



EXTERNAL PUBLICATION OF JOB POSTING

1. Organization and Job information

Job title: Deputy Registrar

Start date: December 10, 2021

End date: January 24, 2022

Reference code: N° AFCHPR/2021/09

Location: Arusha, Tanzania

Organization: African Court on Human and Peoples' Rights

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 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, United Republic of Tanzania.

- Reports to: Registrar of the Court
- Directorate: Registry of the Court
- Number of Direct Reports: 08
- Number of Indirect Reports: 10
- Job grade: P5
- Contract type: Regular

2. AU Values:

- Respect for Diversity and Team Work
- Think Africa Above all
- Transparency and Accountability
- Integrity and impartiality
- Efficiency and Professionalism
- Information and Knowledge sharing.

3. Job Purpose

Assist the Registrar to manage the Registry in an effective manner to ensure efficiency of operations and activities; and to act as the Registrar during his/her absence.

4. Major Duties and Responsibilities

Under the overall supervision of the President of the Court, and under the direct supervision of the Registrar, the Deputy-Registrar will assist the Registrar, and where necessary to act as the Registrar, in the performance of the duties described under Rule 21 of the Rules of the Court:

- a. Keep, in such form as may be prescribed by the Court, a General List of all cases, entered and numbered in the order in which the documents instituting proceedings or requesting an advisory opinion are received at the Registry, and he/she shall publish such General List on the website of the Court;
- b. Be the regular channel of communication to and from the Court, and in particular, effect all communications, notifications and transmission of documents required by the Protocol or by the Rules of the Court and ensure that the date of dispatch and receipt thereof are readily verifiable;
- c. Transmit to the parties copies of all pleadings and documents annexed thereto upon receipt thereof in the Registry;
- d. Be present, in person or by his/her duly qualified representative, during the sessions of the Court, and be responsible for the preparation of minutes of such sessions;
- e. Sign the minutes referred to in subparagraph (iv) above;
- f. Inspect documentation submitted to the Court to establish authenticity thereof;
- g. Have custody of the seal, the official stamp and all the records and archives of the Court;
- h. Make arrangements for such provision or verification of translations and interpretations into the Court's official languages as the Court may require;
- i. Manage the Legal Aid program of the Court, including maintaining an updated list of Counsel on the Court's Roster and entities providing legal aid services as well as management of the Legal Aid fund;
- j. Be responsible, among others, for the printing and publication of the Court's judgments, advisory opinions and orders, the pleadings and statements, uploading documents on the Court's website, and minutes of public sittings in each case, and of such other documents as the Court may direct to be published;

- k. Communicate to the government of the country in which the Court is sitting, and any other governments which may be concerned, necessary information as to the persons from time to time entitled, under the Protocol and any relevant agreements, to privileges, immunities or facilities, and publish all such documents of a public nature, including the Court's Annual Report on the website of the Court;
- l. Transmit documents to Judges, State Parties to the Protocol and to the Chairperson of the AU Commission as well as other organs of the African Union where required;
- m. Deal with enquiries concerning the Court and its work;
- n. Prepare the draft budget of the Court;
- o. Be responsible for the sound management of all accounts and financial administration in accordance with the applicable financial Rules of the African Union and the financial regulations of the Court;
- p. Assist in maintaining relations between the Court and the departments of the African Union Commission as well as those of the other organs of the African Union;
- q. Ensure that information concerning the Court and its activities is made accessible to governments, national courts, professional associations, faculties and schools of law, and the media; in particular, the Deputy Registrar should, in cooperation with the AU Commission, keep, and publish on the Court's website, an updated list of State Parties to the Protocol and relevant treaties as well as the States which have made a Declaration under Article 34(6) of the Protocol;
- r. Develop and keep updated, a list of Non-Governmental Organizations (NGOs) and *pro bono* lawyers that can assist Applicants who are parties to matters before the Court.
- s. Perform any other duties as required.

5. Required qualifications and relevant work experience

Applicants must have:

Education qualification

- University Master's degree in law.
- A Master's degree or higher degree in Public International Law, with specialization in international human rights law will be an added advantage.

Work experience

- A minimum of twelve (12) years relevant professional experience, eight (8) of which shall be in senior management level, preferably with an international organization in judicial or other relevant legal functions with regard to the above defined duties and responsibilities.

6. Required skills, knowledge and competencies

Required skills and knowledge

- Demonstrate leadership abilities;
- Good knowledge of the African human rights system;
- Strong analytical skills and ability to prepare legal submissions, opinions and motions;
- Respect for confidentiality and good public relations;
- Capacity to manage a multicultural team;
- Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment;
- Excellent drafting and argumentative skills in one of the African Union working languages;
- Good planning, managing and organizational skills;
- Computer literacy.
- Proficiency in one of the AU Official working languages (Arabic, English, French, Portuguese, Spanish). Good knowledge of at least one other language above-mentioned will be an added advantage.

Competencies

Leadership Competencies

- Strategic Perspective
- Developing Others
- Driving Change
- Managing Risk

Core Competencies

- Building Relationships
- Responsibility
- Learning Orientation
- Communicating with impact

Functional Competencies

- Conceptual Thinking and Problem Solving
- Job Knowledge
- Drive for Results
- Innovation and Taking Initiative

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. For this position, qualified women are strongly encouraged to apply.

9. Remuneration

Indicative basic salary of **US\$54,338.00 per annum** (grade P5 step 3) plus other related entitlements e.g. **post adjustment (42% of basic salary)**, **housing allowance (1,860.00 US\$ per month)**, **education allowance (100% of school fees up to a maximum of US\$10,000.00 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

All applications must be submitted through the African Union Commission's website <https://careers.au.int> and be made not later than January 24, 2022.

NB: Candidates who previously applied for this position are encouraged to reapply through the aforementioned website.