



External Publication of Job Posting

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Job Posting Title

DEPUTY SECRETARY

Start Date

31.01.2018

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04.03.2018

Reference Code

ACHPR / 01/ P5 03

Job Title

DEPUTY 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 of Ethiopia.

In seeking to achieve these objectives, the African Union invites applicants who are citizens of Member States for the post of Deputy Secretary.

Department

1. Post

Post: Deputy Secretary

Grade: P5 (Step 1)

Supervisor: Executive Secretary

Duty Station: The Gambia, Banjul

Department: African Commission on Human and Peoples' Rights

Number of Position: 1

Project

2. Job Purpose

To assist the Executive Secretary in ensuring the smooth functioning of the Secretariat of the African

Tasks

3. Major Duties and Responsibilities

- Assist the Secretary in the overall organization, management, and supervision of the Secretariat.
- Supervise the work of the Legal Department.
- Coordinate the handling of Communications.
- Coordinate activities of the ACHPR.
- Supervise the preparation of Reports and documents of the Commission.
- Perform other related duties as may be assigned.

Requirements

4. Qualifications and Experience Required

- Master's Degree in Law or related field from a recognized educational institution, a higher qualification will be an added advantage and a minimum of twelve (12) years of relevant post-graduation experience of which 7 years of the experience must have been in a senior management position.
- Applicants with University Bachelor Degree in Law or in a related field from a recognized educational institution would be considered provided they have a minimum of fifteen (15) years of relevant post-graduation work experience of which 5 years of the experience must have been in a senior management position.

5. Professional Related Experience

- Must be well-versed in human rights law and exhibit good knowledge of the African human rights system in particular, and the African Union as a whole.
- Excellent legal drafting and writing skills and ability to work under pressure in a multicultural office environment are mandatory.
- Good knowledge and practical use of Computer.

6. 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.

7. Tenure of Appointment:

The appointment will be made on regular 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 deliverables.

8. Least Representative Countries:

Candidates from the following least represented countries are encouraged to apply: Eretria, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Morocco, Namibia, Sahrawi Arab Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia.

9. Gender Mainstreaming:

The African Union is an equal opportunity employer and qualified women are strongly encouraged to apply.

10. Remuneration

Indicative basic salary of US\$ 50,746.00 (P5 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 17,514.00 (per annum), education allowance

100% of tuition and other education related expenses for every eligible dependent up to a maximum of US \$10,000.00 per child per annum), etc. for internationally recruited staff of the Commission and up to US\$3,300 for locally recruited staff of the Commission.

How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 4 March 2018.

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 Resources Management
African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

ACHPR, Banjul