



**External Publication of Job Posting**

**50589424**

**Job Posting Title**

Secretary

**Start Date**

26.10.2018

**End Date**

26.11.2018

**Reference Code**

20181026PA3

**Job Title**

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 its 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 Secretary to be placed at the Department of Political Affairs in Addis Ababa, Ethiopia.

**Least Representative Countries:**

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Algeria, Angola, Cape Verde, Central African Rep, Congo (DRC), Comoros, Equatorial, Ghana, Guinea, Guinea Bissau, Guinea-Conakry, Madagascar, Mali, Morocco, Namibia, Saharawi Arab D.R, Sao Tome and Principe, Seychelles, Somalia, South Africa and South Sudan.

**Department**

Job title : Secretary  
Post level : GSA 4  
Duty Station : Addis Ababa, Ethiopia  
Supervisor : Director Political Affairs  
Number of Positions : 2

## **Project**

To provide bilingual secretarial and clerical support services to the Department of Political Affairs and its Divisions for its effective functioning.

## **Tasks**

- 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**

### 1. 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.

### 2. 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

- Good knowledge and practical use of Computer are mandatory
- Excellent oral and written communication skills in both in French and English languages;

#### 3. 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.

#### 4. 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.

#### 5. Gender Mainstreaming:

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

#### 6. Remuneration:

Indicative basic salary of US\$12,834.00 (GSA4) per annum plus other related entitlements e.g. Post adjustment (46% 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 26 November 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**

Headquarters