



## VACANCY ANNOUNCEMENT

### Mail Runner/Cleaner, grade GSB6 (Local position)

**Starting date:** 31/03/2023

**Location:** Tanzania

**Organization:** African Court on Human and Peoples' Rights- (Local position)

#### AU Values:

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

#### Organization information:

- Reports to: Senior Human Resources and Administration Officer of the Court
- Directorate: Finance and Administration Division of the Court
- Number of Direct reports: 0
- Job grade: GSB 6
- Contract type: Regular (local position)
- Location: Arusha, Tanzania

#### Purpose of Job

To provide day to day courier and cleaning services.

#### Major Functions

- Helps ensure the safety of persons and property within the premises of the Court under the direct control of the Supervisor Security and the upper hierarchy appointed.
- Wraps and secures the shipping couriers.
- Maintains and arranges orderly folders and files.
- Assists in search of documents.
- Assists with the rankings of records and files.
- Assists in maintaining the cleanliness of offices and premises.

- Monitors, opens and closes windows and doors of the premises every day.
- Provides daily cleaning and maintenance of premises, offices, furniture and other work equipment.
- Reports defects.

### **Specific Responsibilities**

- Collects and delivers mail, documents, equipment or packages and other items requested.
- Makes photocopies of documents requested.
- Dusts and carefully arranges working documents.
- Carries out the following, including performing any other duties as required:
  - Vacuuming, sweeping, and mopping floors of various types.
  - Dusting ceilings, light fittings, countertops and loose furniture.
  - Scrubbing and sanitizing toilets, sinks, and kitchen fixtures.
  - Emptying trash cans
  - Reporting any breakages that occur during the cleaning process
- Informing line manager of repairs that need to be done.

### **Academic requirements and Relevant work experience**

- At least a High School Certificate or equivalent
- Proven experience in a similar role
- Have a minimum of three (3) years of progressive experience in a similar position, preferably in an international organization.

### **Required skills**

- Professionalism;
- Concentration, accuracy, and working under minimum supervision;
- Respect for confidentiality and good public relations;
- Ability to organize and work under pressure in a multi-cultural environment;
- Knowledge of international organizations;
- Computer knowledge.

### **Leadership Competencies**

- **Flexibility:** - Adapts readily to change. Continuously seeks better ways to get the job done.
- **Risk Awareness and Compliance:** - Complies with specified procedures to complete tasks. Understands the reason for compliance procedures and the related risks if these are not followed.

### **Core Competencies**

- **Teamwork and Collaboration:** - Cooperates with others as part of a team to achieve organization goals and shares information. Shows consideration and respect for other people.

- **Accountability awareness and Compliance:** - Follows through on assignments to ensure successful completion. Takes action to complete a task. Makes decisions within the scope of their role.
- **Learning Orientation:** - Continuously develops and improves own skills and expertise. Keeps up-to-date technically applying new knowledge on the job.
- **Communicating Clearly:** - Promotes two-way communication with others through correct interpretation of messages and appropriate responses. Expresses ideas or facts clearly.

### **Functional Competencies**

- **Trouble shooting:** - Breaks problems into simple lists, tasks or activities without assigning values or priorities. Uses common sense and past experiences to approach problems and make a decision.
- **Job Knowledge Sharing:** - Personally gathers basic information and facts to address a problem or situation and asks for help tools needed.
- **Task Focused:** - Uses own specific methods of measuring outcomes against a standard of excellence.
- **Continuous Improvement Awareness:** - Consistently questions and challenges the adequacy and quality of traditional thinking (i.e., the “way things have always been done”) through dialogue.

### **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.

### **Gender Mainstreaming**

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

### **Remuneration**

Indicative basic salary of US\$ 6,033.00 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.

## **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 must be submitted **not later than 30/04/2023 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)**

Only shortlisted candidates for interviews who will be contacted.