

AFRICAN UNION
الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

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

ADVERTISEMENT OF VACANCY N° AFCHPR/2018/001

COURT CLERK, GRADE GSA3-SHORT -TERM CONTRACT: (LOCAL POSITION)

AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS

(Closing date: 13 April 2018)

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 therefore invites applications from citizens of African Union Member States within the job market of the duty station (Arusha) or working in their home country (Tanzania) to apply for the Short -Term position Court Clerk as specified below:

Main functions and responsibilities

Under the overall supervision of the Registrar and under direct supervision of the Deputy Registrar, the Court Clerk will perform the following duties:

- a) Assist in processing subpoenas, warrants, writs of execution, and other processes relating to the Court;
- b) Receive, properly record and document orders, judgments and decisions of the Court to facilitate consultation;
- c) Immediately call the attention of the supervisor on any urgent correspondence by attaching thereto background information;
- d) Maintain a system of monitoring all incoming mail and documents received as well as a database of names and contacts of regular correspondents;
- e) Maintain and keep the attendance list;
- f) Perform other duties as assigned.



A handwritten signature in blue ink, appearing to be 'G. W. H.' or similar, located in the bottom right corner of the page.



Education qualification

Candidates must have at least a Diploma in Law or a relevant certificate of administration in justice or in a related field. A higher Diploma in the field will be an added advantage.

Work experience

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

Other skills

Professionalism; 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; Good communication and planning skills; Excellent knowledge of international organizations; Computer literacy.

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.

Duration of the contract

This short-term contract will run for six months and is neither gratuity earning nor pensionable, and will not be renewed upon its expiry.

Remuneration

The selected candidate will be paid a monthly lump sum salary as per the African Union salary scale.

To apply, please submit the following:

- i) A letter of motivation ;
- ii) A detailed and updated CV, indicating your qualification, work experience, nationality, age and gender;
- iii) Certified copies of certificates, diplomas or degrees.

Applications should be addressed to the following email not later than 13 April 2018

E-mail: humanresources@african-court.org