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**External Publication of Job Posting**

**50188802**

**Job Posting Title**

Office Assistant/Administrative Assistant

**Start Date**

15.02.2017

**End Date**

17.03.2017

**Reference Code**

AULA\_ 04

**Job Title**

Office Assistant/Administrative Assistant

**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 establishment of the African Union Leadership Academy (AULA) came as a response to the increased mandates of the African Union and in response to flagship program the agenda 2063. Essentially the Academy complements, enhances and broadens the scope of capacity of capacity building programs to move beyond the commission itself to its member states. The Academy delivers programs that are dynamic, needs-based, proactive, and capable of meeting the strategic objectives of the African Union for the upcoming ten years as well as well as to play an integral part in the longer term vision of achieving Agenda 2063. Its target population include: Members of PRC, AU Elected officials / Directors, Public officials in Member States, RECs, Young African leaders, AU Directors, AU Heads of Divisions and Technical Officers.

The African Union Commission therefore invites the citizens of all Member States of the Union to submit their applications for the post of Office Assistant/Administrative Assistant within the African Union Leadership Academy.

**Department**

Job Title: Office Assistant/Administrative Assistant  
Grade: GSA 5  
Direct supervisor: AULA Manager  
Directorate: Administration Human Resource Management Directorate

Duty Station:

Addis Ababa, Ethiopia

### **Project**

#### 1. Least Representative Countries.

Candidates from the following least represented countries are encouraged to apply: Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Madagascar, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles and Somalia. However, the post remains open to all Member States of the African Union.

### **Tasks**

- Analyse and maintain an overview of the work of the AULA Unit to ensure that timely administrative support is provided in general and specialized areas;
- Assist international personnel visitors on general administrative matters, provide advice and ensure administrative support as required;
- Supervise clerical services for the AULA Unit;
- Prepare and monitor the budget of the Academy and supply relevant information to Officers in charge of budget execution;
- Prepare correspondence, special reports, evaluation and justifications as required for general administrative tasks;
- Prepare meetings and follow-up of related decisions for the AULA Unit
- Maintain policy, confidential and management records;
- Make travel arrangements for the Officers and perform liaison duties with partners;
- Prepare and participate in Departmental meetings and take minutes and/or notes of such meetings;
- Organize logistics in terms of follow up with procurement, approvals, travel requirements
- Perform any other duties as may be assigned by Supervisors.

### **Requirements**

#### 1. Education Qualifications and Experience Required

- A minimum of a Diploma in Management or Administration from a recognized educational institution.
- A higher qualification will be an added advantage
- Good knowledge and practical use of Computer are mandatory
- A minimum of five (5) years relevant work experience in administrative, project and/or clerical work
- Experience in Office Management is mandatory.

#### 2. Language requirements:

Applicants must be proficient in one of the African Union working languages. Knowledge of another or several other official working languages would be an added advantage.

#### 3. Tenure of appointment:

The appointment will be made on a fixed term contract of two (2) years, of which the first six months will be considered as a probationary period. Thereafter, the contract will be renewed subject to availability of funding and satisfactory performance.

#### 4. Gender Mainstreaming:

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

5. Remuneration:

The indicative salary attached to the position is an annual lump-sum of US\$ 47,748.39 (GSA 5 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 21,354.35 inclusive of all allowances for locally recruited staff.

6. How to Apply

Applications must reach the Commission not later than 17 March 2017 on 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 Resource  
Management, African Union Commission  
Addis Ababa, Ethiopia

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters