



AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES
The Registry of the Court

Job description File # 51	<i>Job title and grade</i> English Secretary Grade GSA 4	<i>page</i> $\frac{1}{2}$
<i>Updated April 2017</i>	<i>Duty Station</i> Arusha, Tanzania	<i>Language Unit</i>
<i>Supervisor (s)</i>	1 st Supervisor: Head of Language Unit 2 nd Supervisor: N/A	
<i>Job purpose</i>	Assist in the performance of the daily secretarial duties in the Language Unit during 45 th Court Session (8 th to 26 th May 2017)	
<i>Education qualifications</i>	Have a minimum of an advanced Certificate of secondary education and a secretarial diploma obtained from a recognized institution. A higher diploma in secretarial duties, mastery of computer applications and software will be an advantage	
<i>Work experience</i>	Have a minimum of five (5) years of progressive experience in a similar position, preferably in an international organization.	
<i>Other relevant skills</i>	Demonstrable professionalism; concentration, accuracy, and be able to work 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; Good communication and planning skills; Excellent knowledge of international organizations; Computer literacy.	
<i>AU working Language</i>	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.	

Job description

Major duties and responsibilities

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Under the direct supervision of the Head of Language Unit, the English Secretary will perform the following duties:

- 1) Taking dictation of Translations from French to English or from English to French;
- 2) Checking references from the internet or the Library for documents under translation;
- 3) Assisting the Translators in translation of session document; and
- 4) Assisting the Language Unit in any other duties as may be required within the Unit.

Sincerely,


Nouhou Diallo
Deputy Registrar

