



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

<b>Job description</b> <b>File # 51</b>	<i>Job title and grade</i> <b>English Secretary Grade GSA 4</b>	<i>page</i> <b>1/2</b>
<i>Updated April 2017</i>	<i>Duty Station</i> Arusha, Tanzania	<i>Language Unit</i>
<i>Supervisor (s)</i>	1 <sup>st</sup> Supervisor: Head of Language Unit 2 <sup>nd</sup> Supervisor: N/A	
<i>Job purpose</i>	Assist in the performance of the daily secretarial duties in the Language Unit during 45 <sup>th</sup> Court Session (8 <sup>th</sup> to 26 <sup>th</sup> 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

