



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.

The offices of the APRM Secretariat are located in Midrand, Johannesburg, South Africa

The African Peer Review Mechanism invites applicants who are citizens of African Union Member States for the post of **APRM-AU Administrative Assistant (GS5)**.

A. Post

Job Title: APRM-AU Administrative Assistant

Position Level: GS5

Duty Station: APRM Secretariat, Midrand,
Johannesburg, South Africa

Supervisor: APRM Secretariat Divisional Heads

A. KEY PERFORMANCE AREAS

Under the supervision of the CEO of the African Peer Review Mechanism or his/her delegate, the Liaison Officer's overall responsibility will be to assist APRM Senior Management in implementing the Decision of the African Union Assembly taken in January 2017 in Addis Ababa, expanding the mandate of the APRM to track the implementation of the key governance area including Agenda 2063 and Agenda 2030.

B. Scope of work and time frame

Specifically, the incumbent will:

Summary of Key Functions:

- i. Implementation of operational strategies
- ii. Support to effective and efficient functioning of the unit (DRR's office/operations unit/ administrative unit)
- iii. Support to administrative and logistical services
- iv. Support to office maintenance and assets management
- v. Support to knowledge building and knowledge sharing

Ensures implementation of operational strategies, focusing on achievement of the following results:

- i. Full compliance of administrative activities with AU rules, regulations, policies and strategies.
- ii. Provision of inputs to the APRM administrative business processes mapping and implementation of the internal standard operating procedures.
- iii. Provision of inputs to preparation of administrative team results-oriented workplans.

Ensures effective and efficient functioning of the unit (DRR's office/operations unit/ administrative unit), focusing on achievement of the following results:

- i. Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
- ii. Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions.
- iii. Translation of simple correspondences, when needed.

Ensures effective administrative and logistical support, focusing on achievement of the following results:

- i. Organization of shipments, customs clearance arrangements, preparation of documents for APRM shipments (received/sent), Preparation of all necessary documentation, implementation of follow-up actions
- ii. Support to organization of procurement processes
- iii. receipt of quotations, bids or proposals, their preliminary evaluation. Preparation of POs.
- iv. Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents.
- v. Administrative support to conferences, workshops, retreats.
- vi. Collection of information for DSA, travel agencies and other administrative surveys, support to organization of common services.
- vii. Arrangement of vehicle transportation, regular vehicle maintenance and insurance.
- viii. Checking and recording of vehicle daily log and gas consumption, update and maintenance of vehicle history report.
- ix. Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.
- x. Maintenance of the filing system ensuring safekeeping of confidential materials.
- xi. Extraction of data from various sources.

- xii. Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to head of unit.

Provides support to office maintenance and assets management, focusing on achievement of the following results:

- i. Maintenance of records on assets management, preparation of reports.
- ii. Maintenance of files and records relevant to office maintenance
- iii. Provision of support to maintenance of common premises and common services

Support knowledge building and knowledge sharing in the CO, focusing on achievement of the following results:

- i. Participation in the training for the operations/projects staff on administration.
- ii. Sound contributions to knowledge networks and communities of practice.
- iii. Perform any other tasks assigned from time to time by the supervisor (s);

C. Required Qualifications and Experience

Education: Bachelor Degree.

Experience:

- i. 3 years of relevant experience in administration or programme support service.
- ii. Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- iii. Experience in handling of web-based management systems.

D. Language requirement: Excellent English or French (spoken and written) and fluency in any other AU language would be an added advantage.

E. Tenure of Appointment: The appointment will be made on an AU short term contract for a period of Two (2) years, of which the first twelve (12) months will be considered as a probationary period.

F. Gender Mainstreaming: The African Peer Review Mechanism is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.

G. Application: To apply, please submit the following:

- i. A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
- ii. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender.
- iii. Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax and e-mail addresses.
- iv. Certified copies of degrees and diplomas.

H. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Legal Officer shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent. Proprietary interests on all materials and documents prepared by the Legal Officer under the assignment shall become and remain properties of the APRM.

- I. **Remuneration:** Indicative basic salary of **US\$14,852.00** per annum plus other entitlements e.g. Post Adjustment (57% of basic salary), Housing allowance (\$13,248.00 per annum) in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.
- J. **Applications** must be received not later than **Monday, 12 January 2018** and should be addressed to:

Applications must be sent to: recruitment@aprm-au.org, quoting the job title “**APRM-AU Administrative Assistant**” on the email subject line. Contact person: Nomfanelo Mhambi Tel: **+27 11 256 3452**