



**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  
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**The Registry of the Court**

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**ADVERTISEMENT OF VACANCY N° AFCHPR/2019/03**  
**LIBRARY 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: Library Assistant
- Post level: GSA5
- Supervisor: Librarian
- Division : Legal Division
- Duty station: Arusha

**2. Job Purpose**

Assist in providing library services, particularly responsible for processing of library information resources, serials and circulation functions.

**3. Major Duties and Responsibilities**

Under the overall supervision of the Head of Legal Division and under the direct supervision of the Librarian, the Library Assistant will perform the following duties:

- a) Processing library information materials, including cataloguing, classification, indexing, and creation of collection databases.
- b) Creation and maintenance of library catalogues, both electronic and manual.
- c) Circulation duties of the library.
- d) Conducting information searching and retrieval for the court staff and members.
- e) Working closely with the Librarian to search, identify and select materials in all formats for possible purchase and integration into the library's collection.

- f) Conducting library user education and surveys.
- g) Preparation of Current awareness services and selective dissemination activities such as relevant bibliographies and general information services to users.
- h) Assisting in library events such as Library weeks, trainings etc.
- i) Assisting in the audio-visual and serials services of the library.
- j) General ergonomics and shelving of library items.
- k) Perform any other duties as required.

#### **4. Educational Qualifications**

Candidates must have an Advanced Certificate of Secondary Education and a Diploma in Library and Information Studies or Information Sciences 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) Knowledge of AACR2 cataloguing rules and the Library of Congress Classification system.
- ii) Demonstrate professionalism
- iii) Concentration, accuracy, and working under minimum supervision;
- iv) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment
- v) Good communication, planning and organizational skills;
- vi) Respect for confidentiality and good public relations;
- vii) Excellent knowledge of international organizations and their functions;
- viii) Computer literacy and the ability to use automated information systems as applied to libraries and information services.

#### **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:

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