



External Publication of Job Posting

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Job Posting Title

Bilingual Secretary

Start Date

25.09.2018

End Date

26.10.2018

Reference Code

PBFA201809257

Job Title

Bilingual Secretary

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 Bilingual Secretary within the Programming, Budgeting, and Finance & Accounting Directorate

Department

Post: (1)

Post Title: Bilingual Secretary

Grade: GSA4

Supervisor: Director Programming, Budgeting, Finance & Accounting

Department: Programming, Budgeting, Finance & Accounting

Duty Station: Addis Ababa, Ethiopia

Project

To provide secretarial and routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, providing information to clients.

Tasks

The Bilingual Secretary shall:

- a) Type and proofread documents, reports, correspondences, messages, queries, minutes etc., as may be required by assigned supervisors;
- b) Draft responses to routine correspondences for the signature of the supervisors;
- c) Receive guests/visitors/staff and provide them with basic information on relevant issues and procedures;
- d) Maintain a proper filing and recording system for all incoming and outgoing correspondences and documents;
- e) Answer and screen telephone calls/E-mail messages and ensure follow up with supervisors and partners;
- f) Keep an up to date diary of appointments for supervisors and other senior staff of the division;
- g) Arranging meetings with clients and stakeholders;
- h) Keep equipment in use in good condition and report on defects for maintenance and other necessary action;
- i) Making travel and accommodation arrangements;
- j) Provide day to day routine administrative supports to various work units of the assigned Department / Division / Units
- k) Perform reception services where required
- l) Provide public relations support and preserve corporate image locally and internationally;
- m) Ensure availability of stationery stock, equipment and furniture
- n) Perform any other duties assigned.

Requirements

1. Academic Qualifications
 - a) A minimum of Diploma in secretarial or office management is required
 - b) A higher qualification will be an added advantage
2. Professional Work Experience
 - a) A minimum of 5 years of relevant secretarial experience in a Government, private sector or international organization.
5. Required Skills and Competencies
 - A. Functional Skills
 - Excellent secretarial and office management skills
 - Excellent communication skills in English/French;
 - Excellent organizational skills;
 - Excellent computer skills, including word processing, proficiency with e-mail and internet applications, experience in using programmes such as MS Word, Excel and Power Point, SAP.
 - Excellent skills in structural editing as well as proof reading with a keen eye for detail;
 - Good knowledge of the workings of international organizations
 - B. Personal Abilities
 - Ability to work under pressure and in a multicultural environment;
 - Good planning and organizational skills
 - Excellent team player
 - Strong and professional personality
 - Ability to work fast, accurately and efficiently to meet tight deadlines;
 - Ability to work with minimal supervision
 - Excellent initiative skills

- Discretion and confidentiality;
- Ability to work in a multi-cultural environment
- Ability to manage stress and to work independently, use good judgment and collaborate with colleagues across departments;

3. Language Requirement:

Applicants must be proficient in at least two of the African Union working languages preferable English and French. 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, 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.

5. 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.

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\$ 12,834.00 (GSA4) 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