



External Publication of Job Posting

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Job Posting Title

Administrative Assistant (Bilingual)

Start Date

01.03.2018

End Date

01.04.2018

Reference Code

BDCP201801033

Job Title

Administrative Assistant (Bilingual)

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.

It is imperative for the African Union to cultivate and nurture a culture of ethics and the highest standards of professional and ethical conduct in order to earn the public trust necessary to accomplish the Union's mission and create a positive, productive and motivating work environment. Its Code of Ethics and Conduct sets out the values and principles to guide the conduct and behaviour of African Union staff members and officials. Its purpose is to provide support and guidance for appropriate, ethical behaviour as well as to hold staff members and officials accountable for any lapses in behaviour

The AU Ethics Officer is an independent and autonomous body reporting to the Executive Council through the Chairperson of the African Union Commission. It is tasked to promote the core values of the organization and an ethical culture in all the Union Organs. The Office provides impartial confidential advice and guidance to staff member and elected officials on ethical matters and ensures compliance with Union values. It protects the integrity of the organization and guides staff members in conducting themselves with the highest ethical standards.

The African Union Commission invites applicants who are citizens of Member States for the short-term post of Administrative Assistant (Bilingual) in the Ethics Office hosted in the African Union Commission.

Department

Job Title: Administrative Assistant (Bilingual)
Grade: GSA5
Supervisor: Chief of Ethics
Duty Station: Addis Ababa, Ethiopia
Positions: 1

Project

The Administrative Assistant analyses and maintains an overview of the Office's work to ensure that timely administrative support is provided in general and specialized areas;

Tasks

- Analyse and maintain an overview of the Office's work to ensure that timely administrative support is provided in general and specialized areas;
- Schedule high volume of appointments, meetings and travel arrangements which may include coordinating arrangements for multiple participants;
- Create, update and maintain organised files and records including a system for tracking, monitoring and prioritising tasks;
- Ensure confidentiality of information and that effective management records is guaranteed;
- Prepare correspondences, executive summary, reports, briefing papers, power point presentations and other documents as required;
- Liaise effectively with internal and external stakeholders;
- Monitor meeting and correspondence outcomes and decisions and follow up on their implementation;
- Prepare and participate in various meetings and take minutes and/or notes;
- Provide communications, support and assistance to ensure timely responses to inquiries including answering and prioritising calls, email and correspondences;
- Source and order stationery and office equipment;
- Perform any other duties as may be assigned by Supervisor.

Requirements

1. Qualification and work experience required
 - Diploma in Management, Administration or any related field from a recognized educational institution.
 - A higher qualification will be an added advantage
 - Good knowledge and practical use of Computer office applications are mandatory (very good knowledge of MS-Word, MS-Excel, MS-PowerPoint).
 - Knowledge of SAP will be an advantage.
 - A minimum of five (5) years relevant work experience in administrative and/or secretarial work
 - Experience in Office Management is mandatory.
2. Knowledge, skills and abilities
 - Excellent drafting skills
 - Attention to detail and ability to work effectively under pressure;
 - Ability to organize and present data in an understandable and useful manner
 - Good interpersonal skills, organisational ability and time management;
 - Willingness to extend service beyond working hours, as and when necessary
 - Proactivity, adaptability and flexibility
3. Language Requirement

Excellent oral and written communication skills in English and French is mandatory. Capacity to communicate in any additional 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 eleven (11) months, out of which the first three months will be considered as a probationary period.

5. Gender Mainstreaming

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

6. Remuneration

The indicative annual salary attached to the position is a lump sum of \$ 55,174.63 (GSA5 Step 5) inclusive of all allowances for internationally recruited staff, and \$ 22,656.97 (GSA5 Step 5) inclusive of all allowances for locally recruited staff.

11. How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 1st April 2018

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