



External Publication of Job Posting

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Job Posting Title

PROTOCOL ASSISTANT

Start Date

11.04.2017

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11.05.2017

Reference Code

AMISOM 15 03

Job Title

PROTOCOL 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. In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term posts of Protocol Assistant in the department of Peace and Security of the African Union Commission

Department

Job title: Protocol Assistant
Post level: GSA5-Step5
Department: Administration
Supervisor: Administrative Officer
Duty Station: Nairobi, Kenya
Number of Post : 1

Project

To provide appropriate protocol services to AU Officials and other visitors for the organization.

Tasks

Major Duties and Responsibilities

The duties and responsibilities of the Protocol Assistant will include the following:

- Welcome and see-off Elected Officials and guests at the Airport.
- Obtain Visas for staff members from all Embassies;
- Process duty-free declarations and follow up all correspondence addressed to Customs Department, e.g. clearance of medicines, etc.
- Assist staff members in obtaining Customs Clearance upon separation from the organization. Assist staff and their family members at the Airport on initial recruitment
- Process requests for Special I.D. Cards (resident permits) and Visas from the Ministry of Foreign Affairs and the Immigration Authorities;
- Welcome and assist delegates at the Airport on their arrival and departure during AU-IBAR Meetings;
- Liaise with Transport Officers regarding transportation for VIPs, guests and delegates from/to the Airport and hotels;
- Welcome and usher guests during official functions and meetings/conferences;
- Perform and follow up other duties of ceremonial nature, i.e. official cocktails, receptions, luncheons. Distribute invitation cards for official functions of the Mission;
- Ensure that all name plates of AU Member States and other Organizations are sufficiently available and kept in order;
- Follow up the printing of name plates, invitation cards, conference badges and registration forms frequently used by the office;
- Process and follow up all correspondence to the Kenya Transport Authority;
- Perform any other duties which may be assigned by his/her Supervisors.

Requirements

1. Qualification and Work Experience required

Candidates must have minimum of Diploma in Management or Administration from a recognized educational institution. Higher relevant academic qualifications in Public or International Relations/Diplomacy will be an added advantage.

A minimum of five (5) years relevant work experience, in clerical or protocol/public relations duties, preferably in an international organization.

2. Other relevant skills:

- Good knowledge and practical use of Computer;
- Good communication, drafting and reporting skills;

3. Language requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

4. Tenure of appointment:

The appointment shall be for an initial period of one (1) year, the first three (3) months of which shall be on probation. It shall be renewable subject to performance and availability of funds.

5. Equal opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

6. Remuneration:

The salary attached to the position is a fixed monthly lump sum of US\$ 41,520.34 (GSA5 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 18,569.00 inclusive of all allowances for locally recruited staff.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 11 May 2017.

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

AU Liaison Offices – AMISOM