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**External Publication of Job Posting**

**50327091**

**Job Posting Title**

Administrative Assistant (Local)

**Start Date**

10.10.2017

**End Date**

10.11.2017

**Reference Code**

AFCONE 003

**Job Title**

Administrative Assistant (Local)

**Organization**

The African Commission on Nuclear Energy (AFCONE) is an autonomous organ established by the African Nuclear-Weapon-Free Zone Treaty (Treaty of Pelindaba). AFCONE is established for the purposes of ensuring States Parties' compliance with their obligations pursuant to the Treaty and promoting regional and international cooperation in the peaceful applications of nuclear science and technology.

The AFCONE Secretariat is the executive body acting under the guidance of AFCONE and the management of the Executive Secretary and carries out the day-to-day work of implementing the programme of work of AFCONE as well as the decision adopted by AFCONE and the Conference of States Parties. The Secretariat also provides technical and administrative support to AFCONE and the Conference of States Parties.

**Department**

Job title: Administrative Assistant (Local)  
Grade: GSA 5  
Supervisor: Administrative and Finance Officer  
Unit: AFCONE Secretariat  
Duty station: Pretoria, South Africa

**Tasks**

Under the supervision of the Administrative and Finance Officer, the Administrative Assistant is charged with the following:

- a. Make travel arrangements, hotel reservations and prepare travel authorization forms;

- b. Assist in the maintenance of the overall work-flow of the Secretariat;
- c. Assist in the preparation of routine correspondence;
- d. Assist in the management of personnel records;
- e. Ensure that the office premises are well maintained and provided with common services;
- f. Execute procurement activities including collecting and inspecting proforma invoices and process and verify payments and delivery of goods and services;
- g. Assist in the proper management of office assets, including maintenance of inventory, physical verification of assets and disposal of assets;
- h. Maintain a central filing system, ensuring consistent use and appropriate archiving of all official administrative and other documentation;
- i. Support the effective functioning of the front offices as required;
- j. Provide secretarial, administrative and logistical support for meetings, seminars and/or workshops;
- k. Coordinate and host visiting delegations, and provide the necessary support to such delegations;
- l. Perform any other related duties as may be assigned or required.

### **Requirements**

#### **1. Qualifications and Experience Required**

Educational Qualifications: A first level University degree in business administration, finance, accounting or a related field.

Work Experience: At least 3 years of progressively responsible experience in human resources, budget, general administration, project management or related fields.

#### **Other Relevant Skills**

- Sound administrative skills and the ability to multi task;
- Meticulous attention to detail;
- Excellent interpersonal and communication skills;
- Highly developed organizational skills and the ability to meet deadlines;
- Possess the ability to work well under pressure;
- Self-motivated, creative, and a reliable team player;
- Ability to work in a multicultural setting.

Language requirements: Fluency in spoken and written English is required. Knowledge of other working languages of the African Union is an added advantage (Arabic, French and Portuguese).

#### **2. Tenure of appointment**

The appointment shall be for an initial period of two (2) year, the first three (3) months of which shall be on probationary period. It shall be renewable, subject to satisfactory performance and availability of funds.

3. Gender mainstreaming

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

4. Remuneration

The salary attached to the position is annual Gross salary of US \$21,354.35 (GSA 5, Step 5) inclusive of all entitlements.

5. Applications

Applications must be made through the AUC E-recruitment Website  
<http://www.aucareers.org> not later than 10 November 2017.

Note: As this is the re-advertisement of this position, those who had previously applied may not re-submit their applications as these names are already stored in the AUC database

**Contract Type**

Short Term

**Employment Fraction**

Full-time

**Branch**

African Commission on Nuclear Energy