



## VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a unique and innovative programme of the New Partnership for Africa's development. It is an instrument voluntarily acceded to by member states of the African Union as an African-based monitoring mechanism. The primary purpose of the APRM is to foster the adoption of policies, standards and practices that lead to human security and political stability, high economic growth, sustainable development, and accelerated sub-regional and continental economic integration.

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.

### 1. POST

Job Title:	<b>Documentalist/Archivist</b>
Level:	P2
Supervisor:	HOD: Knowledge Management; M&E, and Reviews Support
Directorate:	Knowledge Management; M&E, and Reviews Support
Duty Station:	Johannesburg, South Africa

### 2. JOB PURPOSE:

Under the overall supervision of the HOD: Knowledge Management, Monitoring and Evaluation, the Documentalist/Archivist is responsible for:

- Organizing, archiving, managing and maintaining all relevant information and documents with respect to governance in general, and particularly in African countries as they relate to the APRM thematic areas, including basic research materials, analyses and reports;
- Providing, on request, general or country specific information and documents required for the preparation and undertaking of country reviews; and
- Disseminating reports and publications on the activities of APRM, including CSARs, Country Review Reports, and reports on the implementation of National Programmes of Action (NPOA).

#### Archivist

- Authenticate and appraise historical documents and archival materials
- Create and maintain accessible, computer archives and databases
- Incorporate current advance in electric information storage technology
- Organize archival records such as document description to allow easy access information.
- Preserve records documents and objects copying records to film videotapes disk or computer format as necessary
- Research and record the origins and historical significance of archival material

- Select and edit documents for publication and display applying knowledge of subject literacy expression and presentation.
- Catalogue collections and manage information and records
- Respond to enquiries from members of the public and other users.
- Prepare record keeping system and procedures for archival research and for the retention or destruction of records.
- Identify ways of protecting and preserving collections.
- Evaluate records for preservation and retention some may be fragile and need careful handling repair or conservation.

### **SKILLS**

- Good communication skills to relate to and encourage a range of users
- A logical approach to the work of identification and classification
- Attention to detail
- The ability to work independently and as part of a team
- Good IT and an interest in applying digital technology to archival practice

### **3. MAJOR DUTIES AND RESPONSIBILITIES:**

In collaboration with APRM officials involved in country review process and in thematic areas, the Documentalist/Archivist is specifically responsible for:

- gathering, organizing and storing research materials, analyses, documents related to governance from relevant African and international sources;
- gathering, organizing and storing information and data emanating from or related to country reviews and implementation of NPOAs;
- Making available country specific or thematic information and data on the governance in African countries, as well as relevant research materials, publications and reports; and
- Organizing the dissemination to African countries and the world community at large of APRM reports and publications.
- In collaboration with the ICT unit of APRM, the Documentalist/Archivist is also responsible for providing necessary information and data for building governance related data bases on Africa, and contributing to their easy accessibility.

### **4. QUALIFICATIONS REQUIRED:**

Advanced University Degree in Library and Archival Studies;  
Diploma in Computer Science would be an added advantage.

### **5. PROFESSIONAL EXPERIENCE REQUIRED:**

Have at least 5 years' experience in academic and research institutions or similar.

### **6. OTHER RELEVANT SKILLS:**

Have demonstrated ability to work in a multi-cultural environment;

Have good interpersonal and organisational skills

Have excellent drafting skills in English or French with a working knowledge of the other;  
and

Have a full knowledge of computer systems, including internet navigation and various Microsoft Office applications such as MS Word, MS Excel, MS Access, and Power Point.

**7. LANGUAGE REQUIREMENT:**

Be proficiency in English and/or French. Proficiency of one or several other AU working language(s) would be an added advantage.

**8. AGE REQUIREMENT:**

Candidates must preferably be between 30 and 45 years old.

**9. TENURE OF APPOINTMENT:**

The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

**10. GENDER MAINSTREAMING:**

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

**11. REMUNERATION:**

Indicative basic salary US\$ 29,287.00 per annum plus other related entitlements e.g. post adjustment (57% of basic salary), housing allowance (US 21,196.80 per annum), education allowance (75% of tuition and other 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 African Union.

**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](mailto:recruitment@aprm-au.org), quoting the job title on the email subject line.

*Closing Date 16 February 2017*