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**External Publication of Job Posting**

**50583327**

**Job Posting Title**

FUNCTIONS AND EVENTS HELPER

**Start Date**

08.10.2018

**End Date**

11.11.2018

**Reference Code**

30002670 - 03

**Job Title**

FUNCTIONS AND EVENTS HELPER

**Organization**

To perform the Functions and Events Helper duties for the Administration and Facility Management Division under the Administration and Human Resources Directorate. The incumbent shall assist the House Keeping, Event and Function Supervisor delivering services for the Facility Management Unit.

**Department**

Post/Job title: Functions and Events Helper

Grade: GSB5 (Local)

Directorate: Administration and Human Resources Management Directorate

Duty Station: Addis Ababa, Ethiopia

Number of Posts: 1

**Tasks**

2. Major Duties and Responsibilities

The major duties and responsibilities of the Functions and Events Helper are as follows:

- Assist in planning and execution of various events and in facility rental management
- Assist the Supervisor in the coordination with catering services
- Assists with security or security personnel to provide safety during events
- Assist in the management of inventory of the facilities upon attendee arrival and departure to assess and calculate damages.

- Reads, follow-ups on the weekly events to be organized
- Directly reports to the events manager or supervisor
- Assist in handling event inquiries and relays messages to the supervisor or events manager
- Assist in the preparing proposals, cost estimates, contracts, floor plans, invoices etc.
- Make sure any changes of the events are updated and communicated to the event handlers.
- Assist in the preparation of daily, weekly, monthly and annually reports in a timely manner
- Assist in organizing and maintaining records and files.
- Has a good understanding of event space capacities and creates floor plans for events
- Assist in conducting site inspection and walk-through appointments when the supervisor is not available
- Perform all other relevant duties assigned by supervisor or the Head of Division

### **Requirements**

#### 3. Qualifications

Vocational Diploma in Hospitality Management from a recognized vocational institution. A higher qualification with certification will be an added advantage. The incumbent must have a good knowledge and practical use of computers.

#### 4. Competencies and Commitments

The incumbent will be expected to:

- Have a good knowledge and practical use of computers;
- Actively promote customer care, value for money and performance management in own role;
- Demonstrate a whole hearted commitment to the organizational values and culture;
- Positively promote and represent African Union Commission;
- Promote an environment of continuous learning, development and improvement;
- Consistently promote and apply quality and diversity, in line with African Union Rules, Regulations, Policies and Procedures and ensure that this is demonstrated and maintained throughout all areas of responsibility; and
- Be aware of, and observe fully and promote, African Union policies relating to health and safety and risk management and best practice, throughout all areas of responsibility.

#### 5. Knowledge, skills and abilities

- Positive interpersonal and oral communication skills;
- Excellent planning, organizational, time management and multi-tasking skills required
- Must be self-motivated
- Good knowledge of the workings of international organizations;
- Capacity to work under pressure and in a multicultural environment;
- Excellent computer literacy
- Experience in Microsoft office applications
- Must be proactive in carrying out assigned duties
- Must have good time management abilities
- Must be good at decision making
- Must have a good knowledge of customer service principles

#### 6. Work Experience

- Minimum three (3) year experience in Hospitality Management or Events helper.

#### 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 be consider as a probationary period. Thereafter, the contract will be for a period of two years

renewable, subject to satisfactory performance and deliverables.

8. Gender Mainstreaming:

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

9. Remuneration

Indicative basic salary of US\$ 4,529.00 per annum GSB5 (Step 1) for locally recruited staff of the Commission.

10. Application

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 11th November 2018.

Directorate of Administration and Human Resources Management  
African Union Commission  
Addis Ababa (Ethiopia)

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters