



Application should be sent to:
AMARecruitment@au-ama.africa

Senior Human Resources Officer (Planning and Talent Acquisition)

Reports to	Chief of Staff	Directorate/Department	Office of the Director-General
Number of Direct Reports	3+ (HR assistants; recruitment support consultants and Firms)	Division	Human Resources Management Division
Number of Indirect Reports	0	Family	Middle Level Manager
		Level	3
Job Grade	P3	Location	Kigali, Rwanda

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 African Medicines Agency (AMA) is a Specialized Agency of the African Union whose main objective is to enhance the capacity of State Parties and Regional Economic Communities to regulate medical products, in order to improve access to quality, safe and efficacious medical products on the continent. The Headquarters of AMA is located in Kigali, Rwanda, pursuant to the Host Country Agreement between the African Union and the Government of the Republic of Rwanda.

Job Purpose

Under the supervision of the Chief of Staff, the Senior Human Resources Planning and Talent Acquisition Officer provides technical leadership and effective end-to-end human resources management to support the African Medicines Agency in achieving its strategic objectives. The incumbent leads workforce planning and talent acquisition, contributes to organisational strategic planning, and works with leadership to align the Agency's structure, staffing and capabilities with its evolving institutional priorities. The Officer also oversees the timely, compliant and high-quality delivery of recruitment, contract administration, staff entitlements and organisational development services, while contributing to the design, implementation and continuous improvement of HR policies, strategies, procedures and processes in accordance with the African Union Staff Regulations and Rules and the Host Country Agreement.

Main Functions

Human Resource Planning

- Provides effective end-to-end human resources management support to the Agency, ensuring the timely, compliant and high-quality delivery of workforce planning, talent acquisition, recruitment, contract administration, staff entitlements and organisational development services.
- Serves as the principal adviser to the Chief of Staff and Agency leadership on human resources management, workforce planning, organisational structure, staffing requirements and talent acquisition.
- Contributes technical and intellectual support to the formulation and implementation of the Agency's strategic plans, HR strategies, policies, programmes, annual work plans and business continuity arrangements.
- Works with leadership and relevant departments and units to align the Agency's organisational structure, workforce requirements and functional capabilities with its strategic objectives and evolving institutional needs.
- Leads the preparation, coordination and implementation of workforce plans and recruitment programmes to attract, assess, select and retain suitably qualified and diverse talent.

Main Functions

- Ensures that all HR policies, processes and decisions comply with the AU/AMA Staff Regulations and Rules, applicable administrative frameworks and the Host Country Agreement between the African Union and the Government of the Republic of Rwanda.
- Contributes to the continuous development and strengthening of HR policies, procedures, systems, internal controls, service standards and monitoring mechanisms.
- Conducts workforce analysis, identifies staffing gaps and emerging capability requirements, and prepares accurate and timely HR reports, briefs, statistics and recommendations to support management decision-making.
- Coordinates the implementation of HR programmes and initiatives across the Agency and liaises with relevant departments, units, African Union organs, State Parties and other stakeholders, as appropriate.
- Prepares and monitors budgets and annual work programmes relating to workforce planning, talent acquisition and other assigned HR functions, in accordance with applicable financial and administrative frameworks.
- Identifies and promotes HR best practices, monitors the effectiveness of HR services and recommends improvements to enhance organisational performance, efficiency and staff experience.
- Supports the preparation of HR guidelines, manuals, information materials, standard operating procedures and other communication resources required to promote awareness and consistent application of HR policies and processes.
- Develops training and guidance materials and provides regular on-the-job training and technical support to staff to strengthen HR capacity and maintain high standards of performance.
- Supervises staff under his or her responsibility, including the allocation of work, provision of guidance, monitoring of performance and completion of performance evaluations.
- Performs any other related duties assigned by the Chief of Staff.

Specific Responsibilities

1. Human Resources Planning and Strategy

- Provides technical support for HR strategic planning, ensuring alignment with the Agency's strategic objectives, institutional priorities and evolving workforce requirements.
- Coordinates and facilitates HR strategy development and annual workforce-planning sessions with leadership, departments, units and other relevant stakeholders.
- Works closely with the Finance and Budget functions to prepare annual workforce plans, determine staffing priorities, identify new and replacement positions, and establish the related budgetary requirements.
- Develops implementation plans, monitoring tools, indicators and reporting mechanisms to track HR strategies, priorities, activities and deliverables.
- Monitors implementation of the HR strategy and annual workforce plan and follows up with responsible stakeholders to ensure the timely execution of agreed actions.
- Prepares quarterly, biannual and annual reports on recruitment progress, staffing status, workforce-plan implementation and departmental priorities.
- Prepares the HR budget in line with approved strategies and work plans and monitors budget execution against planned activities and implementation phases.
- Develops training and awareness initiatives to ensure that HR strategies, policies and priorities are effectively communicated to staff and relevant stakeholders.

2. Talent Acquisition, Recruitment and Selection

- Designs, develops and implements the Agency's talent acquisition strategy, including employer branding and candidate-sourcing approaches aligned with AMA's strategic objectives and staffing requirements.
- Coordinates and supervises the full recruitment cycle, including the preparation and review of job descriptions, vacancy announcements, candidate sourcing, longlisting, shortlisting, written assessments, competency-based interviews, assessment panels, reference checks and selection recommendations.
- Develops and maintains recruitment policies, standard operating procedures, guidelines, assessment methodologies, templates and tools in accordance with African Union Staff Regulations and Rules and other applicable frameworks.
- Ensures that recruitment processes are transparent, competitive, merit-based, timely and compliant with applicable policies, procedures and approved geographical, gender and

Specific Responsibilities

institutional representation requirements.

- Oversees the publication of vacancy announcements and evaluates the effectiveness and cost-efficiency of recruitment and advertising platforms in attracting suitable and diverse candidates.
- Monitors the progress and pace of recruitment processes to ensure the timely achievement of approved recruitment targets and the effective staffing of the Agency.
- Oversees shortlisting, assessment and interview processes and ensures that established criteria, procedures and documentation requirements are consistently applied.
- Coordinates and documents the physical verification of candidates' academic, professional, identification and other supporting documents before offers are issued, ensuring that shortlisting and ranking results remain provisional pending satisfactory verification.
- Manages external HR firms engaged to support recruitment, including candidate sourcing, longlisting, shortlisting, assessments, interview logistics and document verification, while ensuring quality, confidentiality, value for money and compliance with AMA requirements.
- Develops and submits regular recruitment reports, statistics and staffing updates to the Chief of Staff, Director General and other authorised decision-making bodies.
- Maintains a roster of qualified professionals to support the Agency's current and future talent requirements.

3. Contracts, Onboarding and Staff Entitlements

- Prepares employment offers, contracts, appointment documents and related correspondence and ensures the timely processing of appointments, contract renewals, promotions, transfers, upgrades, separations and other personnel actions.
- Coordinates the onboarding and induction of newly appointed staff, ensuring the completion of personnel files and timely enrolment in payroll, insurance, pension and applicable benefits schemes.
- Administers staff compensation packages in accordance with the approved organisational structure, applicable salary scales, African Union Staff Regulations and Rules and other prevailing policies.
- Ensures that salaries, allowances, benefits and other entitlements are correctly determined, applied, reviewed and documented.
- Administers staff privileges and entitlements arising under the Host Country Agreement, including eligible duty-free and VAT-exempt importation of household and personal effects and motor vehicles within the prescribed period.
- Facilitates applicable exemptions from compulsory contributions to the Host Country's social security scheme and liaises with the appropriate Host Country authorities on staff accreditation, residence permits and related formalities.
- Monitors contract expiry dates, probationary periods, renewals and other employment milestones and initiates the required actions in a timely manner.

4. HR Policy, Compliance and Employee Relations

- Supports the development, review, implementation and continuous improvement of AMA HR policies, procedures, systems, service standards and internal controls in alignment with African Union Staff Regulations and Rules.
- Advises managers and staff on the interpretation and consistent application of HR policies, procedures, contractual provisions and staff entitlements.
- Supports grievance, disciplinary, performance-management and separation processes, ensuring due process, fairness, confidentiality and proper documentation.
- Ensures compliance with applicable HR policies and procedures at all stages of recruitment, appointment, contract administration and staff management.
- Prepares the correspondence and documentation required for submission to relevant appointment, promotion, disciplinary and other administrative committees and supports the timely organisation of committee meetings.

5. Performance Management, Learning and Staff Welfare

- Coordinates the Agency's performance-management cycle, including objective setting, mid-year reviews, annual appraisals and follow-up on performance-development and improvement measures.
- Supports managers and staff in applying performance-management policies, tools and standards consistently and effectively.

Specific Responsibilities
- Identifies learning and capability-development needs and coordinates appropriate training, induction and professional-development activities. - Develops training materials and provides systematic on-the-job guidance to strengthen HR capabilities and maintain high standards of performance. - Coordinates staff welfare, employee-engagement, occupational health and workplace-safety initiatives at AMA Headquarters.
6. HR Information, Records and Reporting - Maintains accurate, complete and confidential personnel records and ensures the integrity and security of HR information and documentation. - Maintains accurate HR information system data and works with the responsible systems function to ensure the continuous and effective operation of recruitment and other HR services through SuccessFactors or any other HR platform adopted by AMA. - Produces periodic HR reports, workforce analytics, recruitment statistics and staffing dashboards for the Chief of Staff, Director General and other authorised stakeholders. - Administers and monitors staff leave, attendance, absences and related HR records in accordance with applicable rules and procedures. - Supervises staff and service providers assigned to recruitment, onboarding and other HR functions, including work allocation, performance monitoring and appraisal. - Performs any other related duties assigned by the Chief of Staff.

Key Relationships		
Internal Relationships		
Who	Frequency	Why
• Chief of Staff	Daily/regularly	Direct supervision; strategic guidance; reporting; escalation of HR matters; and approval of workforce, recruitment and personnel actions.
• Director General	As required	Strategic briefings and advice on workforce planning, organisational structure, senior appointments and significant HR matters.
• Directors, Heads of Divisions/Units and Line Managers	Regularly	Workforce planning; identification of staffing and capability requirements; recruitment coordination; performance management; and implementation of HR policies.
• Finance and Budget Function	Regularly	Preparation and monitoring of workforce and HR budgets; payroll coordination; verification of staff costs; and confirmation of budget availability for recruitment and personnel actions.
• Administration, Protocol and Logistics Functions	Regularly	Coordination of staff onboarding, office arrangements, accreditation, residence permits, Host Country privileges and other administrative requirements.
• Legal Function	As required	Review of employment contracts, interpretation of regulatory provisions, management of employee-relations matters and assurance of legal and procedural compliance.
• ICT/HRIS Function	Regularly	Administration and improvement of HR information systems, recruitment platforms, personnel data, access controls and digital HR processes.
• Recruitment and Assessment Panels	During recruitment exercises	Planning and facilitation of shortlisting, assessments and interviews; provision of procedural guidance; and maintenance of complete recruitment records.
• All AMA Staff Members	Regularly	Provision of HR advice and services relating to contracts, entitlements, performance, learning, welfare, leave and the application of HR policies.

Key Relationships		
HR Staff and Personnel under Supervision	Daily	Work planning and allocation, technical guidance, quality assurance, performance monitoring and staff development.
External Relationships		
Who	Frequency	Why
AUC Resources Management Directorate	Regularly	Policy guidance; interpretation of the African Union Staff Regulations and Rules; coordination of recruitment, appointments, contracts, entitlements and other personnel actions.
Relevant AUC Departments and Shared Services	As required	Coordination of payroll, insurance, pension, recruitment systems, staff records and other corporate HR services.
Human Resources Offices of AU Organs and Specialised Agencies	Periodically/as required	Harmonisation of HR practices, exchange of information and good practices, benchmarking and coordination on common workforce matters.
Government of Rwanda and Appropriate Host Country Authorities	As required	Staff accreditation, residence and work formalities, social security exemptions, duty-free and VAT-exempt privileges, and implementation of the Host Country Agreement.
External Recruitment and HR Consultancy Firms	During contracted assignments	Candidate sourcing, longlisting, assessment support, document verification and other outsourced HR services, including performance, compliance and quality monitoring.
Candidates and Applicants	Throughout recruitment processes	Communication on applications, assessments, interviews, document verification, selection outcomes, offers and onboarding requirements.
Universities, Professional Bodies and Reference Providers	As required	Verification of academic and professional qualifications, memberships, employment history and candidate references.
Insurance, Pension, Medical and Other Benefits Providers	Regularly/as required	Staff enrolment, administration of benefits, resolution of staff cases and verification of service delivery.
Training Institutions and Learning Service Providers	As required	Assessment of learning needs and design, delivery and evaluation of staff development programmes.
Recruitment Platforms, Media Outlets and Other Vendors	As required	Vacancy advertising, employer branding, HR systems support and provision of other HR-related goods and services.

Academic Requirements and Relevant Experience
- Master's degree in Human Resources Management, Business Administration, Public Administration, Organisational Development, Industrial/Organisational Psychology, Law, Social Sciences or another closely related field from a recognised institution. - A minimum of seven (7) years of progressively responsible, post-qualification professional experience in human resources management, workforce planning, talent acquisition, recruitment, organisational development or a related area. Of this experience, at least five (5) years should have been at specialist/expert level, including at least three (3) years in a supervisory or managerial capacity. - Demonstrated experience in managing end-to-end recruitment and onboarding processes, preferably within government institutions, multilateral or international organisations, development agencies, or large public or private-sector institutions. - Demonstrated experience in strategic workforce planning, preparation and implementation of HR strategies and plans, workforce analytics, HR budgeting, and management of HR projects or programmes. - Proven experience in designing or applying competency-based recruitment and interview methodologies. Relevant certification in competency-based interviewing would be an added advantage.

Academic Requirements and Relevant Experience

- Experience in the use and interpretation of psychometric assessment tools, or a relevant professional certification, would be an added advantage.
- Demonstrated experience using applicant tracking systems and HR information systems. Knowledge of SAP SuccessFactors or a comparable enterprise HR platform would be an added advantage.
- Professional certification from CIPD, SHRM—including SHRM-CP or SHRM-SCP—HRCI—including PHRI or SPHRI—or an equivalent internationally recognised human resources professional body would be an added advantage.
- Familiarity with the African Union Staff Regulations and Rules, or comparable staff regulations applicable to multilateral or international organisations, would be an added advantage.

Required Skills and Competencies

- Strong knowledge of strategic HR planning, workforce forecasting, organisational design and capability development, particularly within a start-up or institution-building environment.
- Demonstrated ability to manage end-to-end recruitment and selection processes, including candidate sourcing, shortlisting, competency-based interviewing, assessment-panel facilitation, reference checking and document verification.
- Sound knowledge of employment contract administration, staff compensation, entitlements, benefits, onboarding and payroll coordination.
- Practical knowledge of performance management, organisational development, staff learning and professional-development programmes.
- Sound knowledge and understanding of the African Union Staff Regulations and Rules, HR policies and procedures, and relevant international civil service standards.
- Proficiency in the use of HR information systems, applicant tracking systems and enterprise resource planning platforms, including SAP SuccessFactors or comparable systems.
- Strong workforce analytics, research and report-writing skills, with the ability to interpret HR data and formulate evidence-based recommendations.
- Excellent planning, organisational and project-management skills, with the ability to manage multiple priorities and deliver results within established timelines.
- Strong analytical, problem-solving and strategic-thinking capabilities.
- Excellent oral and written communication, presentation, consultation and negotiation skills.
- Ability to exercise sound judgement, discretion and strict confidentiality in handling sensitive personnel matters.
- Ability to work effectively under pressure and collaborate across organisational functions, geographical locations and multicultural environments.
- High standards of professionalism, integrity, accountability, initiative and compliance with applicable institutional and legal frameworks.
- Proficiency in at least one of the African Union official working languages (Arabic, English, French, Kiswahili, Portuguese or Spanish) is required. Fluency in an additional African Union working language would be an added advantage.

Leadership Competencies

- **Strategic Insight:** Connects short-term priorities and day-to-day activities with the Agency's long-term strategic objectives. Assesses whether immediate decisions and actions will contribute to sustainable institutional results.
- **Developing Others:** Coaches and supports staff to meet performance expectations and professional-development goals. Provides timely, specific and constructive feedback and creates opportunities for continuous learning and growth.
- **Change Management:** Promotes innovative approaches and supports the effective implementation of organisational change. Creates an environment in which staff feel confident proposing ideas, questioning established practices and contributing to improvements.
- **Managing Risk:** Identifies, evaluates and manages risks associated with HR decisions, programmes and new initiatives. Takes well-considered decisions, implements appropriate mitigation measures and balances innovation with institutional accountability and compliance.

Core Competencies

- **Building Relationships:** Establishes and maintains effective internal and external networks. Draws upon the knowledge, expertise and capabilities of others to enhance collaboration, service delivery and organisational performance.
- **Fostering an Accountability Culture:** Establishes clear responsibilities and performance expectations, monitors delivery and holds self and others accountable for results. Anticipates potential obstacles and incorporates appropriate contingencies into work plans.
- **Learning Orientation:** Develops and monitors learning and development plans for the team. Establishes mechanisms that encourage knowledge-sharing, continuous learning and the practical application of acquired knowledge.
- **Communicating with Influence:** Communicates clearly, concisely and persuasively to inform decisions and influence stakeholders. Demonstrates credibility, presents well-supported arguments and adapts messages to different audiences and circumstances.

Functional Competencies

- **Conceptual Thinking:** Identifies patterns and causal relationships among different elements of complex problems or situations. Anticipates challenges, assesses their wider implications and determines appropriate next steps.
- **Job Knowledge and Information Sharing:** Demonstrates sound professional knowledge and identifies effective methods for collecting, managing and sharing HR information. Communicates relevant knowledge accurately, promptly and in the format most appropriate to the intended audience.
- **Drive for Results:** Establishes clear and appropriately challenging goals, focuses team efforts on agreed priorities and consistently delivers high-quality results within established timelines. Identifies opportunities to improve individual and team performance.
- **Continuous Improvement Orientation:** Regularly reviews policies, systems and working methods to identify opportunities for greater efficiency, quality and effectiveness. Introduces practical improvements and monitors their impact on HR service delivery.

Tenure of Appointment

The appointment shall be made on a fixed-term contract for an initial period of twenty-four (24) months, aligned with the duration of the project grant supporting the establishment and operationalization of AMA. The first three (3) months of service shall constitute a probationary period, during which the incumbent's performance, conduct, and suitability for the position shall be assessed. Any extension or renewal of the appointment shall be subject to the continued availability of funding, satisfactory performance, organizational requirements, and successful delivery of agreed outputs and milestones.

Remuneration

The salary (P3 Step5) attached to the position is a **non-negotiable** annual lumpsum of **USD96,921.00** inclusive of all allowances for internationally recruited staff, and **USD78,462.00** inclusive of all allowances for locally recruited staff of the African Medicines Agency. The salary and benefits attached to the positions are established in accordance with the applicable policies of the African Medicines Agency.

Application Procedure

Applications must be submitted no later than **02 October 2026 @11:59p.m. Kigali Time.**

To apply, send your application to: **AMAreruitment@au-ama.africa**

Applicants are requested to carefully follow the instructions contained in the vacancy announcement and to submit their applications using the prescribed AMA CV Template.

Please note that only shortlisted candidates will be contacted.

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. They may be amended by Management as organizational needs evolve. The incumbent may be required to undertake additional responsibilities consistent with the grade and nature of the position. The African Medicines Agency is an equal opportunity employer committed to diversity, inclusion, integrity, professionalism, accountability, and excellence in service delivery.