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**External Publication of Job Posting**

**50201902**

**Job Posting Title**

Secretary

**Start Date**

08.03.2017

**End Date**

08.04.2017

**Reference Code**

OSG201703083

**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 these objectives, the African Union intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

**Department**

Job Title: Secretary  
Post level: GSA4  
Office: Office of the Secretary General of the Commission (OSGC)  
Supervisor: Secretary General of the Commission  
Duty Station: Addis Ababa, Ethiopia  
Number of Positions: 1

**Project**

To perform, under the overall supervision of the Secretary General of the Commission, secretarial and office administration / office management duties.

## **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 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;
- Keep an up to date diary of appointments for supervisors and other senior staff of the Office;
- Keep equipment in use in good condition and report on defects for maintenance and other necessary action;
- Provide day to day routine administrative support;
- Perform reception services where required;
- Perform any other relevant duties within the Office of the Secretary General of the Commission, as may be assigned.

## **Requirements**

### **1. EDUCATIONAL QUALIFICATIONS**

- A minimum of Diploma in Secretarial Sciences;
- A higher qualification would be an added advantage.

### **2. WORK EXPERIENCE**

A minimum of five (5) years of relevant working experience in a Government, public sector or international organization.

### **3. LANGUAGE REQUIREMENT**

- Proficiency in two of the African Union working languages (English and French) is preferable;
- Knowledge of a third or all of the other working languages would be an added advantage.

### **4. OTHER RELEVANT SKILLS**

- Excellent office management skills;
- Good planning and organizational skills;
- Excellent interpersonal and communication skills;
- Typing speed of 50 words per minute;
- Excellent computer literacy, experience in Microsoft Office applications;
- Capacity to work under pressure and in a multi-cultural environment;
- Good knowledge of the workings of international organizations.

### **5. TENURE OF APPOINTMENT**

The appointment will be made for a period of three (3) years, of which the first twelve (12) months will be considered as a probationary period. Thereafter, the contract could be for a period of two years renewable, subject to satisfactory performance and deliverables.

## 6. Gender Mainstreaming

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

## 7. Remuneration

Indicative basic salary of US\$ 12,096.00 per annum plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$12,009.60 per annum), and education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum) for internationally recruited staff of the Commission.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 8th April 2017

Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

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.

### ***Contract Type***

Regular (Long Duration)

### ***Employment Fraction***

Full-time

### ***Branch***

Headquarters