



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 2970 430 /431/432/433/434  
Web site: [www.african-court.org](http://www.african-court.org) Email [registrar@african-court.org](mailto:registrar@african-court.org)  
The Registry of the Court

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**ADVERTISEMENT OF VACANCY N° AFCHPR/2020/02  
RECEPTIONIST, GRADE GSA3  
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS  
(Closing date: 07/02/2021 - Local position)**

The Court 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 Court invites applications from citizens of African Union Member States and domiciled in the United Republic of Tanzania for the following position.

**1. Post**

- Job title: Receptionist
- Post level: GSA3
- Supervisor: Senior Human Resources and Administration Officer
- Division : Finance and Administration Division
- Duty station: Arusha

**2. Job Purpose**

Provide reception services and guidance telephone calls.

**3. Major Duties and Responsibilities**

Under the overall supervision of the Head, Finance and Administration Division and under the direct supervision of the Senior Human Resources and Administration Officer, the Receptionist will perform the following duties:

- a) Ensure day-to-day running of the front office.
- b) Respond to inquiries from visitors and public.
- c) Assess needs of visitors and refer them to appropriate offices.
- d) Answer the telephone and transfer calls to the appropriate offices and staff.
- e) Take telephone messages.

- f) Assist to carry out secretarial tasks, among others, type a variety of forms, letters, reports and memos.
- g) Receive and distribute mail.
- h) Organize and maintain office files and records.
- i) Perform any other duties as required.

#### **4. Educational Qualifications**

Candidates must have an Advanced Certificate of Secondary Education and a Diploma in Secretarial or in a related discipline from a recognized Institution. A higher qualification in the requested field will be an added advantage.

#### **5. Work Experience**

Candidates must have a minimum of five (5) years relevant professional experience in a similar position, preferably in an international organization.

#### **6. Other relevant skills:**

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

#### **7. 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 would be an added advantage.

## **8. 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.

## **9. Gender Mainstreaming**

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

## **10. Remuneration**

Indicative basic salary of US\$ 11,071.00 per annum plus other related entitlements e.g Spouse allowance, Child allowance, education allowance, etc.), in accordance with the Rules and Regulations governing Local Civil Servants of the African Union.

## **11. Applications**

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 February 7, 2021 and should be addressed to the postal address or email indicated hereunder:

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**P.O. Box. 6274**  
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**Tel : + 255 27 2970 430/431/432/433/434**  
**E-mail: [humanresources@african-court.org](mailto:humanresources@african-court.org)**