



AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES
P.O Box 6274 Arusha, Tanzania, Tel: +255 27 2970 430 /431/432/433/434
Web site: www.african-court.org Email registrar@african-court.org
The Registry of the Court

ADVERTISEMENT OF VACANCY N° AFCHPR/2019/02
STORES ASSISTANT GRADE GSA 5
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
(Closing date: 15/10/2019)

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 and which came into force on 25 January 2004. It is the first continental judicial body charged with the responsibility of 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: Stores Assistant
- Post level: GSA5
- Supervisor: Procurement, Travel and Stores Officer
- Division : Finance, Administration Division
- Duty station: Arusha

2. Job Purpose

Manage the stock of goods in accordance with the Financial Regulations of the African Union, the decisions, policies and management procedures laid down by the Court.

3. Major Duties and Responsibilities

Under the overall supervision of the Head of Finance and Administration Division and under the direct supervision of the Procurement, Travel and Stores Officer, the Stores Assistant will perform the following duties:

- a) Determine and maintain minimum levels of stocks to avoid uncontrolled inventory shortage of basic items.
- b) Control the compliance of goods supplied and related documents before any reception.
- c) Ensure the systematic monitoring of the consumption of items, fuel and lubricants and regularity of documents related thereto.

- d) Systematically identify abnormalities observed in stock management and propose corrective measures to his/her Supervisor.
- e) Set up stock inventory and movement monitoring cards.
- f) Perform any other duties as required.

4. Educational Qualifications

Candidates must have an Advanced Certificate of Secondary Education and a Diploma in Stores Management, Business Administration or related disciplines or an equivalent. A higher qualification in the requested field will be an added advantage.

5. Work Experience

Candidates must have a minimum of five (5) years relevant professional experience in a similar position, preferably in an international organization.

6. Other relevant skills:

- i) Demonstrate professionalism abilities
- ii) Concentration, accuracy, and working under minimum supervision;
- iii) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment
- iv) Good communication, planning and organizational skills;
- v) Respect for confidentiality and good public relations;
- vi) Excellent knowledge of international organizations;
- vii) Computer literacy.

7. 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 would be an added advantage.

8. Tenure of Appointment

The appointment will be a regular appointment for a period of three (3) years, the first twelve months of which will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

9. Gender Mainstreaming

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

10. Remuneration

Indicative basic salary of US\$ 15,758.00 per annum plus other related entitlements e.g. post adjustment (42% of basic salary), housing allowance (US\$1,401.12 per month), education allowance (100% of the school fees up to a maximum of US\$10,000.00 per child per annum to a maximum of four (4) children of up to 21 years maximum), spouse allowance (5% of the basic salary), child Allowance (US\$ 250 per annum per child up to four (4) children aged 21 years maximum, etc, in accordance with the Rules and Regulations governing International Civil Servants of the African Union.

11. Applications

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 October 15, 2019 and should be addressed to the postal address or email indicated hereunder:

African Court on Human and Peoples' Rights
P.O. Box. 6274
Arusha, Tanzania
Tel : + 255 27 2970 430/431/432/433/434
E-mail: humanresources@african-court.org