

AFRICAN UNION		UNION AFRICAINE
الاتحاد الأفريقي		UNIÃO AFRICANA
UNIÓN AFRICANA		UMOJA WA AFRIKA
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES P.O. Box 6274 Arusha, Tanzania – Telephone: +255 272 510 510 Website: www.african-court.org / Email: registrar@african-court.org		

AFCHPR/PTS/2026/140

Date: 16 October 2026

REQUEST FOR EXPRESSION OF INTEREST(REQI)**DATABASE OF PREQUALIFIED INDIVIDUAL CONSULTANTS****LANGUAGE SECRETARIES****1. BACKGROUND**

The African Court on Human and Peoples' Rights (AFCHPR) was established by the 1998 Protocol to the African Charter on Human and Peoples' Rights on the Establishment of an African Court on Human and Peoples' Rights (the Protocol). The Protocol entered into force on 25 January 2004, paving the way for the establishment of the AFCHPR. It is the continent's first judicial body responsible for the protection of human and peoples' rights on the continent. The Court's main mandate is to complement the protective mandate of the Banjul-based African Commission on Human and Peoples' Rights (the Commission). The seat of the Court is in Arusha, United Republic of Tanzania.

For further details, please visit: <https://www.african-court.org/afchpr/>

2. OBJECTIVE OF THE CONSULTANCY

In order to create a database of freelance Language Secretaries, the Court is calling for applications from qualified Arabic, English, French, Kiswahili, Portuguese, and Spanish Secretaries who are nationals of African Union

member States. The Court will draw from the database to hire freelance Secretaries who will service the Court's Ordinary Sessions whenever necessary.

3. SCOPE OF WORK AND KEY DELIVERABLES

The consultant shall perform the following duties and responsibilities in a timely manner:

- Manage language unit workflow (programming, receiving, following up, and sending documents, formatting, line numbering of documents, checking footnotes, quotation, citations, references, etc.)
- Take notes and draft reports and memos (good typing and shorthand skills);
- Report daily to the supervisor on work done and to be done;
- Assist in outsourcing of language services;
- Take dictation of translations into Arabic, English, French, Kiswahili, Portuguese, and Spanish;
- Reflect corrections to Arabic, English, French, Kiswahili, Portuguese, and Spanish documents;
- Perform regular administrative and secretarial duties;
- Perform any other duties as may be assigned.

4. EDUCATIONAL QUALIFICATION

- Hold a High-School Diploma in Secretarial and administrative studies, and other related fields (Baccalaureate + 2) (BTS/ Higher National Diploma in Secretarial duties);
- Hold of Bachelor's Degree in Administrative Services, Office Management, Secretarial and Clerical related studies or another related field.

5. WORK EXPERIENCE

6. Have a minimum work experience of 3 years in a secretarial position, preferably in an international institution;
 - A minimum of two (2) years of relevant secretarial experience, professional experience in a similar office setup or hospitality role.
 - Working with African Union organs, regional bodies, or international organizations is strongly preferred.

7. REQUIRED SKILLS

- Have a good knowledge of the secretarial field;
- Have a perfect command of word processing and publishing (Word, Excel, Power Point, Publisher, Outlook, Adobe Acrobat, Internet services, etc);
- Be able to do crosscheck references (footnotes, quotations, citations, etc);
- Have a good mastery of Arabic, English, French, Kiswahili, Portuguese, or Spanish as your first language;
- Have a fair knowledge of at least one other AU language listed above;
- A fair knowledge of a third AU language will be an added asset;
- Demonstrate organizational skills and capacity to prioritize;
- Demonstrate a team spirit and ability to work under pressure with minimum supervision.

8. LANGUAGE: REQUIREMENTS

- Fluency in written and spoken communication in at least one of the official AU working languages (Arabic, English, French, Portuguese, Swahili or Spanish).
- Working knowledge of an additional AU language is an added advantage.

9. DURATION OF THE CONSULTANCY

- The prequalified consultant will be invited to serve when required by the Court.

10. CONSULTANCY FEE

- The consultant shall be issued with a time-based Contract at standard institutional rates.

11. APPLICATION PROCEDURE

Interested candidates are requested to submit the following:

- Copies of diplomas, attestations, certificates, etc. to be uploaded through the online application form; or link provided above
- A detailed Curriculum Vitae (maximum 5 pages) outlining relevant professional experience to be uploaded through the online application form;
- Any supporting documents as proof of relevant experience related to the assignment (copies of previous contracts and/or screenshots (e-mails) thereof: 1 contract per year of experience)

12. SUBMISSION DEADLINE

- Applications must be submitted electronically through the portal no later than 15 November 2026 at 17:00 local time (GMT+3).
- **Quotations must be returned to:**

Email: tender@african-court.org

(The maximum size of attachments is 25 MB. If the size of your attachment exceeds 25 MB, please send it over several emails.)

Request for clarification;

Bidders requesting clarification of the items, technical requirements or conditions stipulated in this REOI shall communicate in writing with African Court office through the email address: procurement@african-court.org

13.IMPORTANT INFORMATION

- Only shortlisted candidates meeting all specified criteria will be considered for inclusion in the Court's Database of Consultancy Services for Language Secretaries.
- Inclusion in the Database shall not constitute a commitment or guarantee of a contract award by the Court.
- Incomplete applications or applications missing any of the required supporting documents, including a CV, academic certificates, and recommendation letter, shall not be considered for evaluation.
- The African Union is an equal opportunity employer; female candidates are strongly encouraged to apply.

Dr. Robert Eno

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Registrar of the Court