



**ADVERTISEMENT OF VACANCY N° AFCHPR/2016/07**  
**PROCUREMENT, TRAVEL AND STORES OFFICER, grade P2**  
**AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS**  
**(Closing date: 31/08/2016)**

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

**1. Post**

- Job title: Procurement, Travel and Stores Officer
- Post level: P2
- Supervisor: Head of Finance and Administration Division
- Directorate: Registry of the Court
- Duty station: Arusha

**2. Job Purpose**

Assist to ensure the procurement of goods and services, the management of stores, travelling services in accordance with the Financial Regulations, the Procurement Procedures of the African Union, the decisions, policies and management procedures laid down by the Court.

***Major Duties and Responsibilities***

Under the overall supervision of the Registrar and under the direct supervision of the Head of Finance and Administration Division, the Procurement, Travel and Stores Officer will perform the following duties:

- a) Ensure the careful analysis of purchase orders of goods and services issued by Court services and supplies by suppliers before initiating purchasing procedures; ensure that supplies comply with expressed needs as well as budget headings.
- b) Apply the instruments and procedures governing purchases and coverage of travelling costs by the Court.
- c) Control stock actions and ensure that goods purchased are received and that they comply with expressed needs.
- d) Formulate strategies for the optimum management of purchases, transports and travelling, the management of goods; assess their relevance and take corrective measures, if necessary.
- e) Coordinate and supervise the issuing of travel documents whose cost is borne by the Court, documents for the payment of tickets and transport allowances (air tickets, excess transport charges, terminal service charges, daily subsistence allowances, etc.).
- f) Verify the completeness, accuracy and validity of travel documents and ensure that such documents exist before forwarding them to the Finance, Protocol and Administration Services.
- g) Coordinate all travel-related issues in conjunction with the Finance, Protocol and Administration Services (financial issues, visas, other documents).
- h) Ensure that the services provided by transportation companies are satisfactory and meet the expectations of those whose expenses are covered by the Court.
- i) Ensure that all goods and services procured by the Court are done and managed in full compliance with AU Procurement rules and procedures.
- j) Coordinate all procurement arrangements of the Court in liaison with the various units of the Court
- k) Ensure that cost saving measures are followed in procurement of travel related services of the Court through negotiation with service provider in order to get the most direct and economic route and appropriate itinerary.
- l) Collect quotations from potential suppliers of transport services, catering and accommodation; submit them before the Court's Tender Committee for further scrutiny and eventual selection of bidders.
- m) Ensure the orientation and movement of vehicles in the Pool.
- n) Coordinate; supervise and oversee the work of his/her collaborators.

o) Perform any other duties as required.

### **3. Educational Qualifications**

Candidates must have a minimum of a University degree in Business Administration or Procurement management or Finance or related disciplines. An advanced University degree or a relevant professional postgraduate diploma in the field will be an added advantage.

### **4. Work Experience**

Candidates must have a minimum of six (6) years relevant professional experience in a similar position, preferably in an international organization.

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

- i) Demonstrate professionalism and leadership abilities;
- ii) Concentration, accuracy, honesty and working under minimum supervision;
- iii) Respect for confidentiality and good public relations;
- iv) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment;
- v) Good communication, planning, managing and organizational skills;
- vi) Excellent knowledge of international organizations;
- vii) Computer literacy.

### **6. 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 will be an added advantage.

### **7. 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.

## **8. Gender Mainstreaming**

The African Court is an equal opportunity employer; qualified women are strongly encouraged to apply.

## **9. Remuneration**

Indicative basic salary of **US\$29,287.00 per annum** plus other related entitlements e.g. **post adjustment (42% of basic salary), housing allowance (1,435.20 US\$ per month), education allowance (75% of school fees up to a maximum of US\$7,800.00 per child per annum to a maximum of four children aged 21 years maximum), spouse allowance (5% of the basic salary), child allowance (US\$250 per annum per child up to four children aged 21 years maximum), etc** in accordance with the Rules and Regulations governing International Civil Servants of the African Union.

## **10. Application**

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 31/08/2016** and should be addressed to the postal address or email indicated below:

**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)**

NB:

1. Only candidates who meet the requirements for this position will be contacted.
2. Qualified nationals of countries least represented at the Court are encouraged to apply.

Below is a table of the regular professional staff employed at the Court per country as at June 30, 2016:

Distribution per Country	Number
Beninese	2
Burkinabe	1
Burundian	2
Cameroonian	3
Chadian	1
Ethiopian	1
Ghanaian	1
Guinea - Bissau	1
Lesotho	1
Kenyan	2
Malawian	1
Mozambican	1
Rwandese	1
Sudanese	1
Tanzanian	3
Ugandan	2
Zimbabwean	1
<i>Total</i>	25

Please note that due to the limited number of professional posts at the Court, the current quota is fixed at two professional staff members per country. Such number may exceptionally be raised to three if the circumstances so require.