



External Publication of Job Posting

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Job Posting Title

Bilingual Secretary

Start Date

06.06.2017

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07.07.2017

Reference Code

SA /05 03

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.

Background

The ACERWC is an African Union Organ with the mandate to promote and protect the rights and welfare of children in Africa. The Committee was established by the Organization of African Unity (OAU), now the African Union (AU), by virtue of Article 32 of the African Charter on the Rights and Welfare of the Child (The African Children's Charter) as an independent treaty body.

In seeking to enhance the capacity of the ACERWC to effectively carryout its activities within its mandates, effectively, the African Union intends to strengthen its human resources on filling in all its vacant post. Thus the African Union Commission invites applicants who are citizens of Member States for the post of Bilingual Secretary for ACERWC Secretariat within the Department of Social Affairs based in Addis Ababa Ethiopia.

Department

Post: 1
Post Title: Bilingual Secretary
Grade: GSA4
Supervisor: Permanent Secretary of the ACERWC
Department: Social Affairs

Duty Station: Addis Ababa

Project

Job Purpose

To provide secretarial and administrative support to the ACERWC Secretariat for smooth implementation of the programme.

Tasks

Major Duties and Responsibilities

- Type and proofread 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. Academic Qualifications and Professional Work Experience
 - A minimum of Diploma in secretarial or office management is required
 - A higher qualification will be an added advantage
 - A minimum of 5 years of relevant secretarial experience in a Government, private sector or international organization.

2. Relevant Skills and Competences Required

Functional Skills

- Typing Speed : 50 words per minutes
- Excellent secretarial and office management skills
- Excellent interpersonal and communication skills;
- Excellent computer literacy Experience Microsoft office applications
- Excellent skills in structural editing as well as proof reading with a keen eye for detail;

Personal Abilities

- Capacity to work under pressure and in a multicultural environment;
- Good planning and organizational skills

Knowledge and Understanding

- Good knowledge of the workings of international organizations

3. Language Requirement:

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

4. Tenure of Appointment:

The appointment will be made on fixed term contract for a period of one (1) year, of which the first three months be considered as a probationary period. Thereafter, the contract may be renewed for a similar period subject to satisfactory performance, funding availability and agreed deliverables.

5. Gender Mainstreaming:

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

6. Remuneration:

The indicative salary attached to the position is an annual 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.

7. How to Apply

All applications must reach the African Union Commission not later than 7th July 2017 through the AU Commission's website <http://www.aucareers.org>.

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

Headquarters