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Job Posting Title

BILINGUAL SECRETARY - PAU

Start Date

31.07.2018

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PAU / BS / 03

Job Title

BILINGUAL SECRETARY - PAU

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 Bilingual Secretary to be placed at the Pan African University Rectorate in Yaoundé Cameroon.

Department

1. Post
Job title : Bilingual Secretary
Post level : GSA 4
Duty Station : Yaoundé, Cameroun
Supervisor : PAU Rector
Number of Positions : 1

Project

2. Job Purpose
To provide bilingual secretarial and clerical support services to the PAU Rectrote for its effective functioning.

Tasks

3. Major duties and responsibilities:
 - Type and proof read 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

4. Qualifications and Experience Required

- A minimum of diploma in Administrative Services, Office Management, Secretarial and Clerical related studies
- A minimum of 5 years of relevant secretarial experience in a Government, public sector or international organization
- First Degree in Social Sciences would be an added advantage;
- Typing Speed: 50 words per minutes.

5. Skills and Competencies Required

Functional Skills

- Excellent interpersonal and communication skills
- Good Knowledge of the workings of international organizations
- 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, organizational 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

Personal Abilities

- Excellent Computer literacy
- Good planning and organizational skills
- Ability to give attention to details and ability to work effectively under pressure;
- Excellent Interpersonal 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;

6. 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.

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 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.

8. Gender Mainstreaming:

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

9. Remuneration:

Indicative basic salary of US\$12,834.00 (GSA4) 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