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**External Publication of Job Posting**

**50557532**

**Job Posting Title**

ADMINISTRATION ASSISTANT - PAN AFRICAN UNIVERSITY

**Start Date**

31.07.2018

**End Date**

02.09.2018

**Reference Code**

PAU / AS / 003

**Job Title**

ADMINISTRATION ASSISTANT - PAN AFRICAN UNIVERSITY

**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.

The Pan African University (PAU) is a continental academic and research institution created by the African Union, that is based on the following guiding principles: academic freedom, autonomy, accountability, quality assurance, strengthening existing African institutions at the graduate and post-graduate levels to enable them to serve the whole continent, excellence and international partnerships in academic and research activities, gender parity and equality at all levels and in all university functions.

In order to contribute to the emergence and strengthening of an African higher education and research platform, the PAU consists of five (5) thematic Institutes hosted by existing institutions located in the five geographic regions of the African Union, namely:

- i. Life and Earth Sciences (including Health and Agriculture) located at University of Ibadan in Nigeria for Western Africa
- ii. Basic Sciences, Technology and Innovation located at Jomo Kenyatta University of Agriculture and Technology (JKUAT) in Kenya for Eastern Africa
- iii. Governance, Humanities and Social Sciences located at University of Yaoundé II in Cameroon for Central Africa
- iv. Water and Energy Sciences (including climate change) located at University of Tlemcen in Algeria for North Africa, and
- v. Space Sciences located at University of Cape Town in South Africa for Southern Africa.

The PAU also aims at the promotion of African integration through the mobility of students, academic and administrative staff, collaborative research linked to the challenges faced by African countries, the institution of

an appropriate framework to enable the African Diaspora to contribute towards the development of higher education and research in Africa, promotion of inter-disciplinary and multidisciplinary research programmes linked to policy making processes, promotion of productive linkages with the industrial sector for innovation and dissemination of new knowledge, full use of Information and Communication Technologies for pedagogy, research and management. The PAU takes into account the basic principles of the United Nations Charter and the Universal Declaration of Human Rights.

In seeking to achieve the PAU mandate and objectives, the African Union intends to strengthen its human resourced on filling in all its vacant posts. Thus the Commission of the African Union invites applicants who are citizens of Member States for the post of Administrative Assistant to be placed at the Pan African University Rectorate in Yaoundé Cameroon.

### ***Department***

#### 1. Post

Job title : Administrative Assistant  
Post level : GSA 5  
Duty Station : Yaoundé, Cameroun  
Supervisor : Senior Finance and Administrative Officer  
Number of Positions : Two (2)

### ***Project***

#### 2. Job Purpose:

To provide a wide variety of administrative coordination and services support as needed to advance the PAU strategic goals and objectives, work will focus on direct services delivery and/or coordinating the delivery of complex administrative support tasks involving delegation and follow-up of individual staff and assigned tasks.

### ***Tasks***

#### 3. Major Duties and responsibilities

- Analyse and maintain an overview of the Rectorate's work to ensure that timely administrative support is provided in general and specialized areas;
- Schedule a high volume of appointments, meetings and travel arrangements which may include coordinating arrangements for multiple participants;
- Create, update and maintain organised files and records including a system for tracking, monitoring and prioritising tasks;
- Ensure confidentiality of information and management records is guaranteed;
- Prepare correspondences, executive summary, reports, briefing papers, power point presentations and other documents as required;
- Liaise effectively with internal and external stakeholders;
- Monitor meeting and correspondences outcomes and decisions and follow-up on their implementation;
- Prepare and participate in various meetings and take minutes and/or notes;
- Provide communications support and assistance to ensure timely responses to inquiries including answering and prioritising calls, email and correspondences;
- Sourcing and ordering stationery and office equipment;
- Perform any other duties as may be assigned by Supervisors.

## **Requirements**

### 4. Academic Qualification

- A minimum of a Diploma in Management, Administration or Social Sciences or any related field from a recognized educational institution.
- Candidates with higher qualifications on the relevant fields of study from a recognized university is preferred.

### 5. Work Experience Requirement

- A minimum of five (5) years relevant professional work experience in administrative or project assistance related work in international Organisation(s)
- Professional experience in recognised Higher Education Institution(s)
- Office management work experience is mandatory.

### 6. Required Skills and Competencies

#### Functional Skills

- Experience in office management and organization of multi-stakeholder meetings
- Experience in working with multi-stakeholders.
- Excellent oral and written communication skills both in English and French;
- Proven ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports;
- Good interpersonal skills, organisational ability and time management;
- Good computer skills, including excellent word processing, proficiency with e-mail and internet applications experience in using programmes such as MS Word, Excel and Power Point.

#### B. Personal Abilities

- Ability to give attention to details and ability to work effectively under pressure;
- Excellent Interpersonal skills
- Delegation skills
- Willingness to work unsociable hours
- Ability to work in a multicultural environment
- High level of autonomy at work, yet with profound team-spirit
- Adaptive, Patient, resilient and flexible, proactive and solutions oriented
- Good interpersonal skills, organisational ability and time management;
- Proactivity, adaptability and flexibility

#### Knowledge and Understanding

- Working knowledge and understanding of the work of Higher Learning Institutions
- Good knowledge and practical use of Computer are mandatory
- Excellent oral and written communication skills in both in French and English languages;

### 7. Language Requirement:

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

### 8. 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 shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

### 9. Gender Mainstreaming:

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

### 10. Remuneration:

Indicative basic salary of US\$ 15,758.00 (GSA5) per annum plus other related entitlements e.g. Post adjustment (48% of basic salary), Housing allowance US\$ 16,813.44 (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.

#### How to Apply

All applications must reach the African Union Commission not later than 2nd September 2018 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 Resources  
Management, African Union Commission  
Addis Ababa, Ethiopia

#### ***Contract Type***

Regular (Long Duration)

#### ***Employment Fraction***

Full-time

#### ***Branch***

PAU Yaoundé, Cameroon