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Job Posting Title

CLERK - AFRICA CDC

Start Date

06.02.2019

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09.03.2019

Reference Code

CDC201902063

Job Title

CLERK - Africa CDC

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.

The Africa Centres for Disease Control and Prevention (Africa CDC) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. The Africa CDC is Africa's first continent-wide public health agency and envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency mission is to strengthen Africa's public health institutions' capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programmes.

Towards meeting its' mission, the Africa CDC will work with African Union member States, WHO, and partners in the five geographic sub-regions of Africa to strengthen their capacity in five strategic priority areas: (1) public health surveillance and disease intelligence; (2) public health emergency preparedness and response; (3) public health laboratory systems and networks; (4) public health information and technology systems; and (5) public health research and public health institutes. The guiding principles of the Africa CDC include Leadership, Management, Finance, Workforce, Partnership and Innovation.

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 expertise. The Commission of the African Union invites applicants who are national and citizens of Member States for a position of Clerk for the Africa CDC.

Department

Job title: Clerk

Grade: GSA3

Department: Africa CDC

Supervisor: Head of Division - Management and Administration, Africa CDC

Duty Station: Addis Ababa, Ethiopia

Positions:1

Project

The Clerk of the Division of Management and Administration, Africa CDC provides a wide variety administrative services support as needed to advance agency strategic goals and objectives. Work will focus on direct delivery of a wide variety administrative support tasks. Factors in terms of the Africa CDC social and environmental will be relevant – including demographic, hardship, travel and other local conditions.

Tasks

Major Duties and Responsibilities

- a) Keep a register of all out-going and in-coming mail in all working languages;
- b) Ensure proper handling of in-coming and out-going correspondence;
- c) Ensure timely dispatch of all out-going mail;
- d) Maintain a proper filing and recording system of all communication including reports of the Department;
- e) File copies of all out-going mail;
- f) Direct provision of travel support for management and line staff working with the AU travel unit or contract travel service to ensure end-to-end arrangements of visas, flights, hotels, meetings, transportation and other required logistics support. Ensures delivery of complete travel packages to the designated officer in advance of departure. Facilitates and/or directly prepares travel claims for executive and management staff and other staff as appropriate.
- g) Under the direction of the designated Africa CDC Incident Commander, assists in the delivery of administrative services support of Africa CDC Emergency Response activities as appropriate and assigned.
- h) Perform any other duties as may be assigned.

Requirements

1. Minimum Qualification

- a) Candidates must have a minimum of "A" Level, 12th Grade or its equivalent or Certificate in Records Management.
- b) A higher qualification will be an added advantage.

2. Required Experience

Candidates must have a minimum of five (5) years of work experience in clerical or secretarial duties.

3. Required Skills and Competencies

A. Functional Skills

- . Good command of one of the AU working languages;
- . A working knowledge of any other AU working language will be an added advantage;
- . Competence in the use of standard software used in the Commission such as MS Word, Excel, Access;
- . Good interpersonal skills, organizational ability and time management.

B. Personal Abilities

- . Interpersonal skills
- . Willingness to work unsociable hours
- . Able to operate in a multicultural environment
- . Self-directed at work, yet with profound team-spirit
- . Adaptive, Patient, resilient and flexible

Pro-active and solutions oriented

4. Language Requirement:

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

5. 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.

6. Least Representative Countries:

Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea-Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

7. Gender Mainstreaming:

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

8. Remuneration:

Indicative salary for this position is US\$ 11,071.00 (GSA3 Step 1) per annum including education allowance (up to a maximum of US\$ 3,300.00) for every eligible dependent per annum for locally recruited staff of the African Union Commission.

How to Apply

All applications must reach the African Union Commission not later than 9 March 2019. through the AU Commission's website <http://www.aucareers.org>.

To apply for these vacancies, candidates are required to submit the following:

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not more than 5 Documents in PDF Format, and not exceeding 1 MB).

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

Headquarters