

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](http://www.african-court.org); Email. [registrar@african-court.org](mailto:registrar@african-court.org)

AFCHPR/PTS/2019/140

Date: 13 May 2019

**REQUEST FOR EXPRESSION OF INTEREST (EOI)  
COURT CLERK CONSULTANCY SERVICES**

**BACKGROUND:**

The African Court on Human and Peoples' Rights (AFCHPR/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 People's 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 Court Clerk Consultancy Services.

**1. Purpose:**

The African 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 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) Perform other duties as assigned.

### **3. Education qualification:**

Candidates must have at least an Advanced Certificate of Secondary Education. Post-secondary education training in administration of justice 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.

### **5. Other skills:**

- Good knowledge of the African human rights system;
- Demonstrable professionalism; ability to take initiatives, sense of confidentiality and availability;
- Concentration, accuracy, and working under minimum supervision;
- Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment;
- Good communication, planning and organizational skills;
- Respect for confidentiality and good public relations;
- Excellent knowledge of international organizations;
- Attention to detail and Computer literacy.

### **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 need rises.

### **8. Remuneration:**

You will be paid the sum of US\$ 62.41 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 (40 points);
- b) Experience Related to the Assignment (40 points);
- c) Other skills: IT skills, Records Management, Documentation processing, archiving (10 points);
- d) Language (10 points).

The application should bear the subject “**Expression of Interest (EOI) of Court Clerk 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](mailto:procurement@african-court.org).**

**Closing date for receiving applications will be 26 May 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,



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**Dr Robert W. Eno  
Registrar of the Court**

