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**External Publication of Job Posting**

**50190325**

**Job Posting Title**

Bilingual Secretary

**Start Date**

17.02.2017

**End Date**

20.03.2017

**Reference Code**

AMISOM 12

**Job Title**

Bilingual Secretary

**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 these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

**Department**

Post Title: Bilingual Secretary

Grade: GSA4 Step 5

Reports : SRCC

Duty Station: Mogadishu, Somalia

Number of Positions: 1

**Project**

perform secretarial and office administrative/management duties for the office of SRCC.

**Tasks**

The major duties and responsibilities of the Bilingual Secretary are as follows:

- Type and proof read documents, reports, correspondences, messages, queries, etc as may be required

by assigned supervisors;

- Draft responses to routine correspondences for the signature of the supervisors;
- Receive guests/visitors/staff and provide them with basic information on relevant issues and procedures;
- Maintain a proper filing and recording system for all incoming and outgoing correspondences and documents;
- Answer and screen telephone calls/E-mail messages and ensure follow up with supervisors and partners;
- Keep an up to date diary of appointments for supervisors and other senior staff of the division;
- Keep equipment in use in good condition and report on defects for maintenance and other necessary action;
- Provide day to day routine administrative supports to various work units of the assigned Department / Division / Units
- Perform reception services where required
- Perform any other relevant duty/responsibility assigned.

### **Requirements**

#### 1. Educational Qualifications and Work Experience

A minimum of Diploma in secretarial since plus A higher qualification will be an added advantage;

- Typing Speed : 50 words per minutes
- Excellent secretarial and office management skills;
- A minimum of 5 years of relevant secretarial experience in a Government, public sector or international organisation.

#### 2. Other Relevant Skills:

- Excellent interpersonal and communication skills;
- Good knowledge of the workings of international organisations;
- Capacity to work under pressure and in a multicultural environment;
- Excellent computer literacy Experience Microsoft office applications
- Good planning and organisational skills

#### 3. Language requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

#### 4. Tenure of appointment:

The appointment will be made on a fixed term contract for a period of 12 months, of which the first 3 months will be considered as a probationary period. Thereafter, the contract will be for a period of 12 months renewable, subject to satisfactory performance

5. Equal opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

6. Remuneration:

The salary attached to the position is a fixed monthly lump sum of US\$ 42,274.85 (GSA4 Step 5) inclusive of all allowances for internationally recruited staff, and 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 20 March 2017.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of 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. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. 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

Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

AU Liaison Offices – AMISOM