



AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES
P.O Box 6274 Arusha, Tanzania, Tel: +255 27 2970 430 /431/432/433/434
Web site: www.african-court.org Email registrar@african-court.org
The Registry of the Court

ADVERTISEMENT N° AFCHPR/2017/008
DRIVER/MAIL RUNNER, GRADE GSB7
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
(Closing date: 0411/2017)

The African Court was established by virtue of Article 1 of the Protocol to the African Charter on Human and Peoples' Rights on the establishment of an African Court on Human and Peoples' Rights, adopted on 9 June 1998. The Protocol came into force on 25 January 2004. The Court is the first continental judicial body charged with ensuring the protection of human and peoples' rights. The Court became operational in 2006 and its seat is in Arusha, United Republic of Tanzania.

The Court invites applications from citizens of African Union Member States for the following position:

1. Post

- Job title: Driver/Mail Runner (Local employment)
- Post level: GSB7
- Supervisor: Procurement, Travel and Stores Officer
- Directorate: Registry of the Court
- Duty station: Arusha

2. Job Purpose

Provide reliable and safe driving services, including vehicle maintenance and courier services.

Major Duties and Responsibilities

Under the overall supervision of the Head of Finance and Administration Division, and under the direct supervision of the Procurement, Travel and Stores Officer, the Driver/Mail Runner will perform the following duties:

- i) Provide transport services as a Driver/ Mail runner to the Court, driving assigned vehicles. Such tasks should be undertaken in accordance with traffic laws and regulations of the United Republic of Tanzania. Log official trips, daily mileage, fuel consumption, vehicle servicing, repairs, etc.

- ii) Keeps the assigned vehicle(s) in clean condition and carries out daily routine checks on the vehicle/s to establish roadworthiness and make recommendations concerning repair and service. Such checks should focus but not limited to - oil, water, lights, brakes, tires, etc.
- iii) Driving office vehicles for the transport of Authorized personnel, meet staff and official visitors at the airport, perform administrative tasks related to his/her functions.
- iv) Ensures provision of reliable and secure driving services. Collect and deliver mail, documents, equipment or packages and other items requested.
- v) Assist to wrap and secure the shipping couriers.
- vi) Perform any other related duties as may be assigned.

3. Educational Qualifications

Candidates must have at least an “O” Level and a valid driving licence with minimum category C1. A higher qualification or experience as a mechanic will be an advantage.

4. Work Experience

Candidates must have a minimum of five (5) years relevant professional experience in a similar position, preferably in an international organization.

5. Other relevant skills:

- i) Demonstrable professionalism;
- ii) Concentration, accuracy, and working under minimum supervision;
- iii) Respect for confidentiality and good public relations;
- iv) Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
- v) Excellent knowledge of international organizations;
- vi) Good mechanical knowledge.

6. Language Requirement

An excellent command of at least one of the African Union (AU) working languages. Knowledge of one or several other AU working languages will be an added advantage.

7. Tenure of Appointment

The appointment will be a regular appointment for a period of three (3) years, the first twelve months of which will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

8. Gender Mainstreaming

The African Court is an equal opportunity employer; qualified women are strongly encouraged to apply.

9. Remuneration

Indicative basic salary of **US\$ 6,536.00 per annum** plus other related entitlements e.g. **Spouse allowance, Child allowance, education allowance, etc.)** In accordance with the Rules and Regulations governing Local Civil Servants of the African Union.

10. Applications

To apply, please submit the following:

- i) A letter stating the reasons for seeking employment with the African Court on Human and Peoples' Rights;
- ii) A detailed and updated CV, indicating your nationality, age and gender (comply with requirements for candidates wishing to apply for posts in African Court);
- iii) Names and contact details (including email address) of three referees;
- iv) Certified copies of degrees and diplomas.

Applications should be submitted **not later than 04/11/2017** and should be addressed to the postal address or email indicated below:

African Court on Human and Peoples' Rights
P.O. Box. 6274
Arusha, Tanzania
Tel: +255 27 2970 430 /431/432/433/434
E-mail: humanresources@african-court.org

NB: Only candidates shortlisted for interviews will be contacted.