



**ADVERTISEMENT NO AFCHPR/05/2010**  
**SECRETARY PORTUGUESE (GSA4)**  
**AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS**

The African Court on Human and Peoples Rights was established on 9 June 1998 by the Protocol to the African Charter on Human and Peoples' Rights on the establishment of an African Court on Human and Peoples' Rights, which came into force on 25 January 2004. It is the first continental judicial body charged with the responsibility of ensuring that the provisions of the African Charter on Human Peoples Rights adopted on 27<sup>th</sup> June 1981 are respected and observed.

The Court was launched on 2<sup>nd</sup> July 2006 and further aims at strengthening the system of human and peoples' rights protection on the continent.

The seat of the African Court is in Arusha in the United Republic of Tanzania.

The African Court on Human and Peoples' Rights invites applications from citizens of African Union Member States for the following position: -

**1. Post**

Job title:	<b>Secretary (Portuguese)</b>
Post level:	<b>GSA4</b>
Department:	<b>Registry, African Court on Human and Peoples Rights</b>
Supervisor:	<b>Interpreter/Translator – Portuguese (Registry)</b>

**2. Job Purpose**

To assist with day-to-day secretarial needs of the Court.

***Major Duties and Responsibilities***

Under the direction and supervision of the Interpreter/Translator (Portuguese), the Secretary (Portuguese) will perform the following duties:

- a. Receive, screen and log-in/out incoming correspondence and document the incoming material exercising considerations of the urgency of required action and confidentiality;
- b. Draw immediate attention of the supervisor to any urgent correspondence attaching background information;
- c. Maintain a follow-up system of all incoming correspondence and documentation as well as database of names and contacts of regular correspondents;
- d. Draft, type routine and non-routine correspondence including transcribing from dictation – letters, memos, faxes, documents and reports;
- e. Attend to telephone calls and visitors, drawing the attention of the supervisor to urgent matters and responding to queries with discretion;
- f. Make appointments and arrange for meetings on behalf of the supervisor and receive visitors;
- g. Keep equipment in use and good condition and report on defects to the Supervisor;
- h. Perform other duties as assigned.

### **3. Education Qualifications**

- Minimum of "O" level or equivalent
- Diploma in Secretarial Science and Office Management from a recognized institution.
- A higher qualification will be an added advantage.
- Good knowledge and practical use of computer are mandatory.

#### **4. Work Experience**

A minimum of five (5) years relevant work secretarial experience, preferably in an international organization.

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

- Demonstrable professionalism;
- Concentration, accuracy, and working under minimum supervision. It also requires respect for confidentiality and good public relations;
- Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
- Good communication and planning skills;
- Excellent knowledge of international organizations.

#### **6. Language Requirement**

An excellent command of Portuguese language. Knowledge of any of the other three AU working languages (English, French and Arabic) will be an added advantage.

#### **7. Age Requirement**

Candidates must preferably be between **25 and 40** years old.

#### **8. Tenure of Appointment**

The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months 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. Application**

To apply, please submit the following:

- a. A letter stating reasons for seeking employment with the African Court on Human and Peoples' Rights;
- b. A detailed and updated CV, indicating your nationality, age and gender (refer to requirements for candidates wishing to apply for posts in the African Court);
- c. Names and contact details (including e0mail address) of three referees;
- d. Certified copies of degrees and diplomas.

**11. Remuneration**

Indicative basic salary of **US\$11,520.00 per annum** plus other related entitlements (e.g. post adjustment, housing allowance, education allowance, non-resident's allowance) in accordance with the Rules and Regulations governing International Civil Servants of the African Union.

**12. Applications**

Applications should be submitted not later than **10 September 2010** and should be addressed to:

**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)