



VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a Specialised Agency of the African Union and the continent's self-monitoring and peer review tool for the promoting good governance. Launched in 2003, the Mechanism is acceded to voluntarily by African states and exists to create a platform for reviewed states to improve constitutionalism and policy formulation, adoption and implementation. The mechanism establishes best practices and supports member states in monitoring compliance with established African Union standards and principles. These practices and standards are catalysts for transformative leadership needed to achieve political stability, high economic growth, sustainable development and accelerated sub-regional and continental integration. The peer review processes provide a high level platform for experience sharing and promotion of successful best practices including identifying deficiencies and assessing requirements for national capacity building.

In seeking to achieve its objectives, the African Peer Review Mechanism intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The APRM invites applicants who are citizens of AU Member States for the following post:

The Commission of the African Union invites applicants who are citizens of Member States for the *post* of Administrative Assistant.

1. POST:

Job title	:	Administrative Assistant
Level	:	GSA 5
Supervisor	:	Head of Corporate Services
Duty Station	:	Johannesburg, South Africa
Supervisor	:	Heads of Corporate Services

2. JOB PUROSE:

The Administration Assistant is responsible for providing administrative and clerical services in order to ensure effective and efficient operation of the corporate service unit under the overall supervision of the Head Corporate Services. The Administrative Assistant will be responsible for the over running of the office.

3. MAJOR DUTIES AND RESPONSIBILITIES:

- Analyse and maintain an overview of the work of the Division to ensure that timely administrative support is provided in general and specialized areas;
- Assist international personnel visitors on general administrative matters, provide advice and ensure administrative support as required;
- Supervise clerical services for the Division/Unit/Project;
- Prepare and monitor the budget of the Centre and supply relevant information to Officers in charge of budget execution;
- Prepare correspondence, special reports, evaluation and justifications as required for general administrative tasks;
- Prepare meetings and follow-up of related decisions for the Division/Unit/Project
- Maintain policy, confidential and management records;
- Make travel arrangements for the Officers and perform liaison duties with partners;
- Prepare and participate in Division meetings and take minutes and/or notes of such meetings;

Perform any other duties as may be assigned by Supervisors.

4. EDUCATION QUALIFICATIONS AND EXPERIENCES REQUIRED:

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

5. PROFESSIONAL EXPERIENCE REQUIRED:

Have at least five years relevant experiences in Office Management, preferably in international environment.

6. OTHER RELEVANT SKILLS:

- Good knowledge and practical use of Computer are mandatory
- A minimum of five (5) years relevant work experience in administrative and/or clerical work
- Experience in Office Management is mandatory.
- Good interpersonal and ability to work in multicultural environment
- Good computer knowledge including Microsoft Word

7. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages (English, French, Arabic or Portuguese). Knowledge of other working languages would be an added advantage.

8. AGE REQUIREMENT:

Candidates should preferably be between **30 and 50** years old.

9. TENURE OF APPOINTMENT:

The appointment will be made on a fixed term 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.

10. GENDER MAINSTREAMING:

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

11. REMUNERATION:

Indicative basic salary of US\$14,852.00 per annum plus other related entitlements - e.g. post adjustment (57% of basic salary per annum), Housing allowance (\$13,248.00 per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc for internationally recruited staff of the commission.

12. APPLICATION PROCESS:

Interested parties must submit the following:

- A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
- Comprehensive Curriculum Vitae indicating your nationality, age, and gender.
- Three (3) contactable referees who have good knowledge of the candidate's work.
- Certified copies of all academic qualifications

Applications must be sent to: recruitment@aprm-au.org, **quoting the job title on the email subject line.**

Closing Date 16 February 2017