

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

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ICT SPECIALIST (P2)

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 27th June 1981 are respected and observed.

The Court was launched on 2nd 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:	ICT Specialist
Post level:	P2
Department:	Registry, African Court on Human and Peoples Rights
Supervisor:	Senior Information and Communication Officer (Registry)

2. Job Purpose

To manage and administer the Court's computerized information system including mid-range computers, NT servers, internet firewall, e-mail server and local and wide area networks and update the Court's website.

Major Duties and Responsibilities

Under the direct supervision of the Senior Information and Communication Officer, the ICT Specialist will perform the following duties:

- a. Provide users guidance and first level support by assisting in problem resolution;
- b. Coordinate the process of adding and updating information to the website of the Court (for both the internet and intranet), liaising with various personnel providing content, analyzing user feedback, promoting the site, and evaluating the site's effectiveness as a communications vehicle;
- c. Maintain the Court's website and timely update to reflect the Court's progress and image;
- d. Author complex web pages, and assist in project planning and website design;
- e. Create prototypes and functional specifications for website design;
- f. Maintain search engine optimization of website to ensure optimal browser rankings;
- g. Maintain a thorough working knowledge of all software applications relative to websites
- h. Research emerging technologies to maintain the website (both internet and intranet);
- i. Research competitors and industry and other websites to recommend updates and changes
- j. Recognize and identify potential areas where existing policies and procedures change, or where new ones need to be developed, especially regarding future expansion of the Court;
- k. Maintain systems (Microsoft) and network services (e.g. DNS, Active Directory, WINS, SMTP, Web, Print, Terminal Server, Backup, Antivirus);

- l. Maintain desktop applications and services (e.g., Microsoft and Adobe applications, Antivirus);
- m. Provide assistance to users and administer user accounts, mailboxes, and permissions;
- n. Troubleshoot application and infrastructure issues;
- o. Function as an off hours point of contact in case of unplanned events;
- p. Research and install system/product updates;
- q. Design or update system and network architectures to meet functional requirements;
- r. Install, configure, and maintain Microsoft servers;
- s. Install, configure, and maintain Microsoft desktop systems;
- t. Rebuild PC's with fresh installs of Windows XP Professional;
- u. Create full backups of systems using Ghost;
- v. Research new products and technologies;
- w. Administrate Windows XP Professional Server's Active Directory and the Local Area Network;
- x. Troubleshoot Laptops, phone issues, web connectivity for PCs, Email MS Exchange problems, DNS issues, MAC OS errors, Citrix connectivity issues and Timberline problems;
- y. Patch servers and PCs with patches from Microsoft using Shavliks HFNetcheckPro;
- z. Perform any other duties that may be assigned.

3. Education Qualifications

Candidates must have a minimum of a university degree in computer science with Certification for hardware and software support (server, desktops,

printers and laptops) and should be Certified Systems Engineers in Server Administration, network, infrastructure, and messaging suites. A relevant advanced university degree (Masters or equivalent) will be an added advantage.

4. Work Experience

Candidates must have a minimum of five (5) years of experience with server hardware installation and maintenance, server infrastructure (space, power, cooling) maintenance and capacity planning and database application (MySQL, Oracle, SQL Server) installation and basic maintenance.

5. Other relevant skills:

He/she should have:

- Demonstrable leadership abilities;
- Knowledge of TCP/IP stacks and their functionality;
- Advanced knowledge and troubleshooting of Windows Server 2000/2003, Linux (RedHat/Debian);
- Experience with database application (MySQL, Oracle, SQL Server) installation and basic maintenance;
- Advanced knowledge of Internet Information Services 5.x and 6.0;
- Knowledge and troubleshooting of IMail 7.0;
- Advanced knowledge and troubleshooting of MS SQL Server 2000;
- Minimum knowledge and troubleshooting of Visual Basic Script;
- Working knowledge of web application security, understanding of vulnerabilities and countermeasures;
- Ability and desire to learn new skills quickly;
- Effectively communicate issues and resolutions to all levels of the Court's Registry;
- Ability to maintain confidentiality with sensitive information;
- 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 skills;
- Excellent knowledge of international organizations.

He/she should be familiar with the following systems and software:

- IP networking

- Storage device (Network Appliance, SCSI RAID) operations and configuration
- Microsoft Systems, Microsoft Office and Adobe products
- Web Browsers
- Macromedia products
- Adsystem
- MAS200
- ADP
- Timberline
- Admit MAC
- All Macromedia products
- CallPilot Desktop Messaging
- Icoverify
- Crystal Reports
- ARCServe
- Veritas NetBackup

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. Age Requirement

Candidates must preferably be between **30 and 45** 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\$27,892.00 per annum** plus other related entitlements (e.g. post adjustment, housing allowance, education allowance, etc.) in accordance with the Rules and Regulations governing International Civil Servants of the African Union.

12. Applications

Applications should be addressed to:

African Court on Human and Peoples' Rights
P.O. Box. 6274
Arusha, Tanzania
Tel : + 255 27 20 50 111
Fax : + 255 27 20 50 112
E-mail : registry@african-court.org

The closing date for submission of application files, initially the 15th November 2009 **has been extended to 15 February 2010.**