



External Publication of Job Posting

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Job Posting Title

BILINGUAL SECRETARY

Start Date

02.10.2018

End Date

04.11.2018

Reference Code

AU ABC 001 / 03

Job Title

BILINGUAL SECRETARY

Organization

The African Union Advisory Board on Corruption (the Board) is an autonomous organ established within the African Union, in terms of Article 22 of the African Union Convention on Preventing and Combating Corruption (the Convention). The main mandate of the Board is to promote and encourage the adoption of measures and actions by State Parties to prevent, detect, punish and eradicate corruption and related offences in Africa as well as to follow-up on the application of those measures. It is also responsible for the follow-up of the application of these measures and for the submission to the Executive Board of a regular report on the progress made by the State parties in terms of compliance with the provisions of the Convention.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and to fill all vacancies. The Commission of the African Union invites applicants from all Member States for the position of Bilingual Secretary within the Executive Secretariat of the Board to file their applications.

Department

1. Post: 1
Post Title: Bilingual Secretary
Grade: GSA4
Supervisor: Executive Secretary
Department: Executive Secretariat
Duty Station: Arusha (Tanzania)

Project

2. Job Purpose

To provide secretarial and routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, providing information to clients.

Tasks

Major Duties and Responsibilities

The Bilingual Secretary shall:

- a) Type and proofread documents, reports, correspondences, messages, queries, minutes etc., as may be required by assigned supervisors;
- b) Receive routine correspondences and draft responses thereof for the signature of the supervisors;
- c) Receive guests/visitors/staff and provide them with basic information on relevant issues and procedures;
- d) Maintain a proper filing and recording system for all incoming and outgoing correspondences and documents;
- e) Answer and screen telephone calls/E-mail messages and ensure follow up with supervisors and partners;
- f) Keep an up to date diary of appointments for Board members and Executive Secretariat senior staff;
- g) Arranging meetings with partners and stakeholders;
- h) Keep equipment in use in good condition and report on defects for maintenance and other necessary action;
- i) Making arrangements for the accommodation of Board members and Executive Secretariat staff during missions;
- j) Provide day to day routine administrative support to Board members and the Executive Secretariat staff
- k) Perform reception services where required
- l) Provide public relations support and preserve corporate image both locally and internationally;
- m) Perform any other duties assigned.

Requirements

3. Academic Qualifications

- a) A minimum Diploma in secretarial or office management is required
- b) A higher qualification will be an added advantage

4. Professional Work Experience

- a) A minimum of 5 years of relevant secretarial experience in a Government, private sector or international organization.

5. Required Skills and Competencies

A. Functional Skills

- Excellent secretarial and office management skills
- Excellent communication skills in English/French;
- Excellent organizational skills;
- Excellent computer skills, including word processing, proficiency with e-mail and internet applications, experience in using programmes such as MS Word, Excel and Power Point, SAP.
- Excellent skills in structural editing as well as proof reading with a keen eye for detail;
- Good knowledge of the workings of international organizations

B. Personal Abilities

- Ability to work under pressure and in a multicultural environment;
- Good planning and organizational skills
- Excellent team player
- Strong and professional personality
- Ability to work fast, accurately and efficiently to meet tight deadlines;
- Ability to work with minimal supervision
- Excellent initiative skills
- Discretion and confidentiality;
- Ability to work in a multi-cultural environment
- Ability to manage stress and to work independently, use good judgment and collaborate with colleagues across departments;

6. Language Requirement:

Applicants must be proficient in at least two of the African Union working languages preferable English and French. Knowledge of one more or several other working languages would be an added advantage.

7. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

9. Gender Mainstreaming:

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

10. Remuneration:

Indicative basic salary of US\$ 12,834.00 (GSA4) per annum plus other related entitlements e.g. Post adjustment (42% of basic salary), Housing allowance US\$ 16,813.44 (per annum), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), etc. for internationally recruited staff of the Commission

How to Apply

All applications must reach the African Union Commission not later than 4 November 2018 through the AU Commission's online recruitment 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

Regular (Long Duration)

Employment Fraction

Full-time

Branch

AU Organ – Anti-Corruption Board, Arusha