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Job Posting Title

EXECUTIVE SECRETARY ACHPR

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Job Title

Executive Secretary ACHPR

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.

The promotion and protection of human and peoples' rights within the framework of the African Charter on Human and Peoples' Rights (African Charter) is recognized under the Constitutive Act establishing the AU as an important avenue for the pursuit of these ends. The African Commission on Human and Peoples' Rights is the premier institution for the promotion and protection of human and peoples' rights in Africa established as an organ of the AU under the African Charter on Human and Peoples' Rights (African Charter),

In view of the above background, the ACHPR invites qualified and competent applicants who are citizens of Member States of the African Union with relevant skills, competencies and experiences to submit their applications for the position of the EXECUTIVE SECRETARY of the ACHPR based at its headquarters in Banjul, The Gambia.

Department

Job Title:	Executive Secretary ACHPR
Position Grade Level:	P6
Supervisor:	The Chairperson of the ACHPR
Duty Station:	The Gambia, Banjul
Organ (Department):	ACHPR
Number of positions:	

Project

Under the supervision of the Chairperson of the ACHPR, the Secretary is responsible for the effective and innovative implementation of the strategies and activities of the ACHPR, in discharge of its duties in accordance with the terms of the African Charter and the programs and plans defined by the ACHPR.

Tasks

- Leading the overall Organization, management and supervision of the ACHPR Secretariat;
- Organizing the legal, administrative and financial services that enable the African Commission to deliver on its mandate of promoting and protecting the rights guaranteed in the African Charter and interpreting the Charter;
- Supervising and coordinating the institutional arrangements and processes for the receipt and adjudication of complaints on alleged violations of Charter rights, the receipt and processing of communications from and to states parties to the African Charter, and the receipt and review of periodic reports under Article 62 of the African Charter;
- Coordinating the preparation of the plans and activities as well as the budgets of the Commission, including the preparation, in consultation with the members of the Commission, of the reports and working documents of the African Commission;
- Overseeing, in consultation with the Chairperson and other relevant bodies of the Commission, the implementation of the activities, budgets and other decisions of the Commission;
- Assisting the Bureau and other Members of the Commission in the exercise of their functions; and
- Performing other related duties as may from time to time be delegated by the African Commission.

Requirements

1. Required Qualifications and Professional work experience

Qualifications

- Master's Degree in Law or human rights studies from a recognized educational institution. A higher qualification will be an added advantage;
- Human Rights related trainings

Professional work experience

- A minimum of twelve (12) years of relevant post-graduation experience, with at least 7 years' experience in a senior management position.

2. Requires Skills and Competencies

Functional

- Must be well-versed in human rights law
- Excellent legal drafting and writing skills
- With good knowledge and practical use of Computer.

Leadership and Personal Abilities

- Ability to provide guidance and strategic direction to great team of professional and general service staff;

- Performance management and capacity building skills for the team;
- Ability to develop and lead multicultural team in the implementation of organization strategies, programs and initiatives.
- Ability to work under pressure in a multicultural office environment;

Knowledge and Understanding

- Exhibit good knowledge of the African human rights system in particular and the AU as a whole;

3. Language Requirement

Applicants must be proficient in one of the AU working languages. Knowledge of one more or several other working languages would be an added advantage.

4. Tenure of Appointment

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

5. Least Representative 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

6. Gender Mainstreaming

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

7. Remuneration

Indicative basic salary of US\$ 61,023 (P6 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 17,514 (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 and up to US\$3,300 for locally recruited staff of the Commission.

How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 6th April 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 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 Resources
Bureau of the African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

ACHPR, Banjul