



ADVERTISEMENT OF VACANCY N° AFCHPR/2016/08
TRANSPORT AND TRAVEL ASSISTANT, grade GSA5
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
(Closing date: 31/08/2016)

The 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, in the United Republic of Tanzania.

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

1. Post

- Job title: Transport and Travel Assistant
- Post level: GSA5
- Supervisor: Procurement, Travel and Stores Officer
- Directorate: Registry of the Court
- Duty station: Arusha

2. Job Purpose

Help to ensure the services of transport and voyages in accordance with the Financial Regulations of the African Union, the decisions, policies and management procedures laid down by the Court.

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 Transport and Travel Assistant will perform the following duties:

- a) Help apply the provisions of instruments and procedures governing transportation and coverage of travel costs by the Court.
- b) Help formulate strategies for the optimum management of transportation and travelling.
- c) Help prepare travel documents covered by the Court as well as documents needed for the payment of transport tickets and allowances (air tickets, excess transport claims, terminal service charges, day-to-day subsistence allowances, etc.).
- d) Direct and monitor Court vehicle movements.
- e) Control maintenance and repair work and consumption of fuels and lubricants in vehicles and generators.
- f) Help verify the completeness, accuracy and validity of travel documents before forwarding them to the Finance Service.
- g) Help coordinate with finance, protocol and administration services all issues relating to travelling and transport (financial issues, visas, other documents).
- h) Perform any other duties as required.

3. Educational Qualifications

Candidates must have a minimum of an Advanced Certificate of Secondary Education. A recognized Higher Diploma in Management or in Administration or in Transport and Travel or related disciplines will be an added 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) Concentration, accuracy, and working under minimum supervision;
- ii) Respect for confidentiality and good public relations;
- iii) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment;
- iv) Good communication and organizational skills;
- v) Excellent knowledge of international organizations;
- vi) Computer literacy.

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\$14,852.00 per annum** plus other related entitlements (e.g. **post adjustment, housing allowance, non-residence allowance, education allowance, spouse allowance, child allowance**) in accordance with the Rules and Regulations governing International Civil Servants of the African Union.

10. Application

To apply, please submit the following:

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

Applications should be submitted **not later than 31/08/2016** 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 : + 255 732 979506/9
Fax : + 255 732 979503
E-mail : humanresources@african-court.org

NB: Only candidates who meet the requirements for this position will be contacted.