

## Job Description –Fellow – Communications Registry Administrative Assistant (Local)

Reports to	Executive Secretary to the ACHPR
Job Location	Banjul, The Gambia
Compensation	USD 500 Net per Month all-inclusive

### Background Information

The African Commission on Human and Peoples' Rights (ACHPR) has received technical assistance from The Open Society Foundations (OSF), through an implementing partner – The Institute for Human Rights and Development in Africa (IHRDA). OSF works globally to build vibrant and tolerant democracies whose governments are accountable and open to the participation of all people. Its work is committed to Expression, Justice and Equity, with cross-cutting work around climate and intersectional justice. OSF-Africa seeks to advance similar priorities on the continent, rooted in and framed from an African perspective to meet present-day, interconnected challenges to open society. OSF-Africa's vision is to build a globally respected, vibrant, and integrated Africa, characterized by democratic governance, sustainable development, and economic systems that deliver more just, inclusive, and accountable outcomes with and for the people and the environment in Africa.

This Project entails the provision of human resource support from OSF through IHRDA. The support will further enhance the capacity of the ACHPR to better promote and protect human and peoples' rights in Africa. The ACHPR was established in 1987 to 'promote' and 'protect' human and peoples' rights through interpreting and monitoring the implementation of the African Charter on Human and Peoples' Rights (African Charter), and to perform any other tasks entrusted to it by the Assembly of Heads of State and Government of the AU. The ACHPR is Africa's premier, longest standing and most prominent regional human rights institution, and a critical institution in the continent's efforts, among others, to promote and protect human and peoples' rights, and towards an *Africa of good governance, democracy, respect for human rights, justice and the rule of law* – as envisaged under the African Union's Agenda 2063.

The mandate of the ACHPR spans all generations of rights – civil and political rights, economic, social and cultural rights, group rights and the right to development, and encompasses all categories of beneficiaries – including women, children, persons with disability, older persons etc. The ACHPR comprises 11 independent experts who serve part-time, with a full-time Secretariat in Banjul, The Gambia. The Secretariat provides programmatic, administrative, technical, and logistical support to the ACHPR.

In view of the above, a call is hereby made for a Fellow - Communications Registry Administrative Assistant (Local) who will be attached to ACHPR for duration of 18 months.

### Job Purpose

The Communication Registry Administrative Assistant position aim to provides clerical and administrative support, primarily to the Communications Registry of the ACHPR Secretariat and to other Business Units as may be required. This role will also provide support for the processing of correspondences related to Communications. The role will include providing services such as preparing Communications-related documents for mailing, docketing, scanning and filing relevant documents, supporting data entry into Communications databases, supporting archiving, photocopying, answering general inquiries in respect of Communications files and performing other duties as assigned.

## Job Purpose

## Major Duties and Responsibilities

Under the supervision and guidance of the Senior Administration and Human Resources Officer of the ACHPR and the direct supervision of the Communications Registry Officer, the Communications Registry Administrative Assistant shall perform the following duties and responsibilities:

- Provide clerical and administrative assistance to the Communications Registry. Duties include providing reception services such as: receiving, screening, and referring telephone and inperson visitors, answering general inquiries from reference material, drafting correspondence and memoranda, preparing documents for foreign mailings, docketing and scanning mailing certifications, performing data entry into several databases, photocopying, and performing other duties as assigned. Process office communications including but not limited to official memos and notes verbale, for transmittal to parties and other stakeholders as applicable in the context of Communications;
- Support in handling all incoming and outgoing in coordination with the Communications Registry and General Registry Unit;
- Provide clerical and administrative support in maintaining a proper filing and recording system for all Communications, related correspondences and other relevant documents;
- Provide clerical and administrative support in ensuring regular updates of Communications files, their back-up and archiving as applicable, liaising with the Information and Documentation Unit and other relevant Units;
- Ensure that confidentiality of information, records and files pertaining to Communications is guaranteed, and ensure adequate accessibility for the allowed users;
- Provide support to administrative and secretarial assistance, and follow up on documents, correspondences, messages, enquiries pertaining to Communications, etc as may be required by assigned supervisors;
- Answer and screen telephone calls/E-mail messages related to Communications, as applicable, and ensure follow up with supervisors and parties;
- Keep track of the Communications Registry supply inventory and provide administrative support in ensuring follow up of utilities and supplies by the Procurement Unit, as they relate to the Communications Registry;
- Provide support in coordination of Registry cleanliness and ensure that the Communications office is always properly arranged, and according to the applicable chronology; and
- Provide any other support as may be assigned by the assigned supervisors and/or the Executive Secretary, from time to time.

## Academic requirements and relevant work experience

- Secondary level education or equivalent, completed with a 2-year certification in a relevant field (secretarial studies, business administration) or secondary level education with equally qualified experience in a relevant field;
- At least a years of relevant professional experience in office administration, with adequate exposure to secretarial and records management work, clerical or administrative experience which involved typing, filing, record keeping, public contact and telephone usage;
- Excellent knowledge of relevant computer tools and adaptability to new ones;

### Required Skills

- Proven experience of provide service indicated above in a similar organization such as the ACHPR is mandatory;
- Experience in planning and coordination of documents management is mandatory;
- Demonstration of excellent organization skills is required;
- Concentration, accuracy, and ability to work under minimum supervision and under pressure;
- Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
- Good communication and planning skills;
- Respect for confidentiality and good public relations;
- Demonstrable knowledge of international organizations;
- Proficiency in one of the AU official working languages is the requirement, proficiency in more than one AU Official Language is added advantage.

### Core Competencies

- **Teamwork and collaboration:** Develops positive working relationships by building rapport, listening to others and demonstrating interest in the opinions and views of others
- **Accountability awareness and compliance:** Proficiently manages resources to achieve goals
- **Learning orientation:** Understands the importance of learning and actively seeks out relevant training programs to develop both personally and professionally
- **Effective communication:** Persuasively presents the key points of an argument and conveys ideas in related field to achieve desired results

### Functional Competencies

- **Job knowledge and information sharing:** Aware of the knowledge and information relevant to their roles and shares appropriately and participates in activities to facilitate sharing. Understands and complies with information management standards and guidelines
- **Drive for results:** Identifies resources that are needed to achieve team goals. Keeps track of measures and outcomes against a standard that is not imposed by others
- **Continuous improvement focus:** Continuously seeks better ways to achieve objectives

### Note

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. It may be changed by the role manager during employment on an as-needed basis

### How to apply

Please send your cover letter and detailed CV to [achprfellows@hrda.org](mailto:achprfellows@hrda.org), with the subject line: “Fellow - Communications Registry Administrative Assistant” no later than **Tuesday, 23 January 2024 at 11:59 p.m. GMT.**

**NB: Only shortlisted candidates will be contacted.**