



---

**External Publication of Job Posting**

**50190604**

**Job Posting Title**

Office Secretary and Cashier

**Start Date**

17.02.2017

**End Date**

20.03.2017

**Reference Code**

MEDSEC 03

**Job Title**

Office Secretary and Cashier

**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 vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the post of Office Secretary and Cashier.

**Department**

Job Title: Office Secretary and Cashier

Grade: GSA4

Department: Medical Services Directorate

Supervisor: Head of Division Medical Services

Duty Station: African Union Commission, Addis Ababa, Ethiopia.

Number of Positions: 1

## **Tasks**

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

- i. Receive guests/visitors/staff and provide them with basic information on relevant issues and procedures.
- ii. Make sure that patients are directed to appropriate clinics as soon as they arrive at the Medical Center.
- iii. Scheduling of patients appointments.
- iv. Patient billing preparation and collection of cash.
- v. Compiling and submission bill reports to the Finance Department.
- vi. Maintain a proper filing and recording system for all incoming and outgoing Correspondences.
- vii. Compiling insurance claims from staff and submit them to the Medical Insurance Company.
- viii. Perform any other duties as assigned by the immediate supervisor.

## **Requirements**

### 1. EDUCATIONAL QUALIFICATIONS:

Candidates must have an Ordinary Diploma in Secretarial Services with office management component. A certificate in accounting is essential.

### 2. WORK EXPERIENCE:

Candidates must have at least 8 years of relevant secretarial experience in an international organization, Government or Public sector.

### 3. ADDITIONAL SKILLS:

- i. Computer literate.
- ii. Should be able to operate Hospital Information Systems.
- iii. Good customer care and confidentiality skills.
- iv. Excellent communication skills

### 4. LANGUAGE REQUIREMENT:

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

### 5. TENURE OF APPOINTMENT:

The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and déverbales.

### 6. GENDER MAINSTREAMING:

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

### 7. REMUNERATION:

Indicative basic salary of US\$ 12,096.00 (GSA4 Step 1) per annum plus other related entitlements e.g. Post

adjustment (46% of basic salary), Housing allowance US\$ 12,009.60 (per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), e.t.c for internationally recruited staff of the Commission.

Applications must be made through the AUC E-recruitment Website  
<http://www.aucareers.org> not later than 20 MARCH 2017.

Directorate of Administration and Human Resource Management  
African Union Commission .

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

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters