



External Publication of Job Posting

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Job Posting Title

Secretary (Local)

Start Date

10.10.2017

End Date

10.11.2017

Reference Code

AFCONE 007

Job Title

Secretary (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: Secretary (Local)
Grade: GSA 4
Supervisor: Executive Secretary
Unit: AFCONE Secretariat
Duty station: Pretoria, South Africa

Tasks

Under the supervision of the Executive Secretary, the Secretary is charged with the following:

- a. Receive, route, and maintain a log of all incoming and outgoing correspondence and documents;

- b. Segregate incoming mail, sorting out which requires the attention of the Office Director, and distributes the remainder as appropriate;
- c. Assemble necessary files and background materials to facilitate review;
- d. Draft and review outgoing office correspondence prepared for official signature for compliance with regulations, proper distribution, format, completeness, and grammatical correctness;
- e. Assist staff with formatting other outgoing documents, assemble material on assigned subjects and coordinate with other offices for clearances, approval, and signature;
- f. maintain and distribute calendar of events;
- g. Provide reception services for the office, receives visitors, ascertains the purpose of the visit;
- h. Maintain the appointment calendar of the Executive Secretary;
- i. Monitor telephone calls, and receives and relays telephone messages to the staff;
- j. Collect and organize documents and briefings prior to meetings and missions of the Executive Secretary;
- k. Work with the Administrative Assistant to ensure that travel and accommodation arrangements for the Executive Secretary are made;
- l. Assist the Executive Secretary and staff in administering the strategic plan and dashboard of AFCONE;
- m. Plan and maintain the office filing system;
- n. Perform any other related duties as may be assigned or required.

Requirements

1. Qualifications and Experience Required

Educational Qualifications: Completion of Secondary School and completion of post-secondary secretarial or business training is required.

Work Experience: At least 3 years progressively responsible experience in a Secretarial position, preferably in international organizations.

Other Relevant Skills

- Proven ability to use email and software packages required for work (i.e., Microsoft Word, Excel, etc.);
- Proven shorthand and typing abilities and ability to take minutes of meetings;
- Thorough knowledge of modern office procedures, secretarial and administrative practices;
- Proven ability to draft correspondence and to ensure correct spelling, grammar and punctuation;
- Knowledge of protocol and ability to reply in an appropriate manner to telephone and in-person inquiries;
- Ability to work well with colleagues and deal with confidential matters with discretion;
- Ability to evaluate correspondence and inquiries for best course of action.

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 a fixed annual lump sum of US\$17,605.35 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 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

Branch

African Commission on Nuclear Energy