



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:

1. **POST:**

Job Title: Procurement Assistant
Grade: GSA5
Supervisor: Chief of Procurement
Directorate: Administration and Human Resource Development
Duty Station: Johannesburg, South Africa.

2. **JOB PURPOSE:**

Under the supervision of the Senior Procurement Officer of African Peer Review Mechanism (APRM) or his/her delegate, the Procurement Assistant will work with the APRM Staff Members to provide effective support of the procurement process, in particular, provide efficient processing, tracking and monitoring of procurement requisitions and coordination of shipment/delivery of goods and services to African Peer Review Mechanism (APRM).

3. MAJOR DUTIES AND RESPONSIBILITIES:

- Prepare and obtain quotations and samples for locally procured items whose purchase is not subjected to the Tendering process;
- Prepare purchase orders;
- Undertake regular survey of new Suppliers, products and prices in the local market;
- Reconcile Suppliers account on regular basis, and initiate action on accounts ;receivable/payable as the case may be;
- Track orders to ensure prompt delivery;
- Produce periodic statements on purchases such as monthly status of purchase orders;
- Assist to create and maintain accurate record keeping filing system for the procurement unit;
- Perform other duties as assigned by the supervisor.

4. EDUCATIONAL QUALIFICATIONS:

Candidates must have minimum of a diploma in Purchasing and supplies, Law, Finance, Business, Accounting or related field. A degree in these fields or affiliation to a relevant professional body will be an added advantage.

5. PROFESSIONAL EXPERIENCE REQUIRED:

Candidates must have a minimum of 3 to 5 years of relevant practical experience in the field of Procurement, Law, business, Accounting and Finance or related field within a major Government, International Organization, Public or Private sector organization.

6. OTHER RELEVANT SKILLS REQUIRED :

- Interpersonal public relation skill
- Excellent communication skill
- Computer Literate
- Good writing skills
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Ability to work under pressure
- Knowledge of IT software like SAP

7. LANGUAGE REQUIREMENT:

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

8. AGE REQUIREMENT:

Candidates must preferably be between **30 and 50 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 deliverable.

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 (GSA5)** per annum plus other related entitlements e.g. Post adjustment (57% of basic salary), Housing allowance **US\$ 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), e.t.c 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