



**AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES**

P.O Box 6274 Arusha, Tanzania Telephone: +255 27 2970 430 /431/432/433/434

Web site www.african-court.org; Email. registrar@african-court.org

AFCHPR/PTS/2019/141

Date: 13 May 2019

REQUEST FOR EXPRESSION OF INTEREST (EOI)
REPRODUCTION ASSISTANT CONSULTANCY SERVICES

BACKGROUND:

The African Court on Human and Peoples' Rights (AFCHPR/Court) was established on 9 June 1998 by the Protocol to the African Charter on Human and Peoples' Rights on the Establishment of the African Court on Human and Peoples' Rights (Protocol). The Protocol came into force on 25 January 2004 paving the way for the operationalization of the AFCHPR. It is the first continental judicial body charged with ensuring that the provisions of the African Charter on Human and Peoples' Rights, adopted on 27 June 1981, are respected and observed. The Court was launched on 2 July 2006 with the objective of further strengthening the system of human and peoples' rights protection on the continent. The Court complements the protective mandate of the African Commission on Human and Peoples' Rights (Commission). The Court has its seat in Arusha, in the United Republic of Tanzania.

Within the framework of updating its database, the Court is calling for Expression of Interest (EOI) of Reproduction Assistants Consultancy Services.

1. Purpose:

The African Court would like to create a roster of consultants to be hired under a consultancy contract for a period not exceeding six (06) months.

2. Main functions and responsibilities:

Under the overall supervision of the Head of Legal Division, and under the direct supervision of the Reproduction and Distribution Officer, the Reproduction Assistant will perform the following duties:

- a) Operate photocopying machines in order to meet demand for copies by users of the Court;
- b) Use various binding equipment, including high output stapling, binding, assembling, folding, integration, perforating and labelling machines; adjust machines for use according to paper format and alignments;
- c) Feed machines for stitching, folding, screen ruling, glue spreading, trimming and indexing, as required;
- d) Carry out any related task such as joining, stapling, assembly, stuffing, guillotining, cutting, folding and the prototyping, as required;

- e) Ensure routine maintenance, adjustment and minor repairs of equipment;
- f) Bind sheets for the production of books, magazines, bulletins and other publications using stapling machines or by inserting binding strips in punched holes;
- g) Assist in sorting, marking and placing materials and documents in folders;
- h) Carry out the distribution of documents and publications during sessions, meetings and stakeholders;
- i) Perform any other duties as required.

3. Education qualifications:

Candidates must have at least an Advanced Certificate of Secondary Education. A higher certificate in document / records management or equivalent will be an added advantage.

4. Work experience:

Candidates must have a minimum of three (3) years of working experience in a similar position, preferably in an international organization.

5. Other skills:

- Demonstrable professionalism;
- Concentration, accuracy, and working under minimum supervision;
- Respect for confidentiality and good public relations;
- Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
- Excellent knowledge of international organizations;
- Computer literacy and;
- Ability to use photocopy machine, scanner etc.

6. Language requirement:

An excellent command of at least one of the AU working languages (Arabic, English, French and Portuguese). Knowledge of any of the other three will be an added advantage.

7. Commencement:

After consideration of applications by the Registry of the Court and when need rises.

8. Remuneration:

You will be paid the sum of US\$ 62.41 per working day including weekends.

NB. The Court has the right to modify the aforementioned fees at any time.

9. Evaluation and qualification criteria:

For evaluation of the CVs, the following criteria will be applied:

- a) General Education Qualification and Relevant Training (40 points);
- b) Experience Related to the Assignment (40 points);
- c) Other skills: IT skills, Records Management, Documentation processing, archiving (10 points);
- d) Language (10 points).

The application should bear the subject **“Expression of Interest (EOI) of
Reproduction Assistant Consultancy Services”**

And should be addressed and sent either to:

Email address:

tender@african-court.org

The maximum size of attachments is 10 MB. If the size of your attachment exceeds 10 MB, please send it over several emails.

Or,

Postal address:

**The Registrar,
African Court on Human and Peoples’ Rights
P.O. BOX 6274
Arusha, Tanzania**

Or,

Physical address:

**The Headquarters of the African Court on Human and Peoples’ Rights,
situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase
II, Dodoma Road.**

The address for requesting clarifications is: **The African Court on Human and
Peoples’ Rights, P.O. Box 6274, Arusha, Tanzania**

Tel: +255732979509, Fax: +255732979503

E-mail: procurement@african-court.org.

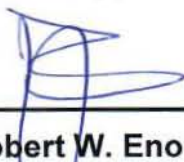
**Closing date for receiving applications will be 26 May 2019 at 1700 hours
Arusha time.**

Applicants are requested to submit a copy of their CV and copies of their certificates, diplomas and work certificates.

The African Court on Human and Peoples’ Rights reserves the right to reject any application without offering any reason thereto, to waive any defect or informality therein.

The Court assumes no obligation for whatever expenses or losses that may be incurred by the applicant in the preparation of the Expression of Interest, nor does it guarantee that an award shall be made.

Sincerely,



**Dr Robert W. Eno
Registrar of the Court**

