

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**

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/2019/166

Date: 24 May 2019

REQUEST FOR EXPRESSION OF INTEREST (EOI)
OFFICE CLERK CONSULTANCY SERVICES (within local market)

BACKGROUND:

The African Court on Human and Peoples' Rights (The 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 Office Clerk – Local Consultancy Services.

1. Purpose:

The 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 Senior Human Resources and Administration Officer, and under coordination of the Administrative Assistant, the Office Clerk will perform the following duties:

- a) Providing daily service of boiling tea, serving and maintenance of kitchen utensils;
- b) Transporting kitchen equipment and all other utensils to and from the Session room and the other serving points on time;
- c) Maintaining the cleanliness of all utensils and the serving points and tables on a daily basis;

- d) Arranging and serving tea to both the judges and staff servicing the Session and ensuring that everything is in order before the session starts;
- e) Serving snacks to Judges and staff;
- f) Preparing coffee to specific Judges during the Session;
- g) Report any defects;
- h) Perform any other duties as required.

3. Education qualification:

Candidates must have at least an "O" Level certificate. A higher certificate or diploma in the field will be an advantage.

4. Work experience:

Candidates must have a minimum of three (3) years of progressive experience in a similar position, preferably in an international organization. A proven track records or ability in the field of work will be an added value.

5. Other skills:

- Professionalism;
- Ability to work quickly and efficiently in a team;
- Respect for confidentiality and good communication skills;
- Ability to organize and work under pressure in a multi-cultural environment;
- High standards of personal hygiene;
- Punctual, reliable and trustworthy;
- Good sense of customer-service.

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 the need arises.

8. Remuneration:

You will be paid the sum of \$35.40 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 (30 points);
- b) Experience Related to the Assignment (50 points);
- c) Other skills as above mentioned (10 points);
- d) Language (10 points).

The application should be sent in a sealed envelope and bear the subject “**Expression of Interest (EOI) of Office Clerk – Local 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 06 June 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**

