

AFRICAN UNION
الاتحاد الأفريقي



UNION AFRICAINE
UNIÃO AFRICANA

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 Email registrar@african-court.org
The Registry of the Court

ADVERTISEMENT OF VACANCY N° AFCHPR/2021/04
HEAD, FINANCE AND ADMINISTRATION DIVISION, P5
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
(Closing date: 30/04/2021)

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 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.

The Court invites applications from citizens of African Union Member States for the following position:

1. Post

- Job title: Head, Finance and Administration Division
- Post level: P5
- Supervisor: Registrar of the Court
- Directorate: Registry of the Court
- Duty station: Arusha

2. Job Purpose

Ensure the development and implementation of financial, accounting, budgetary and administrative management policies, strategies, procedures and optimize the use of human resources of the Court.

Major Duties and Responsibilities

Under the overall supervision of the President of the Court, and under the direct supervision of the Registrar, the Head, Finance and Administration Division will perform the following duties and responsibilities:

- i) Develop management policies, strategies and procedures, monitor their implementation, review their relevance and take appropriate measures to optimize management of resources of the Court.
- ii) Coordinate and supervise the preparation, implementation and monitoring of the budget of the Court.
- iii) Coordinate and supervise all accounting transactions, the periodic production of management accounts and financial statements, activity reports and programme management reports.
- iv) Promote best management systems and practices, develop internal controls, as well as ensure transparency and the obligation to justify expenditure.
- v) Ensure the proper application of the Financial Rules and Regulations, Staff Regulations and Rules of the African Union and policies and procedures of management established by the Court.
- vi) Oversee the timely payment of salaries, allowances, entitlements to members and Staff of the Court, payments to suppliers and other service providers, leveraging suitable technology and simplifying accounting processes.
- vii) Liaise and consult with oversight bodies (the Board of External Auditors, African Union Commission and the Court's Offices of Internal Audit Services), ensure implementation of their recommendations as appropriate through recommendations for changes in policy and/or work procedures.
- viii) Ensure and guarantee the optimal management of human resources of the Court, among others, organize efficient actions of recruitment, training, annual performance evaluation and administrative staff, in order to have continuously competent and motivated staff.
- ix) Coordinate and oversee the management of procurement, stores, travel and transport services of the Court in accordance with AU procedures, financial rules and regulations.
- x) Oversee and coordinate the activities of administrative services in order to provide required services to the Court.
- xi) Oversee the delivery of the required IT services to the Court.
- xii) Coordinate and direct the day to day work and activities of the entire Division.
- xiii) Perform any other duties as required.

3. Educational Qualifications

Candidates must have a minimum of a University Master's degree in Accounting or in Finance or in Management or in related fields. A relevant qualification in Human Resource Management or in Administration or in related fields, or a relevant professional qualification in Finance or in Accounting will be an added advantage.

4. Work Experience

Candidates must have a minimum of ten (10) years relevant professional experience in a similar position, preferably in an international organization. Having experience in public relations, procurement and transport issues will be an added advantage.

5. Other relevant skills:

- i) Demonstrate professionalism and leadership abilities;
- ii) Strong analytical skills, ability to take initiatives and to direct;
- iii) Concentration, accuracy, and working under minimum supervision;
- iv) Respect for confidentiality and good public relations;
- v) Capacity to manage a multicultural team;
- vi) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment;
- vii) Excellent drafting skills in one of the African Union working languages;
- viii) Good planning, managing and organizational skills;
- ix) Good knowledge of IPSAS;
- x) Computer literacy (including good knowledge of ERP-SAP).

6. 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.

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; qualified women are strongly encouraged to apply.

9. Remuneration

Indicative basic salary of **US\$50,746.00 per annum** (grade P5 step 1) 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

To apply, please submit the following:

- i) A letter stating the 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 degrees and diplomas.

Applications should be submitted **not later than 30/04/2021** 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 27 2970 430 /431/432/433/434
E-mail : humanresources@african-court.org

NB:

1. Only candidates shortlisted for interviews will be contacted.
2. Qualified nationals of countries least represented at the Court are encouraged to apply. Below is a table of the regular professional staff employed at the Court per country in February 2021:

Distribution per Country	Number
Algeria	1
Benin	2
Burkina Faso	1
Burundi	1
Cameroon	3
Chad	1
Ethiopia	2
Ghana	2
Guinea-Bissau	1
Ivory Coast	2
Kenya	2
Malawi	2
Mauritania	1
Mozambique	1
Rwanda	1
Senegal	1
South Africa	1
South Sudan	1
Sudan	1
Tanzania	3
Tunisia	1
Uganda	2
Zimbabwe	1
<i>Total</i>	34