



External Publication of Job Posting

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Job Posting Title

ADMINISTRATIVE ASSISTANT - NEW YORK

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05.02.2020

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Job Title

ADMINISTRATIVE ASSISTANT - NEW YORK

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 at Addis Ababa, capital city of Ethiopia.

Department

1. Post

Job title : Administrative Assistant
Grade : GSA5
Number of posts : 1 (One)
Duty Station : New York, U.S.A.
Office : Permanent Observer Mission of the African Union to the UN
Directorate : Bureau of the Chairperson
Supervisor : Finance and Administrative Officer

Project

2. Job Purpose

To provide general administrative support to the Office for effective implementation of its work plan and daily routine work. Also, under the overall supervision of the Finance and Administrative Officer, the Administrative Assistant shall provide administrative and logistical support in the organization of ceremonies, conferences and

events within the New York Office, facilitate all administrative tasks within the Permanent Missions, liaise with Diplomatic organs within the UN, the local authorities, international organizations, service providers, various offices and departments within the African Union Commission, its various organs and departments within the Headquarters, as required.

Tasks

3. Major Duties and responsibilities

Scheduling and Coordination:

- a. Analyse and maintain an overview of the Office's work to ensure that timely administrative support is provided in general and specialized areas;
- b. Take the lead in supporting the organization of meetings including coordination of invitations, confirmations, ticketing and accommodation for multiple participants for the Office of the Permanent Representative and the New York Office at large
- c. Liaise effectively with internal and external stakeholders on administrative matters of the Office (this includes in relation to facilities (office space and equipment), security and protocol items (security/ID badges and passports) with assistance from other administrative support staff;
- d. Assist the Finance and Administration Unit, in liaising with service providers and/or the AU Headquarters as appropriate to provide first hand support in areas such as, but not limited to, Procurement and Travel Management; preparation and implementation of budget, HR Management (Leave Management, Performance Management, Contract Management), venue arrangement, take lead in the organization of logistical arrangements during organization of conferences, events, meetings etc.
- e. Assists the Finance and Administration Unit to initiate, process, monitor, review and follow-up on actions related to the administration of the office's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal and separation, payroll, training requirements with HRM, ensuring consistency in the application of regulations and procedures.
- f. Participate in the preparation, implementation and monitoring of budgets as and when required.
- g. Assist the Finance and Administration Officer in liaising with IT installation and maintenance services; provide support to staff through liaison with the selected service providers and through in-house support;
- h. Ensure the timely sourcing and ordering stationery and office equipment for the Office.
- i. Be responsible for compilation of information on staff official missions, various official trips and leave schedules for better information on staff presence and allocation of tasks.
- j. Assist the Finance and Administration Officer in following up on staff trip requests

Documentation and Filing:

- k. Create, update and maintain special files (of confidential nature or for closer access for the Permanent Representative's/Finance & Admin Unit's use) through an organised filing system and maintains a records system for tracking purposes.
- l. Ensuring confidentiality of information and management records is guaranteed;

Drafting and Document Preparation:

- m. Prepare correspondences (outgoing memos and letters to internal and external recipients), executive summary, reports, briefing papers, power point presentations and other documents as required;
- n. Assist the preparation, quality control and compilation of finance and human resources related documents.
- o. Monitor meeting and correspondences outcomes and decisions and provide support in following up on their implementation; prepare update report for the Permanent Representative's or the Finance and Administration Unit's reference as need be.
- p. Prepare and participate in various departmental meetings and take minutes and/or notes for review and endorsement by participants. Maintain files of minutes.
- q. Provide communications support and assistance to ensure timely responses to inquiries, email and correspondences; assist the team of Secretaries whenever required.

- r. Perform any other duties as may be assigned by Supervisors.

Requirements

4. Academic Qualification

- Minimum of Diploma in Management, Administration or any related field from a recognized educational institution.
- A higher qualification will be an added advantage
- Very 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 support and/or secretarial work is required. Experience in international organizations and familiarity to the AU and UN systems will be an advantage.
- Experience in office management, records management, report writing and drafting is mandatory.

5. Knowledge, skills and abilities

- Excellent drafting skills
- Attention to detail and ability to work effectively under pressure;
- Very good planning and organizational skills; very good understanding of budgeting tasks and experience in implementing the unit's work plans
- Excellent oral and written communication skills, using one of the AU working languages is mandatory. Capacity to communicate in a second AU working language (both orally and in writing) will be an added advantage.

Very good knowledge of the international organizations' working systems;

- Excellent computer literacy and capacity to use MS-Office (MS-Word, MS-Excel, MS-Power Point). Practical knowledge of using the SAP system will be an advantage.
- Ability to organize and present data in an understandable and useful manner
- Excellent interpersonal skills, organisational ability and time management;
- Proactivity, adaptability and flexibility
- Excellent problem solving skills.
- Capacity to work under pressure and in a multicultural environment; ability to embrace diversity, very good sense of inclusion
- Very good ability to work in a team; excellent sense of collaboration, accountability, awareness and compliance
- Very good learning orientation, problem solving and information sharing skills
- Very good sense of result-orientation and flexibility
- High sense of integrity and professionalism.

6. Language Requirement:

Proficiency in one of the African Union working languages. Knowledge of one or several other working languages would be an added advantage.

7. Tenure of Appointment:

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

8. Least Represented Countries

Candidates from the following least represented countries are encouraged to apply: Algeria, Angola, Cape Verde, Central African Rep. , Comoros, Congo (DRC), Egypt, Equatorial Guinea, Eritrea, Eswatini, Ghana, Guinea, Libya, Madagascar, Mali, Morocco, Namibia, Saharawi Arab D.R. , Sao Tome and Principe, Seychelles, Somalia, South Africa and South Sudan

9. Gender Mainstreaming:

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

10. Remuneration:

Indicative basic salary of US\$ 15,758.00 (GSA 5 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% 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 and a maximum of US\$ 3,300.00 per child per annum for every eligible dependent for national and locally recruited staff.

Applications must be made through the AUC E-recruitment Website
<http://www.aucareers.org> not later than 8 March 2020.

- 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.
- Copy of valid passport.
- Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not 4. More than 5 Documents in PDF Format, and not exceeding 1 MB).
- Please be aware that only complete applications will be considered.
- Please note that only shortlisted candidates will be contacted

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

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

New York Office