

**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 2050111; Fax: +255 27 2050112

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**VACANCY ANNOUNCEMENT****CAPACITY BUILDING SUPPORT PROGRAMME IN THE AFRICAN COURT ON HUMAN AND PEOPLE'S RIGHTS  
N°AFCHPR/PROGRAMME/N°02/2009**

The African Court on Human and People's Rights was established on the 9th of June 1998 by the Protocol to the African Charter on Human and People's Rights on the Establishment of the African Court on Human and People's Rights. The Protocol came into force on the 25th of January 2004 paving the way for the operationalization of the Court. It is the first continental judicial body charged with the responsibility of ensuring that the provisions of the African Charter on Human and People's Rights, adopted on the 27th of June 1981, are respected and observed.

The Court was launched on the 2<sup>nd</sup> of July 2006 with the objective of further strengthening the system of Human and People's Rights protection on the continent.

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

Within the framework of its Capacity Building Programme, the Court intends to implement an action plan to enhance its operationalization with funds donated by one of its partners.

In this regard the African Court on Human and People's Rights invites applicants from all member states of the African Union to apply for the following post:

- 1. Job title:** Project Finance and Administrative Assistant  
- Post level: P1  
- Department: Registry  
- Duty Station: Arusha

**2. Mission:**

Placed under the direct authority of the Project Manager and under the functional authority of Finance and Human Resource Officers of the Court, the Project Finance and Administrative Assistant shall be in charge of managing the budget, financial operations, accounting and administrative affairs of the Programme in strict compliance with Financial and Administrative Regulations of the African Union.

### **3. Principal duties and responsibilities:**

The Project Finance and Administrative Assistant shall carry out the following major duties and responsibilities:

3.1 Assist and advise the Project Manager to efficiently manage the Programme budget;

3.2 Engage settlement transactions in goods and services acquired on behalf of the Programme as follows:

- Verification of audit and accounting documents and financial procedures;
- Confirmation of the proper execution of work under the Programme;
- Acquisition and actual receipt of goods and services.

3.3 Perform the accounting charges and follow the statements of reconciliation between the accounts and bank statements;

3.4 Monitor the budget execution programme ensuring budget lines and authorized disbursement levels to operate;

3.5 Receive and process purchase offers;

3.6 Develop and submit budget reports and financial reports to his/her Supervisor and dashboards budget monitoring;

3.7 Assume all administrative tasks related to programme management, among others:

- Prepare contracts, various correspondence, travel documents, periodic reports, draft minutes of meetings;
- Make the filing of all documents and records management;
- Etc.

3.8 Perform any other tasks requested by the hierarchy.

### **4. Qualification:**

Candidates must be holders of at least a Bachelor's degree in Finance, Management and Administration or related disciplines.

### **5. Professional Experience**

Candidates must have at least five (5) years of professional working experience in a similar post, preferably, in an International Organization.

## **6. Other skills and aptitudes**

- Concentration, accuracy, precision and honesty ;
- Excellent skills in budgeting and financial management;
- Initiative, creativity, sense of confidentiality and availability;
- Good organizing, planning and communicating planning abilities;
- Good team spirit and ability to manage interpersonal relationships, to work under pressure in a multicultural environment;
- Good knowledge of international organizations;
- Must be computer literate (a mastery of standard software such as Word, Excel, Powerpoint, etc.)

## **7. Languages**

Mastery of one of the working languages of the AU (Arabic, English, French or Portuguese). Knowledge of any of the other three languages will be an added advantage.

## **8. Age**

Candidates must preferably be between the ages of **30 to 45** years.

## **9. Terms and conditions:**

Appointment to this post shall be based on a short term contract of one (1) year, of which the first three (3) months shall be considered as a probationary period.

## **10. Equality of chances:**

The African Court on Human and Peoples' Rights is an equal opportunity employer. Qualified women are encouraged to apply.

## **11. Candidature**

Applications must include :

1. A letter of motivation stating, in not more than two pages, why the applicant wishes and believes he/she is best qualified to work in the African Court on Human and People's Rights;
2. A detailed and updated CV made in accordance with the format for candidates applying to work in the African Court;
3. Certified true copies of Degrees, Diplomas and certificates, including birth certificates.

## **12. Remuneration**

The overall salary for this post shall be **US\$66,075.00** per year. This global salary includes all allowances.

## **13. Submission of Applications**

Applications must be sent to the following address not later than **11<sup>th</sup> December 2009**:

**The 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](mailto:registry@african-court.org)**