

## African Union Digital and Innovation Fellowship Program

**Title:** *HR Digital Systems and Processes Analyst*

**Organization/Department:** *Human Resources Management Directorate*

**Duty Station:** *Addis Ababa, Ethiopia*

**Duration of Assignment:** 12 months

**Number of positions:** 1

### Program Description

The African Union (AU) Digital & Innovation Fellowship is a 12-month immersive program that empowers Africa's brightest digital innovators to work from within AU institutions and create long-term value.

Through a structured placement within the AU system, fellows receive tailored capacity building, professional development, international exposure, and financial support throughout the duration of the program.

The purpose is to co-develop data-driven and technology-enabled solutions with AU staff, based on identified challenges and technological gaps, to strengthen governance, public service delivery, and institutional capacity across the AU institutions.

The AU Digital & Innovation Fellowship 2026/2027 is developed and hosted by the African Union and is implemented by enpact with the support of the GIZ DataCipation program, which is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ).

### Department Description

The Human Resources Management Directorate (HRMD) of the African Union Commission is responsible for planning, developing, and managing the Commission's human capital to ensure an efficient, professional, and results-oriented workforce. The Directorate leads recruitment and staffing processes, develops and implements HR policies and staff regulations, oversees performance management and capacity development, and promotes staff welfare, diversity, and ethical conduct. Through these functions, HRMD supports institutional effectiveness and enables the Commission to deliver on its mandates and continental priorities.

### Role Purpose

The Fellow will support the Human Resources Management Directorate by providing hands-on support to HRIS platforms, particularly SAP SuccessFactors, with a strong focus on user enablement, process improvement, and documentation. The Fellow will contribute to improving and managing existing digital solutions, supporting prototypes or MVPs, and conducting research and technical assessments to modernize HR processes and strengthen institutional capacity.

### Responsibilities

#### 1. HRIS Support, Analytics, and Innovation

- Support the development and improvement of digital HR solutions, dashboards, and data products to enhance visibility and decision-making.

- Contribute to automation and digital workflows using tools such as Microsoft Power Apps and related platforms.
  - Provide functional and user-level support for SAP SuccessFactors and related HRIS platforms, including configuration support and requirements documentation
- 2. System Integration and Administration**
- Support system integration efforts by documenting integration requirements and assisting with the testing of data exchanges between HR systems.
  - Work alongside technical teams on interoperability initiatives, including exposure to APIs and system interfaces.
  - Support application lifecycle activities such as testing, configuration validation, and system enhancements.
- 3. Documentation and Capacity Building**
- Lead the documentation of business processes, system workflows, and standard operating procedures (SOPs) for HR digital systems.
  - Conduct business analysis, requirements gathering, and process mapping to identify opportunities for simplification and optimization.
  - Support and deliver capacity-building and user enablement sessions to improve adoption and effective use of HR systems.
- 4. Project Support and Quality Assurance**
- Support HR digital initiatives through participation in testing, data validation, and quality assurance activities.
  - Assist change management efforts by supporting communication, training, and user adoption activities.

### Requirements

To be considered for the 'AU Digital and Innovation Fellowship Program' applicants must meet the following basic criteria to apply:

- Be a citizen of an African Union member state and currently based in Africa
- Be under the age of 35 at the time of application
- Hold a tertiary education degree (bachelors degree) or its equivalent
- Demonstrate the ability to analyze complex problems and propose innovative solutions
- Have experience and technical know-how in designing technology products or solutions and experience with the specific technical stack of the AU host department mentioned above
- Be available to dedicate 12 months to the fellowship, including relocation to Addis Ababa
- Be willing and able to travel to participate in induction and delegation workshops
- Be sufficiently proficient in at least one AU official language (Arabic, French, Portuguese, Spanish, or Swahili). Proficiency in English is a strong asset.

The program actively encourages applications from women, persons with disabilities, and other underrepresented groups to promote equity and diverse perspectives within the fellowship cohort.

### Qualifications and Experiences

1. 3–5 years of relevant experience in digital solutions, business analysis, HRIS/ERP systems, or technology-enabled process improvement.

## 2. Core Technical and Design Skills

- **UX/UI design skills**, with experience designing or improving user interfaces for digital platforms, forms, dashboards, or internal systems, with a focus on usability and user-centered design.
- **Process and systems design experience**, including mapping workflows, designing digital processes, and translating business needs into functional system requirements.
- **Cloud engineering exposure**, including familiarity with cloud-based platforms, environments, or services (e.g. hosting, deployment, integration, or system access), particularly in enterprise or public-sector contexts.
- Experience working with **HRIS or ERP platforms** (SAP SuccessFactors preferred) in a functional, analytical, or support role.
- Exposure to dashboards, analytics, automation tools, or low-code platforms (e.g. Microsoft Power Apps) is an added advantage.
- Relevant certifications in **SAP, UX/UI design, cloud platforms, business analysis, or Agile methodologies** are an added advantage.

## 3. Other Attributes

- Strong analytical and problem-solving skills, with the ability to break down complex systems and processes.
- Ability to collaborate effectively with technical teams, designers, and business users.
- Strong documentation and communication skills, including the ability to explain technical concepts in simple, user-friendly terms.
- Demonstrated learning agility and interest in digital transformation and innovation.

## Application Process and Next Steps

If you meet the requirements in terms of criteria, qualifications and experience, you are invited to fill out the online application form by the **1st of March 2026**. The application must be filled out completely in English. As part of the application form, please be ready to upload the following documents:

- Your ID or passport
- Proof of residence in Africa
- Your tertiary education degree
- Your curriculum vitae (CV)
- All relevant certificates demonstrating your qualifications

All complete and eligible applications will be evaluated. The highest ranked applicants will be invited for a 30-minute interview with representatives from the respective AU department. Interviews will be held from the 16th to the 19th of February. Please note that we offer you one time slot for the interview and rescheduling is only possible in exceptional circumstances.

The results of the selection process will be shared in the last week of March 2026. The selected fellow will then be asked to sign a fellowship agreement with enpact, as well as a secondment contract with the AU. The fellowship will begin on April 1st.