



**ADVERTISEMENT OF VACANCY N° AFCHPR/2016/11**  
**DATA ENTRY ASSISTANT, grade GSA4**  
**FIXED-TERM POSITION – SUPPORT PROGRAMME PANAF**  
**AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS**  
**(Closing date: 31/07/2016)**

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 invites applications from citizens of African Union Member States for the following position:

**1. Post**

- Job title: Data Entry Assistant
- Post level: GSA4
- Supervisor: Documentalist
- Directorate: Registry of the Court
- Duty station: Arusha

**2. Job Purpose**

To sort, organize and enter scanned documents into Electronic Case Management System and ensure both old and current case documents are integrated into the system.

***Major Duties and Responsibilities***

Under the overall supervision of the Head of Legal Division and under the direct supervision of the Documentalist, the Data Entry Assistant will perform the following duties:

- a) Update and maintain information on the Case Management System and in archives;
- b) Liaise with Court Clerks to sort and prioritize the scanning of case files;
- c) Support the implement the digitization project for the Registry judicial and other records;
- d) Use scanners to convert documents into electronic format i.e. pdf OCR;

- e) Rename, index and enter data onto the Electronic Case Management System and ensure both old and current case documents are integrated into the system;
- f) Liaise with IT Unit to ensure smooth functioning of the Case management system;
- g) Purge old files where deemed necessary;
- h) Log all files that are removed from the CMIDS;
- i) Ensure if files are loaned out that they come back;
- j) Retrieve and file documents from the Translation Workflow;
- k) Perform any other duties as required.

### **3. Educational Qualifications**

Candidates must have a minimum of Have at least an Advanced Certificate of Secondary Education and a certificate or Diploma in Information Technology. A relevant higher qualification will be an advantage. Database management, software, spreadsheets and word processing skills are essential.

### **4. Work Experience**

Candidates must have a minimum of five (5) years relevant professional experience in modern archiving or indexing or document management, operating heavy duty scanners or multifunctional copiers, preferably in an international organization.

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

- i) Demonstrable professionalism abilities;
- ii) Highly developed conceptual, analytical, and innovative problem solving ability;
- iii) Concentration, accuracy, and working under minimum supervision;
- iv) Good planning and organizational skills including ability to establish priorities and to plan, coordinate and monitor own work plan.
- v) Respect for confidentiality and good public relations;
- vi) Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
- vii) Excellent knowledge of international organizations;
- viii) Computer literacy.

## **6. Language Requirement**

An excellent command of at least one of the African Union (AU) working languages. Knowledge of one or several other AU working languages will be an added advantage.

## **7. Tenure of Appointment**

Appointment to this post shall be based on a Fixed Term contract for a period of one year. Thereafter, the contract may be renewed for the same period subject to satisfactory performance and availability of funds.

## **8. Gender Mainstreaming**

The African Court is an equal opportunity employer; qualified women are strongly encouraged to apply.

## **9. Remuneration**

The overall salary for this post shall be **US\$ 42,274.85 (grade GSA4, step 5 International)** per year for internationally recruited staff, and **US\$ 17,605.35 (grade GSA4, step 5 Local)** for locally recruited staff. This global salary includes all allowances.

## **10. Application**

To apply, please submit the following:

- i) A letter stating reasons for seeking employment with the Court;
- ii) A detailed and updated CV, indicating your nationality, age and gender (comply with requirements for candidates wishing to apply for posts in the Court);
- iii) Names and contact details (including email address) of three referees;
- iv) Certified copies of degree and diplomas.

Applications should be submitted **not later than 31/07/2016** and should be addressed to the postal address or email indicated below:

**African Court on Human and Peoples' Rights**  
**P.O. Box. 6274**  
**Arusha, Tanzania**  
**Tel : + 255 732 979506/9**  
**Fax : + 255 732 979503**  
**E-mail : [humanresources@african-court.org](mailto:humanresources@african-court.org)**

NB: Only candidates who meet the requirements for this position will be contacted.