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**External Publication of Job Posting**

**50578449**

**Job Posting Title**

Administrative Assistant

**Start Date**

25.09.2018

**End Date**

26.10.2018

**Reference Code**

PBFA201809253

**Job Title**

Administrative Assistant

**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.

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 Administrative Assistant within the Programming, Budgeting, and Finance & Accounting Directorate

**Department**

Post (1)

Job title: Administrative Assistant

Grade: GSA5

Department: Programming, Budgeting, Finance & Accounting

Supervisor: Director Programming, Budgeting, Finance & Accounting

Duty Station: Addis Ababa, Ethiopia

**Project**

Analyze and maintain an overview of the work of the Division/Unit/Project to ensure that timely administrative support is provided in general and specialized areas;

## **Tasks**

The Administrative Assistant, shall:

- a) Supervise clerical services for the Division/Unit/Project;
- b) Prepare and monitor the budget of the Centre and supply relevant information to Officers in charge of budget execution;
- c) Prepare special reports, evaluation and justifications as required for general administrative tasks in particular:
- d) Manage and issue report monthly on the workflow,
- e) Manage the weekly contributions to the Department meeting,
- f) Schedule a high volume of appointments, meetings and travel arrangements which may include coordinating arrangements for multiple participants;
- g) Prepare meetings and follow-up of related decisions for the Division/Unit/Project;
- h) Maintain policies, reports and other confidential departmental records;
- i) Make travel arrangements for the Officers and perform liaison duties with partners;
- j) Prepare and participate in the Departmental meetings and take minutes and/or notes of such meetings;
- k) Liaising effectively with internal and external stakeholders;
- l) Monitor meeting and correspondences outcomes and decisions and follow-up on their implementation;
- m) Provide communications support and assistance to ensure timely responses to inquiries including answering and prioritizing calls, email and correspondences;
- n) Sourcing and ordering stationery and office equipment as may be required;
- o) Perform any other duties as may be assigned by Supervisors.

## **Requirements**

### 1. Education Qualifications Requirements

- Bachelor Degree in Business Management or Business Administration from a recognized educational institution.
- A higher qualification will be an added advantage

### 2. Professional Work Experience Requirements

- A minimum of five (5) years relevant work experience with international organizations in administrative and secretarial work.
- Experience in Office Management is mandatory.
- Experience in planning and coordination of meetings with various stakeholders
- Work experience in SAP an added advantage

### 3. Required Skills and Competencies

#### A. Functional Skills

- Conscientious in observing deadlines and achieving results;
- Excellent oral and written communication skills both in English and French;
- Ability to give attention to details and ability to work effectively under pressure;
- Ability to provide regular analysis on the Department's planned activities;
- Ability to prepare reports based on key performance indicators
- Ability to plan and coordinate external and internal meetings and events including preparation of agendas, presentations and reports.

- Proven ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports;
- Good interpersonal skills, organizational ability and time management;
- Good negotiation skills, good communication and presentation skills.
- Good computer skills, including excellent word processing, proficiency with e-mail and internet applications experience in using programmes such as MS Word, Excel and Power Point.

#### B. Personal Abilities

- Excellent Interpersonal skills
- Delegation skills
- Willingness to work unsociable hours
- Ability to work in a multicultural environment
- High level of autonomy 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 at least two 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:

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: 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.

#### 10. Remuneration:

Indicative basic salary of US\$ 15,758.00 (GSA5) 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 of the Commission.

#### How to Apply

All applications must reach the African Union Commission not later than 26-October-2018 through the AU Commission's 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***

Headquarters