relevant on-the-job learning and stretch opportunities for people in the division.
- **Communicating with impact:** - Uses personal rather than positional power to influence and motivate others to achieve results even those over whom they have no line authority.

Functional Competencies

- **Conceptual Thinking:** - Uses several analytical or creative techniques to break apart complex problems into component problems or issues. Draws on complex learned concepts when examining patterns or trends and recognizes underlying issues/implications of decisions or courses of action.
- **Job Knowledge and Information Sharing:** - Champions knowledge sharing to enable continuous learning and knowledge creation. Identifies opportunities to deliver value through improved information management.
- **Drive for Result:** - Makes decisions, sets priorities or chooses goals on the basis of calculated inputs and outputs and analyzes for relevant departmental/ and or organizational outcomes.
- **Foster Innovation:** - Improves performance by taking actions that may be unique, leading-edge or new to the organisation/ department or directorate. Takes calculated risks in trying something new.

Other requirements

Eligibility:

Only nationals of States Parties to the Treaty of Pelindaba are eligible to apply for this vacancy. These are: Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Chad, Congo, Comoros, Cote d'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Ethiopia, Gabon, Gambia, Ghana, Guinea-Bissau, Guinea, Kenya, Libya, Lesotho, Madagascar, Mali, Malawi, Mauritania, Mauritius, Mozambique, Morocco, Namibia, Niger, Nigeria, Rwanda, Sahrawi Republic, Senegal, Seychelles, South Africa, Eswatini, Tanzania, Togo, Tunisia, Zambia, Zimbabwe.

Age Requirement:

The candidates must be between eighteen (18) and fifty-five (55) years old

Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of Four (4) years, renewable, of which the first twelve months will be considered as a probationary period.

Gender mainstreaming:

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

Application:

To apply, please submit the following:

- a. A letter stating reasons for seeking employment with the African Commission on Nuclear Energy,
- b. A detailed and updated CV, indicating your nationality, age and gender
- c. Names and contact details (including E-mail address) of three references
- d. Certified copies of degrees and diplomas.
- e. A copy of relevant work certificates

Note

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. It may be changed by the role manager during employment on an as-needed basis.

Applications will be pre-screened according to the published requirements of the job opening, based on the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening.

Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

The Applications must be received not later than 16 April 2026 and should be addressed to:

- **The Chairperson of the African Commission on Nuclear Energy (AFCONE)**
Building 6. Princeton Office Park, 8 Olievenhoutbosch Street,
Highveld Techno Park, Centurion, Pretoria South Africa, 0157
Email careers@afcone.org / Afcone.admin@afcone.org

Copy to:

- **Directorate of Administration and Human Resource Management,
African Union Commission
Addis Ababa, Ethiopia. P.O. Box 3243
Addis Ababa, Ethiopia
Fax: +251-11-5525840 / 5510430
E-mail: au-recruits@africanunion.org**