



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
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The Registry of the Court

**ADVERTISEMENT OF VACANCY N° AFCHPR/2021/02
DATA ENTRY ASSISTANT, GRADE GSA 4**

**FIXED TERM POSITION – AFRICAN GOVERNANCE ARCHITECTURE SUPPORT
PROJECT (AGA – SP)
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
(Closing date: 15 August 2021)**

The African 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 for the following position:

1. Post

- Job title: Data Entry Assistant
- Post level: GSA 4
- Supervisor: Documentalist
- 2nd Supervisor: Head of Legal Division
- Directorate: Legal Division
- Duty station: Arusha

2. Job Purpose

To sort, organise, scan, rename, index and enter data documents into Electronic Case Management System/Repository and ensure both old and current case files and other documents are integrated into the relevant system.

Major Duties and Responsibilities

Under the overall supervision of the Head of Legal Division, and the direct supervision of the Documentalist, the Data Entry Assistant will perform the following duties and responsibilities:

- a) Assist the Documentalist in the implementation of the digitisation project for both judicial and administrative records.
- b) Liaise with Court Clerks to sort, prioritize, organize, scan, rename and index data/ documents for uploading to Electronic Case Management System or any other suitable system.
- c) Optimize /re-size big files to the required size in the E-case Management System.
- d) In liaison with Information Technology Unit and Court Clerks, update and maintain information on the Electronic Case Management System and in archives.
- e) Liaise with relevant Heads of Units and or Divisions on digitization of current and archival Administrative Documents and review scanned files and update or purge them as necessary for easy retrieval.
- f) Upload final scanned Judicial Decisions in the African Union Common Repository
- g) Keep backup of all scanned documents in safe location (preferably offsite) in case of disaster.
- h) Control the quality of the information captured in digital format and ensure confidentiality of classified information.
- i) Perform any other duties as required.

3. Educational Qualifications

Candidates must have an Advanced Certificate of Secondary School Education and a Diploma in either Records and Archives Management or Information Technology. A higher qualification (university degree or postgraduate diploma) in any of the above-mentioned disciplines will be an added advantage. Computer literacy is essential.

4. Work Experience

Candidates must have a minimum of five (5) years relevant professional experience in modern digitization, archiving or records /document management, operating heavy duty scanners or multifunctional copiers, preferably in an international organization.

5. Other relevant skills:

- a) Demonstrate professionalism;
- b) Highly developed conceptual, analytical, and innovative problem-solving ability;
- c) Demonstrated ability to handle complex archives issues;
- d) Good planning and organizational skills including ability to establish priorities and to plan, coordinate and monitor own work plan;
- e) Concentration, accuracy, and working under minimum supervision;
- f) Respect for confidentiality and good public relations;
- g) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment;
- h) Good communication skills;
- i) Excellent knowledge of international organizations;
- j) Computer literacy

6. Language Requirement

An excellent command of at least one of the AU working languages (Arabic, English, French and Portuguese). Knowledge of any of the other three will be an added advantage.

7. Tenure of Appointment

Appointment to this post shall be based on a Fixed Term contract for a period of One year. Thereafter, the contract may be renewed for the same period subject to Satisfactory performance and availability of funds.

8. Gender Mainstreaming

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

9. Remuneration

The overall salary for this post shall be **US\$ 49,367.20** (grade GSA 4, step 5 **International**) per year for internationally recruited staff, and **US\$ 18,679.28** (Grade GSA 4, step 5 **Local**) for locally recruited staff. This global salary includes all allowances.

10. 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 **August 15, 2021** and should be addressed to the postal address or email indicated hereunder:

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