



# WELCOME TO THE AFRICAN UNION

Version 2 - May 2018





# TABLE OF CONTENT

## **WELCOME WORDS FROM THE CHAIRPERSON.....4** **KNOWING YOUR NEW FAMILY.....5**

Our mission, vision, values and mandate .....	5
Our history.....	7
Our aspirations.....	8
Our family leadership .....	9
Our family structure .....	10
Our key figures.....	12
Our main reference documents .....	11
Our compound.....	16

## **PREPARING YOUR ARRIVAL.....18**

Checklist prior to contract.....	19
----------------------------------	----

## **ENSURING AN EFFECTIVE ONBOARDING.....20**

Checklist when you arrive.....	20
--------------------------------	----

## **SETTLING IN ADDIS ABABA.....22**

Checklist when moving to Addis Ababa.....	22
Medical Brief.....	23
Security Brief.....	24
Accommodation.....	25
Addis Ababa Everyday Life.....	25
International Schools.....	25
Bank and Currency.....	26
Calendar and time .....	26
Telecommunications.....	26
Transportation.....	26
Climate.....	26
Household staff hire.....	27
Shopping and leisure.....	27
Hotels around AU.....	27
Miscellaneous information .....	28
Useful telephone numbers .....	28
Useful links.....	30
Books to read.....	30





# WELCOME WORDS

from the Chairperson

Welcome to the African Union and congratulations on your new appointment. Onboarding is a crucial process designed to attract new employees, acclimate new staff into the organization's culture, reaffirm their employment decision, and prepare them to contribute to the desired level as quickly as possible. The Commission believes effective on-boarding of its new employee is a very important component of staff engagement, retention and development. Successful onboarding ensures new staff feel welcome and prepared for their new positions, giving them the confidence and resources to make an impact within the organization, and ultimately empowering the Organization to carry out its mission effectively and efficiently.



# KNOWING YOUR NEW FAMILY

---

## OUR MISSION

The mission of the Commission is to become *'An efficient and value-adding institution driving the African integration and development process in close collaboration with African Union Member States, the Regional Economic Communities*

## OUR VISION

The vision of the AU is that of *'An integrated, prosperous and peaceful Africa, driven by its own citizens of representatives in dynamic forces in global arena.'*



## OUR VALUES

- Respect for diversity and team work
- Think Africa above all
- Transparency and accountability;
- Integrity and impartiality
- Efficiency and professionalism; and
- Information and knowledge sharing.



## OUR MANDATE

The AUC mandate is to:

- Represent the Union and defends its interests under the guidance of and as mandate by the assembly and the Executive Council.
- Coordinate and monitor the implementation of the decisions of the other organs of the Union in close collaboration with the PRC and report regularly to the Executive Council;
- Assist Member States in implementing the Union programmes and policies;
- Work out draft common and coordinating the action of member states in international negotiations:
- Prepare strategic plans and studies for the consideration of the Executive Council;
- Mobilize resources and devise appropriate for self-financing, income-generating activities and investment for the Union;
- Insure the mainstreaming of gender in all programmes and activities of the Union and others.

# OUR HISTORY

## OAU CREATION

On the 25th May 1963, in Addis Ababa - Ethiopia, 32 African states agreed to establish the organisation of African Unity (OAU). To commemorate this historic event the 25th of May is celebrated as Africa day.

1963

## DEBATE ON THE NEED TO REFORM THE OAU

Through the 1990s, African leaders debated the need to amend the OAU's to reflect the challenges of the changing world.

1990

## SIRTE DECLARATION

On September 9th 1999, during the Sirte Extraordinary Summit, the OAU heads of State and Government issued the Sirte Declaration calling for the establishment of the new African Union. To commemorate this historic event, the 9th September is celebrated as African Union Day.

1999

## CONSTITUTIVE ACT OF THE UNION

The Lome Summit adopted the Constitutive Act of the Union

2000

## ROAD MAP FOR AU IMPLEMENTATION

The Lusaka Summit drew the road map for the implementation of the African Union

2001

## 1<sup>st</sup> AU SUMMIT

The July 2002 Durban Summit launched the African Union the 1st of the Heads of State of the African Union

2002

## OAU 50<sup>th</sup> ANNIVERSARY

2013 marks the 50th anniversary celebration of the Organisation of the African Union of African Unity

2013

## ADOPTION OF THE AGENDA 2063

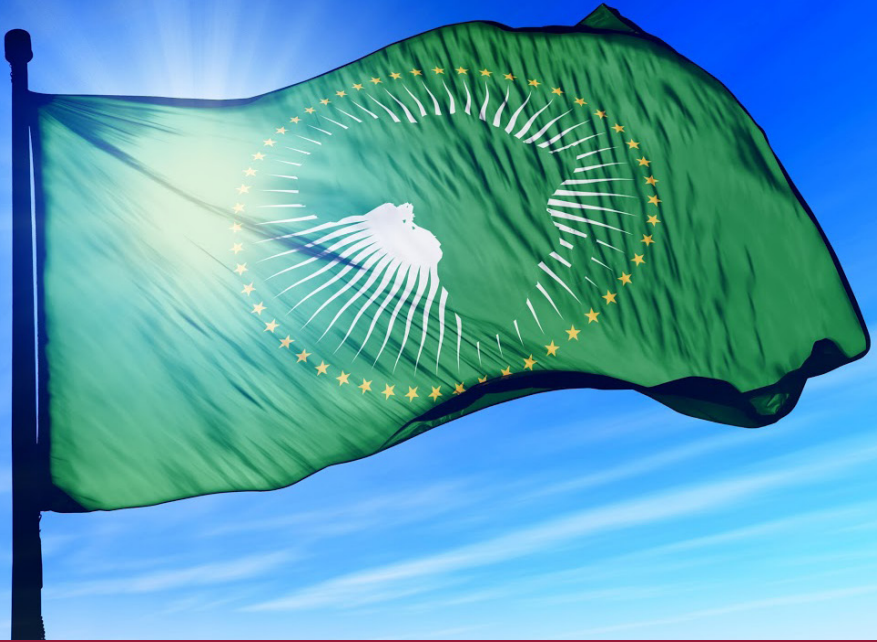
The African Union Heads of State and Government Adopted the Agenda 2063

2015



## OUR ASPIRATIONS

### OUR APSIRATION FOR THE AFRICA WE WANT



#### Agenda 2063 aspirations:

1. A prosperous Africa based on inclusive growth and sustainable development.
2. An integrated continent, politically united and based on the idea of panafricanism and the vision of African Renaissance
3. An Africa of good governance, democracy, respect for human rights, justice and the rule of law.
4. A peaceful and secure Africa
5. An Africa with a strong cultural identity, common heritage, values and ethics.
6. An Africa wher development is people-driven, unleashing the potential of its women and youth
7. Africa as strong, united and influential global player and partner.

# OUR FAMILY LEADERSHIP



**CHAIRPERSON**  
H.E. Moussa Faki Mahamat



**DEPUTY CHAIRPERSON**  
H.E. Quartey Thomas Kwesi

## PORTFOLIOS

PEACE AND SECURITY	POLITICAL AFFAIRS	INFRASTRUCTURE AND ENERGY	SOCIAL AFFAIRS	TRADE AND INDUSTRY	RURAL ECONOMY AND AGRICULTURE	HUMAN RESOURCES, SCIENCE AND TECHNOLOGY	ECONOMIC AFFAIRS
<b>COMMISSIONER</b> H.E. Small Chergui	<b>COMMISSIONER</b> H.E. Cessouma Minata Samat	<b>COMMISSIONER</b> H.E. Amani Abou-Zeid	<b>COMMISSIONER</b> H.E. Amira El Fadil	<b>COMMISSIONER</b> H.E. Albert M. Muchanga	<b>COMMISSIONER</b> H.E. Josefa Leonel Correia Sacko	<b>COMMISSIONER</b> H.E. Sarah Mbi Enow Anyang	<b>COMMISSIONER</b> H.E. Victor Harrison
<b>DIRECTOR</b> Dr. Admore Kambuzi	<b>DIRECTOR</b> Dr. Khabele Matlosa	<b>DIRECTOR</b> Mr. Cheikh Bedda	<b>DIRECTOR</b> Amb. Clawale Maiyegun	<b>DIRECTOR</b> Mrs. Treasure Maphanga	<b>DIRECTOR</b> Dr. Godfrey Bahigwa	<b>DIRECTOR</b> Dr. Mahama Ouedraogo	<b>DIRECTOR</b> Dr. N'Guettia Kouassi

## OFFICE OF THE CHAIRPERSON



**CHIEF OF STAFF**  
Mr El Ghassim Wane

<b>DIRECTOR</b> Internal Audit	<b>DIRECTOR</b> Women, Gender & Development	<b>DIRECTOR</b> Information & Communication	<b>DIRECTOR</b> Strategic Planning, Programming, Monitoring & Evaluation, Resources Mobilization	<b>DIRECTOR</b> Protocol	<b>DIRECTOR</b> Citizens and Diaspora	<b>DIRECTOR</b> Legal Counsel	<b>HEAD</b> Partnership	<b>SECRETARY GENERAL</b>
Dr. Regina Muzamal	Mrs. Mahawa Kaba Wheeler	Mrs. Leslie Katherine Awlitt Richer	Mr. Mesfin Tessema	Mrs. Simone Abala	Mr. Ahmed El-Basheer	Amb. Namira Negm	Mr. Levi Maduele	Mr. Mourad Ben Dhiab

## SUPPORT DIRECTORATES

<b>DIRECTOR</b> Conference Services	<b>DIRECTOR</b> Medical Services	<b>DIRECTOR</b> Administration and Human Resources Management	<b>DIRECTOR</b> Programming, Budgeting, Finance and Accounting
Mrs. Nedjat Kheifaf	Dr. Yankuba Kassama	Mr. Amine Idriss Adoum	Mrs. Assietou Sylla Diouf

# OUR FAMILY STRUCTURE

## ASSEMBLY

### Executive Council

Specialised Technical  
Committees (STCs)

Permanent  
Representatives  
Committee (PRC)

### Peace & Security Council (PSC)

### African Union Commission (AUC)

NEPAD, Permanent Representational and Specialised Offices, Special Representative and Liaison Offices.  
High Representatives, Special Envoys and Special Representatives of the Chairperson of the AUC, Board of External Auditors...

### Pan-African Parliament (PAP)

### Economic, Social & Cultural Council (ECOSOCC)

### Judicial, Human Rights & Legal Organs

African Commission on Human and Peoples’ Rights, African Court on Human and Peoples’ Rights, African Court of Justice/African  
Court of Justice and Human Rights, AU Commission on International Law, AU Advisory Board on Corruption,  
African Committee of Experts on the Rights and Welfare of the Child

### Financial Institutions

African Central Bank, African Investment Bank, African Monetary Fund

### African Peer Review Mechanism (APRM)

### Regional Economic Communities (RECs)

Arab Maghreb Union (UMA), Common Market for Eastern and Southern Africa (COMESA), Community of Sahel–Saharan  
States (CEN–SAD), East African Community (EAC), Economic Community of Central African States (ECCAS), Economic Community  
of West African States (ECOWAS), Intergovernmental Authority on Development (IGAD),  
Southern African Development Community (SADC).



---

**ASSEMBLY:** The supreme policy and decision-making organ. Composed of all Member State Heads of State and Government

---

**EXECUTIVE COUNCIL:** Coordinates and takes decisions on policies in areas of common interest to Member States. It is responsible to the Assembly. Composed of foreign ministers or such other ministers or authorities as are designated by the governments of Member States.

---

**SPECIALISED TECHNICAL COMMITTEES:** are thematic committees on key AU projects and programmes. STCs are responsible to the Executive Council. Composed of Member State ministers or senior officials.

---

**PERMANENT REPRESENTATIVES COMMITTEE:** is charged with preparing the work of the Executive Council. Composed of Permanent Representatives and other plenipotentiaries of Member States.

---

**PEACE AND SECURITY COUNCIL:** The AU's organ for the prevention, management and resolution of conflicts. Composed of 15 elected Member States.

---

**AFRICAN UNION COMMISSION:** The AU's secretariat. Composed of a Chairperson, Deputy Chairperson and eight commissioners as well as staff.

---

**PAN-AFRICAN PARLIAMENT:** Platform for people from all African states to participate in discussions and decision-making on issues facing the continent. Members are designated by the legislatures of their Member States.

---

**ECONOMIC, SOCIAL & CULTURAL COUNCIL:** Advisory organ that provides opportunity for African civil society organisations to contribute to the AU's principles, policies and programmes. Composed of social and professional groups from AU Member States.

---

**JUDICIAL, HUMAN RIGHTS & LEGAL ORGANS:** Organs are the: African Commission on Human and Peoples' Rights (ACHPR), African Court on Human and Peoples' Rights (AfCHPR), AU Commission on International Law (AUCIL), AU Advisory Board on Corruption (AUABC) and the African Committee of Experts on the Rights and Welfare of the Child (ACERWC).

---

**FINANCIAL INSTITUTIONS:** Proposed institutions are the: African Central Bank, African Investment Bank and the African Monetary Fund.

---

**AFRICAN PEER REVIEW MECHANISM:** Aims to foster the adoption of policies, values, standards and practices of political and economic governance that lead to political stability, accelerated economic integration, economic growth and sustainable development.

---

**REGIONAL ECONOMIC COMMUNITIES:** Regional groupings of African states that facilitate regional economic integration between members and through the wider African Economic Community (AEC).

---

# OUR KEY FIGURES

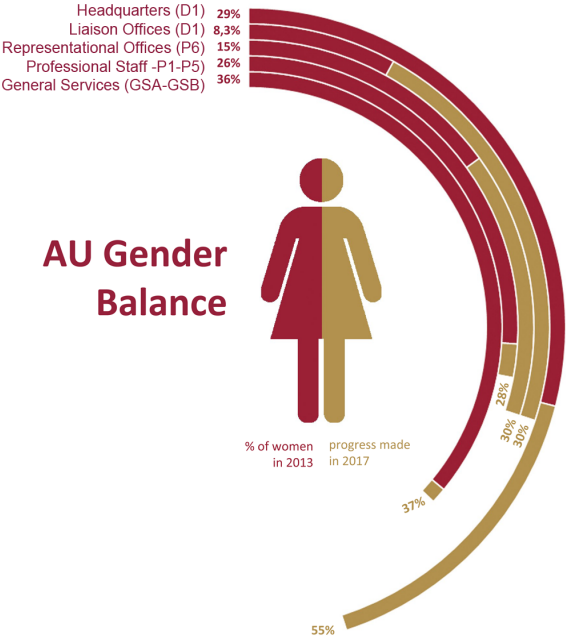
Our organization...

55 member States

COUNTRIES

AL	Algeria	53	MG	Madagascar	8
AN	Angola	12	MW	Malawi	24
BE	Benin	24	ML	Mali	25
BT	Botswana	15	MU	Mauritania	14
BF	Burkina Faso	39	MR	Mauritius	8
BR	Burundi	49	MZ	Mozambique	12
CR	Cameroon	62	NA	Namibia	5
CV	Cape Verde	2	NE	Niger	23
CA	Central Afr. Rep	1	NG	Nigeria	71
CH	Chad	40	RW	Rwanda	33
KM	Comoros	2	ST	Sao Tome & Prin	1
CG	Congo	15	SN	Senegal	23
CI	Cote d'Ivoire	45	SC	Seychelles	1
DJ	Djibouti	10	SL	Sierra Leone	15
CD	DR Congo	14	SO	Somalia	2
EG	Egypt	32	ZA	South Africa	33
GQ	Equat. Guinea	2	SS	South Sudan	17
ER	Eritrea	4	SD	Sudan	35
ET	Ethiopia	689	SW	Swaziland	9
GA	Gabon	13	TA	Tanzania	26
GM	Gambia	14	TG	Togo	17
GH	Ghana	37	TN	Tunisia	14
GU	Guinea	12	UG	Uganda	45
GW	Guinea-Bissau	6	EH	Western Sahara	4
KE	Kenya	108	ZM	Zambia	22
LS	Lesotho	13	ZI	Zimbabwe	49
LR	Liberia	4			
LY	Libya	7			

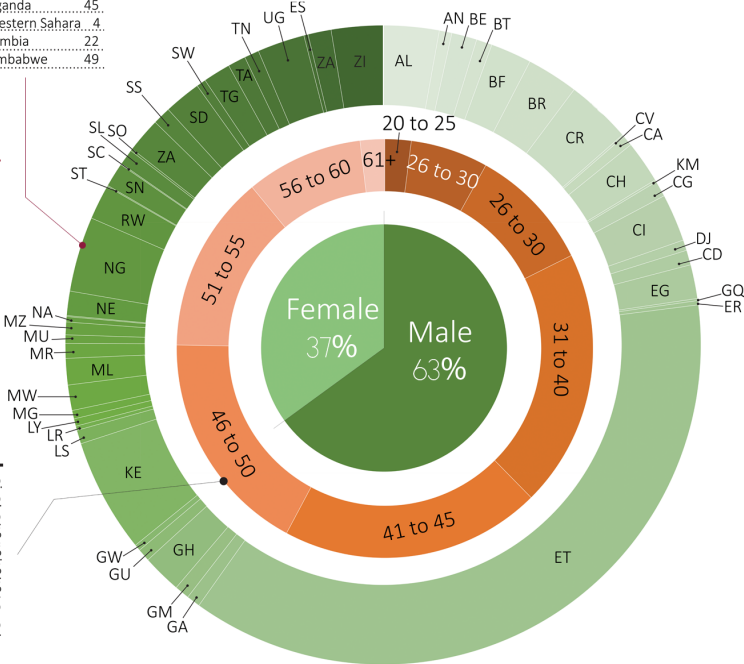
## AU Gender Balance



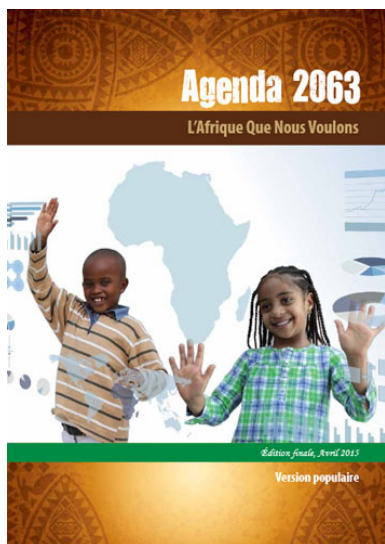
Our Staff Members...

AGE

20 to 25	2.03%
26 to 30	6.02%
31 to 35	9.61%
36 to 40	19.92%
41 to 45	20.21%
46 to 50	17.43%
51 to 55	13.72%
56 to 60	9.09%
61+	1.91%



## OUR MAIN REFERENCE DOCUMENTS



### THE AGENDA 2063

It is a strategic framework for the socio-economic transformation of the continent over the next 50 years. It builds on, and seeks to accelerate the implementation of past and existing continental initiatives for growth and sustainable development.

Some of the past and current initiatives it builds on include: the Lagos Plan of Action, the Abuja Treaty, the Minimum Integration Programme, the Programme for Infrastructural Development in Africa (PIDA), the Comprehensive Africa Agricultural Development Programme (CAADP), the New partnership for Africa's Development (NEPAD), Regional Plans and Programmes and National Plans. It is also built on national, regional, continental best practices in its formulation.

### STAFF REGULATIONS AND RULES

The Staff Regulations and Rules define the conditions of service, rights, duties and obligations of the Staff Members of the African Union (Union). These Regulations and Rules shall be interpreted and applied alongside AU relevant Treaties, Decisions Protocols, Regulations, Rules and Procedures as well as principles of International Law.







## CODE OF ETHICS AND CONDUCT

The Code of Ethics sets out the values and principles to guide the conduct and behaviour of African Union staff members and officials. Its purpose is to provide support and guidance for appropriate, ethical behaviour as well as to hold staff members and officials accountable for any lapses in behaviour.

## POLICY ON HARASSMENT

The policy is issued in line with the Staff Regulations and Rules and the code of Ethics and Conduct in which no staff member shall be discriminated against and he or she shall be entitled to receive “assistance, protection and security, threats, abuse, harassment, insults or defamation to which they may be subject by reason, or in connection with, the performances of their duties” (Regulation 3.2). The purpose of the policy is to articulate the Union’s policy harassment within the working environment.



## SECURITY POLICY

This security policy document sets out the African Union Safety and Security Services (AU SSS) intentions and principles concerning security and the protection of the Union personnel, property and operations. The policy provides the requirements for the AU Security Management System (SMS) which includes establishing, implementing, operating, monitoring, maintaining, and improving security management.



## PROCUREMENT MANUAL

The Manual details the standards, policies and procedures to be followed in the procurement of goods, works and services within the AU.

## PROPERTY, PLANT AND EQUIPEMENT POLICY

This policy is designed to guide and align the management of, and accounting for, Property, Plant and Equipment (PPE) and Intangible Assets (IA) with International Public Sector Accounting Standards (IPSAS) requirements. Considering the significant amount of resources encompassed in these categories of assets, it is also imperative that the policy provides an environnement.



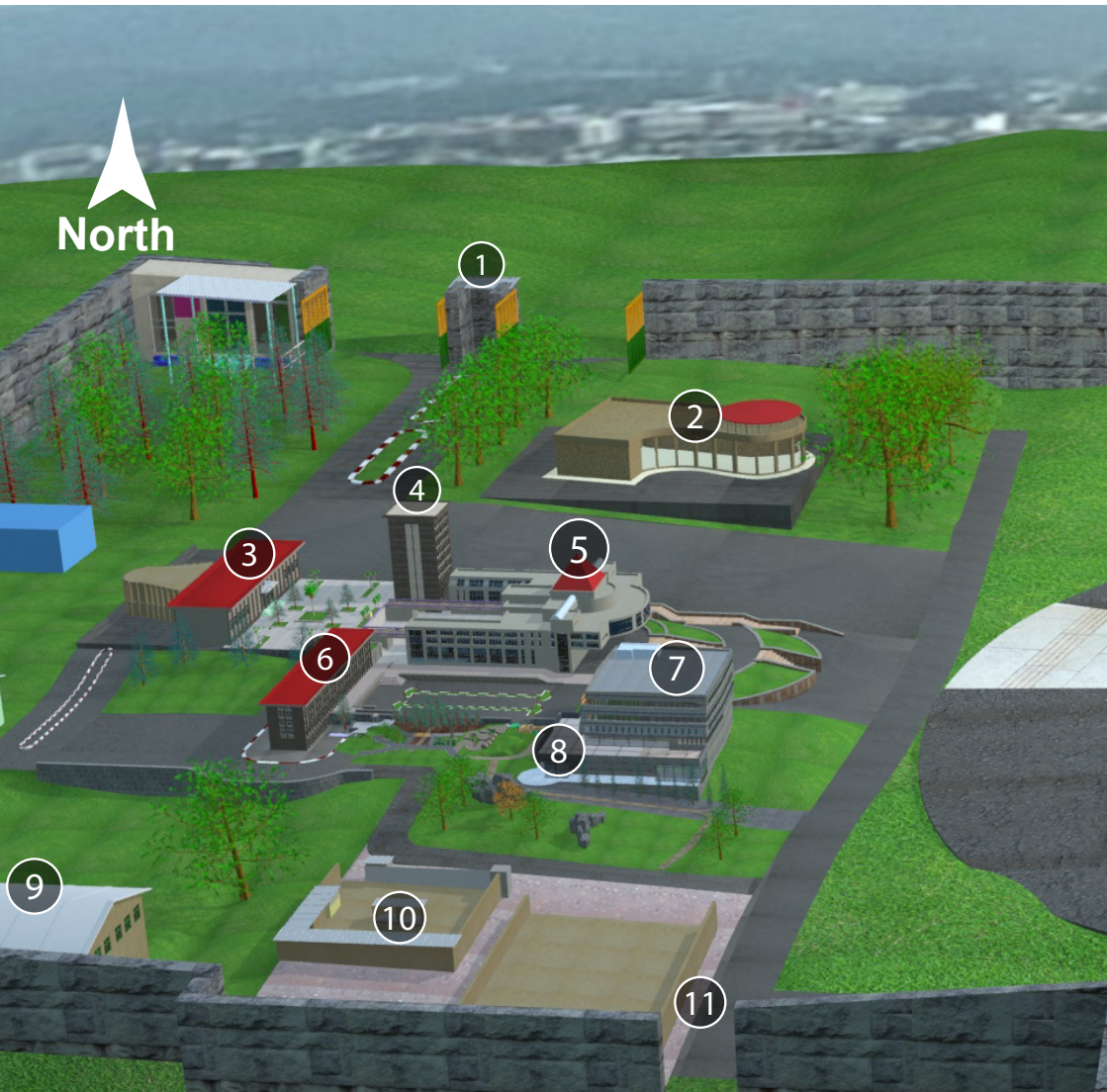
## INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

An AU ICT policy insures efficiency, accountability and cost-effectiveness in delivering and supporting IT services. This ICT Policy document provides a framework of credible policies which help MIS pursue of its objectives as well as creating appropriate awareness amongst all stakeholders.

### **Knowing more about the African Union**

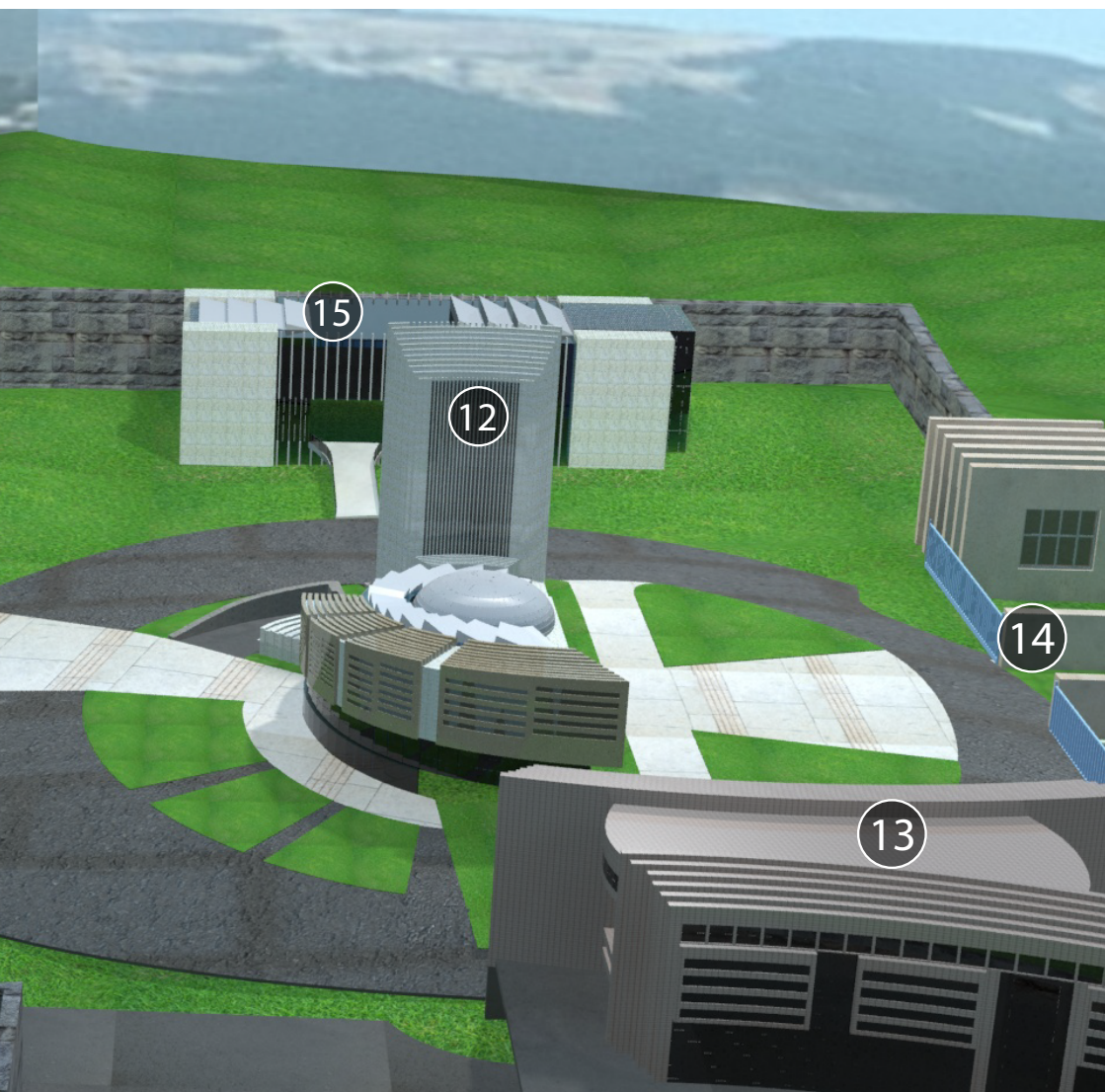
- AU handbook: <https://au.int/sites/default/files/pages/31829-file-african-union-handbook-2017-edited.pdf>
- Agenda 2063: [https://au.int/en/Agenda2063/popular\\_version](https://au.int/en/Agenda2063/popular_version)

## OUR COMPOUND



- |   |                         |   |                         |
|---|-------------------------|---|-------------------------|
| 1 | Old gate                | 5 | Finance Building        |
| 2 | Restaurant (Congo hall) | 6 | Building C              |
| 3 | Building B              | 7 | Julius Nyerere Building |
| 4 | Building A              | 8 | Gusto Restaurant        |





9 Warehouse

10 Gas Oil

11 Rear Gate

12 New Conference Building

13 Union Hotel

14 Main Gate

15 Extension project

# PREPARING YOUR ARRIVAL

---



*Bole International Airport (Addis Ababa)*

## Checklist prior to arrival



- **A1** - Receive your appointment notification
- **A2** - Complete your medical examinations and send a copy to the African Union
- **A3** - Send back a copy of the signed contract along
- **A4** - Fill and send back the 'travel' form
- **A5** - Confirm date of assumption of duty
- **A6** - Prior to your trip:
  - Print Ticket
  - Print Note Verbale for Visa
  - Make 5 copies of your contract
  - Prepare 50 to 70 USD for visa fee
  - Print contact of Department and Onboarding Unit
  - Have you Yellow fever card
  - Bring few dollars for incidentals
- **A7** - Learn About Addis Ababa and the African Union  
*Cf. Overview of Addis Ababa City and Overview of the African Union. (p.22)*
- **A8** - Identify temporary stay accommodation  
*Cf. Hotels list. (p.27)*



# ENSURING AN EFFECTIVE ONBOARDING

## Checklist when you arrive



Please find the office where you need to handle each one of the activities on the map of the African Union Commission.

- **B1** - Fill and submit the Assumption of Duty Form with a copy of your contract  
***Building C, 3rd floor, HRM Division***
- **B2** - Fill and submit the 'installation form' if applicable with:
  - Copy of contract
  - Boarding pass stub(s)
  - Copy of CV
  - Copy of passport***Building C, 3rd floor, HRM Division***
- **B3** - Ask for an ID and a Bank account by:
  - Submitting a Memo
  - Submitting the Ministry of Foreign Affairs ID request Form
  - Submitting 2 passport sized photos (3.5 x 4.5 cm)
  - Submitting signed Assumption of duty memo
  - Submitting 2 copies of national passport
  - Submitting of national passport showing entry visa page***Building C, 3rd floor, HRM Division***

- **B4** - Fill the Diplomatic or AU service Laisser-Passer form and submit with:
  - A 3.5 x4.5 cm sized passport photo
  - A copy of Assumption of duty memo
  - A copy of national passport  
**Building C, 2nd floor, Passport Unit**
- **B5** - Ask for an AU e-mail address and your SAP number by submitting a copy of your Assumption of duty memo to the IT Division  
**Building C,Ground floor, Management information System Division**
- **B6** - Ask for an AU proxy card by:
  - Writing and submitting a memo
  - Submitting a copy of your Assumption of duty memo  
**Building C, 2nd floor, ID Unit**
- **B7** - Ask for your ID card and Car Pass:
  - Ensure that you got your SAP number
  - Bring a copy of you Assumption of duty memo along  
**Building C, 2nd floor, ID Unit**
- **B8** - Ask for an Ethiopian Driving License by:
  - Translating your Driving license
  - Writing and Submitting a Memo along with your Driving license translation and a copy of your ID  
**New Conference Center, 5th floor, Protocol Services**



# SETTLING IN ADDIS ABABA

## Checklist when moving to Addis Ababa



- **C1** - Be aware of some typical health issues  
*Cf. Medical brief - p.23*
- **C2** - Ensure your security  
*Cf. Security brief - p.24*
- **C3** - Find a house/apartment  
*Cf. Accomodation p.25*
- **C4** - Find a school for your dependents  
*Cf. Primary and secondary School - p.25*
- **C5** - Hire a household help  
*Cf. Household staff hire - p.27*
- **C6** - Know where to shop  
*Cf. Shopping - p.27*
- **C7** - Have access to telecommunication  
*Cf. Telecommunications - p.26*



## MEDICAL BRIEF

### High altitude syndrome

When you come in Addis Ababa you should be prepared to recognize and respond to the symptoms of high altitude syndrome. The human body can adjust to changes in altitude (known as acclimatization) but needs time. The time needed by each individual varies and also varies with each trip. High altitude syndrome is suspected when the following occur on acute altitude gain:

- Headache (usually throbbing, on both sides, worse during the night and on awakening, made worse by bending over)
- Plus one of the following: nausea; fatigue; dizziness; sleep difficulty.

### What to do?

- Drink a lot of water
- Get advice from doctors in our clinic

**For any health issues please call AUC medical clinic:**

+251 115 18 28 34

+251 115 51 46 42

**24/7 working Pharmacy**

Goh pharmacy

Djibuti St, Addis Ababa (5,3 km from AU)

Tel: 011 663 1472

### Other issues

- Malaria is common in areas of the country below 2,000 metres.
- Bilharzia is present in the majority of lakes in Ethiopia.
- Water-borne diseases are common. Drink or use only boiled or bottled water and avoid ice in drinks.
- Non cooked food (vegetables, salad) should be well washed.







Personal security is primarily the responsibility of the staff member and appointed officials. The Security and Safety Services Division is always available to provide assistance and guidance on issues of security and safety and operates a Warden System to assist expatriate staff members' and appointed officials' interaction with the local police.

### PLACES WHERE YOU NEED TO BE VIGILANT

Violent crime in Addis Ababa is fortunately rare, particularly where visitors are concerned. However, petty theft and confidence tricks are problematic.

The Merkato has the worst reputation as pickpockets abound – targeting not just “faranjis” (white foreigners) but Ethiopians as well. You are advised to leave hand luggage and jewellery in your hotel/house if you plan on visiting the Merkato.

Other spots where you should be vigilant include:

- Piazza, where many foreigners get pickpocketed or mugged;

- Meskel Square;
- minibus stands;
- at the vicinity of larger hotels;

and Churchill Avenue, where adult gangs have been known to hang around the National Theatre.

Common gang ploys are to feign a fight or argument and, when one man appeals to you for help, the other helps himself to your pockets.

Don't let any of this scare you, though – Addis is very safe compared to many other African capitals.

## ACCOMMODATION

- In order to be able to help you quickly if you need to, choose accommodation that is not too far from the African Union (see Area to live).
- For security reason, staff members and appointed officials are encouraged to change all door keys of all access gates with non-duplicable keys.
- Use common sense, overcome routines, prepare for the unexpected and always be alert.

**For any security and safety issues please call AU Security and Safety Services (24/7):**

0115182057 Security Control Room

0115182098 Security at NCC tower gate



## ADDIS ABABA EVERYDAY LIFE

### PRIMARY AND SECONDARY SCHOOL

#### English speaking

- **Sandford School**  
5,2 km from AU  
+251 11 123 3726
- **International Community School of Addis Ababa**  
1,6 km from AU  
+251 11 371 1544
- **Nejashi Ethio Turkish International Schools**  
600m from AU  
+251 11 416 8818
- **Greek Community School:**  
+251 11 554 0054
- **Italian Community School**  
+251 11 371 1544

#### French speaking

**Lycée franco-éthiopien  
Guébré-Mariam  
3.7 km from AU  
Téléphone : +251 11 155 1603**

### UNIVERSITIES

- **Addis Ababa University**  
5,6 km from AU  
+251 11 123 9705  
<https://portal.aau.edu.et/>
- **UNISA Addis Ababa**  
21,4 km from AU  
<http://www.unisa.ac.za>

## BANK AND CURRENCY

Ethiopia's national currency is the Birr (ETB) which comes in bank notes of 5, 10, 50 and 100. Coins are in 1, 5, 10, 25 and 50 cent denominations as well as 1 Birr denomination. One United States Dollar is approximately equivalent to 22 Birr. Major Banks have a cash dispenser (ATM), accepting Visa and Master Card. Foreign currencies can be exchanged at the banks which are open from 8:30 (the latest) to 5:30 (the earliest) from Monday to Saturday.

### Bank branches at AUC

Dashen Bank, HQ  
+251 91 185 7819

Commercial Bank of Ethiopia  
+251 11 466 1380

## CALENDAR AND TIME

Ethiopia uses a Julian calendar, which divides the year into 12 months of 30 days each. The remaining five days (or six days in a leap year) constitute the 13th month known as "Pagume". The Ethiopian Calendar is seven years behind the Gregorian calendar, with the Ethiopian New Year falling on the 11th of September. Based on the Ethiopian calendar, 2018 equivalent is year 2010.

Ethiopian Time is determined by the times of sunrise and sunset. 06.00 International time - sunrise - is 12 night Ethiopian time. One hour later it is 1 o'clock in the day [Ethiopian time] and the sequence continues through to sunset.

## TELECOMMUNICATIONS

Ethio-Telecom is the only telecommunication service provider in Ethiopia :

- Sar bet Shop at 1km from AU  
+251 11 551 5777
- Mexico Area Shop at 1,9 km from AU  
+251 11 550 4048
- Lideta Shop at 1,4 km from AU  
+251 11 552 6190

## TRANSPORTATION

In addition to the basic charge (around 25 birr), the cost per kilometer of the taxi is 10 birr:

- Adika +(251) 115-572-545 / +(251) 938-666-665
- Ze Lucy +(251) 938-483-821
- Zay Ride +(251) 947-373-724

You can also use other public transportation like buses, the blue taxi, trains.

## CLIMATE

The Ethiopian climate is temperate in the highlands and hot in the lowlands. Temperature ranges from 20°C to 30°C. Rainfall ranges from 200 mm to 2000 mm. Ethiopia receives heavy rains in June, July and August; and small rains in February and March.

## HOUSEHOLD STAFF HIRE

Selection sources:

- From outgoing Commission household staff (to benefit from already acquired experience)
- From home country (to alleviate language barriers and overcome cultural differences)

- Through respective Embassies/other credible connections

After selecting, please communicate their details to Security and Safety Services.

## SHOPPING

Shops are generally open from 9 am to 8 pm from Monday to Saturday. They are mostly closed on Sundays.

### Bambis Supermarket

+251115521105,  
+251115505584

### Shoa Supermarket

+251 115 50 6104

### Fantu Supermarket

+251 113 718741

### 24/7 working Supermarket

Shopper's Mart: +251 11 320 5857/58

### Duty free shops

Address : Equatorial Guinea St,  
Maganania  
Contact : 011 618 1055

Address : African Union HQ, Roosevelt St  
Contacts : 011 665 6666

## HOTELS AROUND AU (walking distance)

### Blue Nest Hotel

+251 115 57 0887  
reservation@bluenesthotel.com

### Salute Hotel

+251 117 54 3417

### Kings Hotel

+251 113 71 1300  
+251 911 69 9499

### Union Apartment Hotel

+251 114 70 3635  
info@danuhotels.com  
Reservations@danuhotels.com



MISCELLANEOUS INFORMATION

ELECTRICITY

Electricity in Ethiopia is 220 Volts, alternating at 50 cycles per second. If you travel to Ethiopia with a device that does not accept 220 Volts at 50 Hertz, you will need a voltage converter. Ethiopian Electric Utility (EEU) is responsible for distribution of electricity to customers throughout the country. Electricity consumption can be pre-paid as well as post-paid.

For more information visit  
<http://www.eeu.gov.et>  
or call +251 111 56 0042

WATER

Addis Ababa Water and Sewerage Authority is responsible for distribution of water to costumers throughout the country. For a monthly consumption of 8-20 m3 of water, you'll pay around 1.3 centimes per m3.

For more information visit  
<https://aawsa.gov.et>  
or call +251 116 67 4036

LANGUAGES

English is the most widely spoken foreign language which is also taught in many schools. Amharic is the official working language in which all federal laws are published.

DUTY FREE PRIVILEGES

Within one-year period of employment, all internationally recruited staff members are permitted to purchase duty-free items either in Ethiopia or importing them from abroad.

TIN NUMBER

When shopping in Ethiopia, you will be asked for your Tax Identification Number (TIN). As a staff of the African Union, you do not have this identification number and do not need it.

USEFUL TELEPHONE NUMBERS

FIRE BRIGADE 912

TELECOMMUNICATIONS

Information	
(Directory Enquiries)	994
International calls	994
Mobile thefts	011 5506010
Wake-up calls	999

ELECTRICITY

Technical Services	905
--------------------	-----

WATER + SEWERAGE  
AUTHORITY

	011 1116334
	011 1550922

<b>POLICE I FORMATION CENTRE (24 hours)</b>	991
<b>RED CROSS AMBULANCE</b>	0115150608 907
<b>CLINICS</b>	
Addis Tana Higher Clinic	011 8630661
Adwa Clinic	0111563085
Africa Higher Clinic 1	0112751360
American Medical Center	016678000/04 0919198287
Beihzatha Clinic	011 5514470 011 5533453
Blue & White Clinic	011 6616229
Brook Clinic	011 5513435 0115515151
Children's Clinic	0113711515
Christina Clinic	
Dr Jonalhan Banes	011 5152020
Clinical Psychologist	0910 0716 84
Ethiopia Higher Clinic	011 1550088
Future Intl Consulting	011 2770064
ICON Center of Special Surgery (Dr. Tewodros)	0911-864672
International Clinical Laboratories	011 5529252
Marti Special Dental Clinic saint Gabriel	011 6181262
General Hospital	
Dentistry	091 1316012
Pediatric Clinic	092 1787120 011 5514696
Rank Clinic (Derrnamlogy)	091 1237410 011 5536074
Santé Medical Centre	011 5535530/26

Senai Clinic	011 4668629 011 4661421/22
Sun Optics Special Eye Clinic	011 1567576 011 6183559
Sunshine Clinic	011 1242295/94
Swedish Clinic	011 3710768
T/Himanot Higher Clinic	011 1112198 011 1572435
Tesfa Major PolyClinic	011 1570232
WGGA Specialized Vision Clinic	0931 5209 52 011 81801 86

### ANIMAL CLINICS

Bethel Vet Clinic	0911 665830
CASA-INCIS Clinic	0115519427 091 1210204
HAPS	011 6544756 091 1683002
Shalom Vel Care Clinic	0116291877 091 1247335
Old Airport Clinic	091120 9993
Mobile Veterinary Clinic	091141 0020

### PHARMACIES

Abbay Pharmacy	011 3713298
Ghion Pharmacy	011 5518606
Gishen Pharmacy	011 6611717
Lion Pharmacy	011 1551893
Pelical Pharmacy	011 552 1790
Raamco Pharmacy	011 896 2925

## AIRLINES

BMI	011 6620815/16	Kenya Airways	011 5518400
Egypt Air	011 1564493/4	Lufthansa	011 5515666175
Emirates	011 5181818	Turkish Airlines	011 6627781/82
Ethiopian Airlines	011 6656666	Yemenia	011 5515076
Fly Dubai	011 06670154		

## USEFUL LINKS:

### What to do in Addis?

<http://www.livinginaddis.com/>

<http://www.whatsoutaddis.com/>

<http://www.addisallaround.com/>

### A guide to the green spaces of Addis Ababa

<http://addisgreenspace.org/>

### Addis Ababa Map

<http://mapofaddis.com/>

<http://www.openstreetmap.org/>

### History of Addis Ababa Railway

<http://www.train-franco-ethiopien.com/>

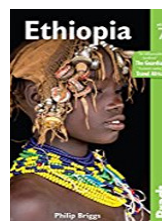
### English Newspapers

<http://www.addisfortune.com/>

<http://www.capitalethiopia.com/>

<http://www.thereporterethiopia.com/>

## BOOKS TO READ:



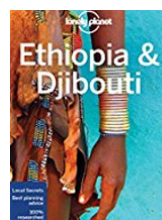
### Ethiopia (Bradt Travel Guides)

by Philip Briggs



### Ethiopia (Exploring Countries)

by Ellen Frazel



### Lonely Planet Ethiopia & Djibouti (Travel Guide)

by Lonely Planet and  
Jean-Bernard Carillet





