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**External Publication of Job Posting**

**50327701**

**Job Posting Title**

BILINGUAL SECRETARY

**Start Date**

12.10.2017

**End Date**

13.11.2017

**Reference Code**

BSIBAR03

**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.

The Interafrican Bureau for Animal Resources (IBAR) is an African Union Institution under its Department of Rural Economy and Agriculture, and located in Nairobi, Kenya, which is aimed to transform the African livestock sector for enhanced contribution to socio-economic development and equitable growth.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Bilingual Secretary in IBAR.

**Department**

POST

Job Title: Bilingual Secretary  
Grade: GSA4  
Supervisor: Senior Human Resources and Administration Officer  
Duty Station: AU-IBAR, Nairobi, Kenya

## **Project**

### **JOB DESCRIPTION SUMMARY**

Under the supervision of the Director, the secretary shall carry out administrative work including answering telephone calls and taking messages in foreign languages.

### **Tasks**

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- i. Perform a variety of office functions and activities;
- ii. Using both English and French Languages on the phone, or face to face with visitors and clients;
- iii. Arranging meetings within and involving the human resources and administration office;
- iv. Making appointments and keeping a diary;
- v. Making travel and accommodation arrangements ;
- vi. Maintaining accurate and tidy filing systems and data bases for all staff in the human resources and administration office and keeping both electronic and hard copies;
- vii. Occasionally handling new staff members within the bureau;
- viii. Handle incoming circulars, reports and letters from head office;
- ix. Take and transcribe dictation from the Senior Human Resources and Administration Officer;
- x. Manage registry, drivers and messengers;
- xi. Provide public relations and preserve corporate image locally and internationally;
- xii. Draft correspondence, speeches for the Senior Human Resources and Administration Officer and take minutes in meetings ;and
- xiii. Ensure availability of stationery stock, equipment and furniture in the human resources and administration office.

### **Requirements**

#### **1. QUALIFICATION AND WORK EXPERIENCE REQUIRED**

##### **Academic Qualifications:**

- I. Full Diploma in Secretarial Training , with ten (10) years experience , five (5) of which should be in a similar position in an International Diplomatic Mission, or administration diploma with 5 years working experience, two (2) of which should be in an International Diplomatic Mission;
- II. Training in Communication Skills.

##### **Knowledge, Skills and Abilities:**

- i. Excellent communication skills in English/French;
- ii. The ability to read, write and speak English and French fluently;
- iii. Excellent organizational and computer skills ;
- iv. Strong personality but friendly, polite and patient;
- v. Work quickly, accurately and efficiently, meeting tight deadlines;
- vi. Be able to work unsupervised on your own initiative;
- vii. Discretion and confidentiality;
- viii. Excellent team player and able to work in a multi-cultural environment; and
- ix. Decision maker, firm yet flexible, confident; and
- x. Be able to manage stress.

2. LANGUAGE REQUIREMENT:

Proficiency in English and French. Proficiency in one other African Union language is an advantage.

3. TENURE OF APPOINTMENT:

The appointment will be made on a fixed term contract for a period of three (3) year, of which the first twelve (12) months will be considered as a probationary period.

4. GENDER MAINSTREAMING:

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

5. REMUNERATION

Indicative basic salary of US\$12, 096.00 per annum plus other related entitlements e.g. education allowance (75% of tuition and other education related expenses of every eligible dependent up to a maximum of US\$ 2,520 per child per annum) for locally recruited staff of the commission.

6. HOW TO APPLY

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 13 November 2017

Directorate of Administration and Human Resource Management  
African Union Commission

Addis Ababa, Ethiopia

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

IBAR, Nairobi