



**External Publication of Job Posting**

**50167605**

**Job Posting Title**

Senior Filling Clerk

**Start Date**

15.12.2016

**End Date**

15.01.2017

**Reference Code**

DREA003

**Job Title**

Senior Filling Clerk

**Organization**

The African Union, 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. its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver through, among others, the implementation of a new organizational structure and the filling of the vacant project position of Filing Clerk in the Inter-African Bureau for Animal Resources (AU—IBAR) in Nairobi, Kenya. The Inter-African Bureau for Animal Health Resources (AU-IBAR) is a specialized technical office of the Department of Rural Economy and Agriculture (DREA) of the African Union Commission (AUC). AU- IBAR's mandate is to support and coordinate the utilization of livestock, fisheries and wildlife as resources for both human wellbeing and economic development in the Member States of the African Union (AU).

The Commission of the African Union invites citizens of Member States to apply for the below specified position at the Inter-African Bureau for Animal Resources in Nairobi, Kenya.

This position is Local and subject to availability of Funds. ONLY residents in Kenya can apply to this position.

**Department**

Job Title: Senior Filling Clerk

Department: Department of Rural Economy and Agriculture

Duty Station: Nairobi, Kenya.

Grade: GSA4 step 5 (Local)  
Supervisor: Finance and Admin Officer  
Second Supervisor: Senior Finance Officer

### **Tasks**

The Officer shall be responsible for the following:

- Retrieve, sort, and file all documentation
- Maintain an arranged file room
- Assists in training of other clerical staff (mail runners - messengers) in scanning key documents
- Maintain a day by day productivity log of scanning and indexing activities
- Copy and fax, sort mail. hand out reports and memos
- Sort material in accordance with filing system used
- Collect materials to be filed from Finance/Accounts and Procurement Staff.
- Stamp files and materials (received/paid)
- Record materials removed and take back those not returned
- Remove and trash out-of-date materials (Archives)
- Place essential papers and materials in files
- Scan all DVs and supporting documentation and establish E-filing stores

### **Requirements**

1. Qualifications Required
  - Bachelor's Degree in Accounting/ Finance or Commerce.
  - Additional certificate(s) will be added advantage.
2. Work experience
  - Minimum of two years' experience in filling within Accounting and Financial Office or/and Administration.
  - Experience within international organization(s) is an added advantage.
  - Other related experience is an asset.

3. Other relevant skills:

- Ability to work with minimal direction and close supervision.
- Excellent interpersonal and communication skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all levels of the organization.
- Superior classification skills, giving attention to filing locations and easy and quick retrieval of documents.
- Ability to maintain confidentiality of financial and other sensitive information.
- Capacity to work under pressure, prioritizes multiple tasks, and meet tight deadlines.
- Proficiency in computer software particularly Microsoft Office and
- Knowledge of SAP.
- Thorough knowledge of and experience with financial documentation and reports.
- Positive attitude, desire to be part of a diverse team, and commitment to AUC mission.

4. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages. Proficiency of one or several other working language (s) would be an added advantage.

5. TENURE OF APPOINTMENT:

The appointment will be made on a short term contract for a period of eleven (11)

Months, of which the first three months will be considered as a probationary period.

Thereafter, the contract shall be renewable, subject to satisfactory performance and availability of funds.

6. Gender Mainstreaming

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

7. Remuneration

The salary attached to the position is an annual lump sum of US\$ 17,605.35 inclusive of all allowances for locally recruited staff.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 15th January 2017

**Contract Type**

Short Term

**Employment Fraction**

Full-time

**Branch**

IBAR, Nairobi