



**AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES**

P.O Box 6274 Arusha, Tanzania Telephone: +255 732 979506/9; Fax: 255 732 979503

Web site: www.african-court.org Email registrar@african-court.org

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTANCY SERVICES FOR BILINGUAL SECRETARY

Reference AFCHPR/PTS/2021/152

1. BACKGROUND

The African Court on Human and Peoples' Rights (the Court) is a continental court established by African countries to ensure the protection of human and peoples' rights in Africa. It complements and reinforces the functions of the African Commission on Human and Peoples' Rights.

The Court was established pursuant to 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, (the Protocol) which was adopted by Member States of the then Organization of African Unity (OAU) in Ouagadougou, Burkina Faso, in June 1998. The Protocol came into force on 25 January 2004. The Court officially started its operations in Addis Ababa, Ethiopia in November 2006. In August 2007 it moved to its seat in Arusha, the United Republic of Tanzania.

2. OBJECTIVE OF THE CONSULTANCY

The objective of this Call for Consultancy is to develop summaries of applications for three positions advertised by the Court, and send the completed assignments to the Human Resource and Administration Unit of the Court in time.

3. SCOPE OF WORK

The consultant will:

- Check the accuracy and completeness of each application file to ensure that all data provided by the applicant is well captured;
- Type and summarize thoroughly the profiles of the applicants for the three positions;
- Promptly draw the attention of the immediate Supervisor of any application that requires his guidance;
- Report daily to the Supervisor the work done for him to check progress;
- Ensure that all applications handed to you for the above positions are properly filed and serially recorded;
- Perform any other duties as may be assigned to you from time to time by the Supervisors.

4. KEY DELIVERABLES

- Completed summaries of applications for the positions of Deputy Registrar, Head of Finance and Administration Division and Interpreter/Translator (Portuguese).

5. QUALIFICATION

- Candidates must have an Advanced Certificate of Secondary School Education and a Secretarial Diploma in Bilingual Secretariat (French/English and English/French) obtained from a recognized institution. Those with a Higher National Diploma in the requested field and mastery of computer applications and software will have an added advantage.

6. REQUIRED SKILLS

- Have demonstrable professionalism in secretarial field
- Concentration, accuracy, and working under minimum supervision;
- Have perfect computer literacy skills in word processing and e-mails;
- Have a good knowledge of English and French;/French and English;
- Be able to work in a team in a multi-cultural environment
- Excellent and ability to organize and work under pressure
- Respect for confidentiality and good public relations;

7. DURATION OF THE CONSULTANCY

- The consultant will be required to work for 30 working days from 1st July 2021.

8. Consultancy fee

- The consultant shall be issued with a time-based Contract. The consultancy fee will be **USD 162.57** per working day including weekends.

9. EVALUATION CRITERIA

For evaluation of the expressions of interest the following criteria will be applied:

- a) General Education Qualification and Relevant Training (30 points);
- b) Experience Related to the Assignment (50 points);
- c) Other skills (10 points);
- d) Language proficiency (10 points).

Interested candidates are requested to submit the following documents related to personal capacity assessment for the African Court's consideration:

- Consultancy form duly filled and signed (attached);
- Contacts of organizations previously worked for;
- Copies of academic credentials and proof of professional experience.

Further information can be obtained through the email address: procurement@african-court.org

10. RESPONSE TO THE CALL

Application must be returned not later than 1200 hours local time, 28th June 2021 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.)

Or,

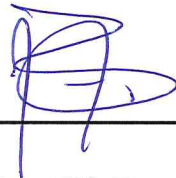
Postal address:

**The Registrar,
African Court on Human and Peoples' Rights
P.O. BOX 6274
Arusha, Tanzania**

Or,

Physical address:

The Headquarters of the African Court on Human and Peoples' Rights, situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.



Dr. Robert W. Eno

Registrar of the Court

