



External Publication of Job Posting

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Job Posting Title

ADMINISTRATIVE ASSISTANT

Start Date

15.11.2017

End Date

12.12.2017

Reference Code

OLC 004 03

Job Title

ADMINISTRATIVE ASSISTANT

Organization

The African Union (AU), 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, Ethiopia.

The AU Peace and Security Council (PSC) at its 547th Session met at the level of Heads of State and Government in New York on 26 September 2015 made a decision on the issues related to accountability regarding a grave violation of human rights and other grave abuses that have been committed in South Sudan internal conflict since 15 December 2013. The Council agreed to the establishment by the African Union Commission (AUC), of an independent hybrid court to be known as the Hybrid Court of South Sudan (HCSS) an African owned and led court fully equipped to meet South Sudanese sense of justice and accountability against grave violation of Human rights and other grave abuses.

Overall, the Project will be coordinated by the OLC as mandated by the Chairperson of AUC. Accordingly, OLC will be designated as the focal and coordination office for overall project implementation. The Administrative Assistant will be located in Addis Ababa, Ethiopia at Project Headquarter with frequent travel missions to the fields also expected.

Department

Job title: Administrative Assistant
Post Level: GSA5
Supervisor: Project Coordinator
Department: Office of Legal Counsel
Duty Station: Addis Ababa, Ethiopia

Number of Positions: 1

Project

The Administrative Assistant provides general administrative support to the programme, mainly through drafting office correspondences, following up on receipt and dispatch of incoming and outgoing mail, liaising with administration, finance and service departments in general to follow up and track progress of activities and maintaining the filing system of the programme.

Tasks

Duties and Responsibilities

Under the overall supervision of the Project Coordinator, Administrative Assistant will undertake the following tasks:

- a. Analyze and maintain an overview of the work of the Project to ensure that timely administrative support is provided in general and specialized areas;
- b. Assist international personnel visitors on general administrative matters, provide advice and ensure administrative support as required;
- c. Sorting and distributing incoming mail and prepare outgoing mail;
- d. Prepare and monitor the budget of the Centre and supply relevant information to Officers in charge of budget execution;
- e. Prepare correspondence, special reports, evaluation and justifications as required for general administrative tasks;
- f. Prepare meetings and follow-up of related decisions for the Project
- g. Maintain policy, confidential and basic legal documents, correspondence, management records and files so that they remain updated and easily accessible;
- h. Maintain files of incoming and outgoing correspondence through a professional filing system to ensure retrieval
- i. Make travel arrangements for the Officers and perform liaison duties with partners;
- j. Prepare and participate in Departmental meetings and take minutes and/or notes of such meetings;
- k. Perform any other duties as may be assigned by the Project Coordinator.

Requirements

1. Qualification and experience
 - a. A minimum Diploma qualification from an accredited college or university in business administration, or a closely related field;
 - b. Have a minimum of five (5) years administrative or clerical experience in the international law areas will be preferable.
2. Other relevant skills:
 - a. Familiarity with law, legal procedures and protocols;
 - b. Satisfactory knowledge of day-to-day operations of a legal office;
 - c. Ability to juggle multiple activities and work under pressure;
 - d. Ability to set priorities
 - e. Demonstrated ability to remain self-motivated at all times and flexible in working hours;
 - f. Handling technical documents with a background in legal terminology and proceedings;
 - g. Competence in the use of standard Microsoft Office applications; knowledge of SAP and AMERT is an

added advantage.

- h. Good interpersonal and communication skill in diverse, hostile and multicultural environments.
- i. Ability to work effectively in a team setup

3. Language

Proficiency in English both in writing and speaking is mandatory. Knowledge of French or another AU working language will be an advantage.

4. Tenure of Appointment

The appointment will be made on a short term contract for a period of six (6) months renewable.

5. Gender Mainstreaming

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 a fixed monthly lump sum of US\$ 3, 722.90 (GSA 5 Step5) inclusive of all allowances for internationally recruited staff, and US\$ 1, 779.53 inclusive of all allowances for locally recruited staff.

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.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 12 December 2017.

Directorate of Administration and Human Resource Management
African Union Commission

Contract Type

Short Term

Employment Fraction

Full-time

Branch

Headquarters