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**External Publication of Job Posting**

**50274395**

**Job Posting Title**

RECRUITMENT ASSISTANT

**Start Date**

01.08.2017

**End Date**

01.09.2017

**Reference Code**

RA\_03

**Job Title**

RECRUITMENT 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 Commission of the African Union is looking for a Recruitment Assistant who is citizen of a Member State of the African Union to serve as Recruitment Assistant in the Recruitment Unit within the Human Resources Division in Addis Ababa, Ethiopia.

**Department**

Post:

Title: Recruitment Assistant

Grade: GSA5

Unit: Recruitment

Immediate Supervisor: HR Recruitment Officer

Second Supervisor: Head, Recruitment Unit

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 4

**Project**

Job Purpose:

The Recruitment Assistant will assist the HR Recruitment Officer in the end-to-end recruitment process and will provide recruitment and administrative support to the assigned AU departments.

## **Tasks**

Main Responsibilities:

### A. Client service

- Assist in providing departments with comprehensive first-line information;
- Provide excellent customer service to external and internal candidates on recruitment related matters;
- Create Screening questionnaires in a timely manner;
- Prepare invitations and all the necessary documents for shortlisting and interview exercises;
- Deliver accurate shortlisting and interview reports;
- Update on a daily basis the recruitment status by position by department in the system and report to the HR Recruitment Officer;
- Assist all recruitment queries in a responsive and client-focused manner.

### B. Recruitment administration

#### 1) Shortlisting

- Prepare shortlisting schedules and organize shortlisting sessions for all departments;
- Prepare invitations to panel members at least seven (7) working days prior to the shortlisting date;
- Ensure that panel members are represented during shortlisting exercise;
- Prepare all required tools and documents prior to shortlisting sessions;
- Record and archive shortlisting results accurately to contribute to recruitment decisions;
- Ensure all panel members have signed the shortlisting score sheets at the end of the shortlisting session;
- Prepare shortlisting report and present to HR Recruitment Officer for review and sign off;
- Follow up on APROB decisions on submitted shortlisting reports for further recruitment processes;
- Prepare weekly shortlisting activity reports which include shortlisting's that were planned, done and not done, and submit them to HR Recruitment Officer to update the Human Resources Business Partners (HRBPs) and Departments

#### 2) Interview

- Ensure logistical arrangements for interviews of invited candidates;
- Provide accommodation and recruitment activities support during interviews;
- Prepare, one week before the interview dates, interview session schedules for both face-to-face and oral interviews and communicate to the panel and interviewees;
- Ensure diversity of panel members during interview session;
- Prepare all required tools and documents prior to interview sessions;
- Record and archive interview results accurately to contribute to recruitment decisions;
- Ensure all panel members have signed the interview master score sheets at the end of the interview session;
- Prepare interview reports and present to HR Recruitment Officer for review and sign off;
- Follow up on APROB decisions on submitted interview reports and implement the decisions as required;
- Prepare weekly interview activity reports which include interviews that were planned, done and not done, and submit them to HR Recruitment Officer to update the Human Resources Business Partners (HRBPs) and Departments.

### C. Other related responsibilities

- Undertake other related duties from time to time as may be required by the HR management;
- Maintain applicant/employee confidentiality at all times;

- Maintain awareness of own personal developmental needs and hence undertake training as necessary.

## **Requirements**

### 1. Educational Qualifications & Work Experience Required:

- A Diploma in Human Resource, Management, Administration or any other related field.
- A higher qualification can be an added advantage.
- Good knowledge and practical use of computer are mandatory.
- A minimum of two (2) years relevant work experience in administrative and/or secretarial work.

### 2. Required Skills & Competencies:

- Office management skills;
- Time management and organizational skills;
- Customer/Client oriented skills
- Problem Solving and Analysis skills
- Communication proficiency
- Ethical Conduct
- Personal Effectiveness /Credibility
- Time management

### 3. Language Requirement:

Proficiency in one African Union language is required (English, French, Arabic or Portuguese). Proficiency in one additional AU official working language would be an added advantage.

### 4. Tenure of Appointment:

The appointment will be made on a short term contract for a period of one (1) year, of which the first three months will be considered as a probationary period.

### 5. Equal Opportunities:

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

### 6. Remuneration

The salary attached to the position is annual Gross salary of US\$ 47,748.39 (GSA 5, Step 5) inclusive of all entitlements for internationally recruited staff and USD 21,354.35.

### 7. How to Apply

Applications must reach the Commission not later than 1st September 2017 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 Resource Management

African Union Commission  
Addis Ababa (Ethiopia)

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters