



External Publication of Job Posting

50584071

Job Posting Title

ADMINISTRATION ASSISTANT

Start Date

10.10.2018

End Date

11.11.2018

Reference Code

30002156 - 03

Job Title

ADMINISTRATION 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.

The Commission of the African Union invites applicants who are citizens of Member States to apply for the post of Administrative Assistant within the Department of Political Affairs in Addis Ababa, Ethiopia.

Least Representative Countries:

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

Department

1. Post

Job title : Administrative Assistant
Post level : GSA 5
Duty Station : Addis Ababa, Ethiopia
Supervisor : Director Political Affairs
Number of Positions : 1

Project

2. Job Purpose:

To provide a wide variety of administrative coordination and services support as needed to advance the DPA strategic goals and objectives, work will focus on direct services delivery and/or coordinating the delivery of complex administrative support tasks involving delegation and follow-up of individual staff and assigned tasks.

Tasks

3. Major Duties and responsibilities

- Analyse and maintain an overview of the Department's work to ensure that timely administrative support is provided in general and specialized areas;
- Schedule a high volume of appointments, meetings and travel arrangements which may include coordinating arrangements for multiple participants;
- Create, update and maintain organised files and records including a system for tracking, monitoring and prioritising tasks;
- Ensure confidentiality of information and management records is guaranteed;
- Prepare correspondences, executive summary, reports, briefing papers, power point presentations and other documents as required;
- Liaise effectively with internal and external stakeholders;
- Monitor meeting and correspondences outcomes and decisions and follow-up on their implementation;
- Prepare and participate in various meetings and take minutes and/or notes;
- Provide communications support and assistance to ensure timely responses to inquiries including answering and prioritising calls, email and correspondences;
- Sourcing and ordering stationery and office equipment;
- Perform any other duties as may be assigned by Supervisors.

Requirements

4. Academic Qualification

- A minimum of a Diploma in Management, Administration or Social Sciences or any related field from a recognized educational institution.
- Candidates with higher qualifications on the relevant fields of study from a recognized university is preferred.

5. Work Experience Requirement

- A minimum of five (5) years relevant professional work experience in administrative or project assistance related work in international Organisation(s)
- Office management work experience is mandatory.

6. Required Skills and Competencies

Functional Skills

- Experience in office management and organization of multi-stakeholder meetings
- Experience in working with multi-stakeholders.
- Excellent oral and written communication skills
- 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, organisational ability and time management;
- 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

- Ability to give attention to details and ability to work effectively under pressure;
- 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, proactive and solutions oriented
- Good interpersonal skills, organisational ability and time management;
- Proactivity, adaptability and flexibility

Knowledge and Understanding

- Good knowledge and practical use of Computer are mandatory

7. 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.

8. 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.

9. 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 11th November 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