



External Publication of Job Posting

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Job Posting Title

Administrative Assistant

Start Date

09.08.2017

End Date

09.09.2017

Reference Code

AAGSA5NEPAD3

Job Title

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.

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 post of Administrative Assistant in the NEPAD Coordination Office under the Bureau of the Chairperson of the AU Commission.

Department

Post:

Job Title: Administrative Assistant
Grade: GSA5
Supervisor: Head of NEPAD Coordination Office
Duty Station: Addis Ababa, Ethiopia
Number of Positions: 1

Project

Job Description Summary:

Under the supervision of the Head of NEPAD Coordination Office, the Administrative Assistant will provide specialized and function-specific support in their respective fields in the administration and management of the office of the NEPAD Coordinator. The Administrative Assistant will provide overall administrative and logistical support; prepare, vet and finalize documents for transmission and dissemination; develop and apply templates for records management systems; respond to correspondence; take responsibility for preparation and organization of meetings, conferences and workshops; and follow up on actions.

Tasks

1. Main Duties and Responsibilities

- Organize meetings, conferences, workshops for the NEPAD Coordination Office, which includes arranging and confirming meetings, booking accommodation, arranging transport, various related procurement and catering services and, etc.
- Make travel arrangements, prepare travel documentation and follow up on approval.
- Maintains the Head's diary by planning and scheduling meetings, conferences, teleconferences.
- Drafts briefing notes, PowerPoint presentations, letters, and other correspondences.
- Lays-out reports using appropriate software, checks information and data for procedural accuracy and formatting.
- Organizes schedule of meetings and coordinate high-level meetings and prepare briefing materials and draft minutes of such meetings.
- Performs any other related duties that may be assigned.

Requirements

2. Qualification and work experience required:

- Candidates must have a minimum of a College Diploma in General Administration, Office Administration, Secretarial Studies, Management, Communication, Information Management System, Linguistics or related disciplines with at least five (5) years of relevant experience in a public sector institution or an international organization. A University Degree and appropriate professional qualification in these fields will be an added advantage.
- Excellent secretarial & Office Management skills as well as a good understanding of office practices and procedures.
- Excellent writing and work presentation skills, with attention to details as well as the aesthetics of documents.
- Good knowledge of the secretarial and administrative functions of international organizations
- Excellent organizational skills, capacity to perform multiple tasks and work under pressure with a wide range of individuals and institutions.

- Ability to work in a multi-cultural and multi-national environment.
- Excellent working knowledge/Mastery of computer usage including Word, Excel, Power Point and other relevant computer programs is required.

3. Skills and Competencies Required:

- High level professional integrity and ability to maintain confidentiality at all times.
- Ability to work with a team of professional staff and other colleagues.
- Excellent interpersonal relations and communication skills, especially telephone and public relations skills.
- Ability to work with minimal supervision, display proactive and creative behavior and ability.
- Possession of energy, drive, enthusiasm, commitment and passion for high quality work.
- Good analytical, organization and planning skills.
- Effective time management skills.
- Ability to interact effectively with staff and partners at all levels.
- Knowledge, understanding and application of gender mainstreaming concepts.
- Knowledge of the African Union and NEPAD.

4. Language Requirement

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

5. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of two (2) years, of which the first six months will be considered as a probationary period.

6. Gender Mainstreaming

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

7. Remuneration

The lump-sum salary attached to this position is an annual lump-sum of USD 47,748.39 inclusive of all allowances for internationally recruited staff, and USD 21,354.35 inclusive of all allowances for locally recruited staff.

How to Apply

All applications must reach the African Union Commission not later than 9th 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 Resources
Management, African Union Commission
Addis Ababa, Ethiopia

Contract Type

Fixed Term Contract

Employment Fraction

Full-time

Branch

Headquarters