

VACANCY NOTICE FOR TWO POSITIONS

POSITION INFORMATION

Post Title:	Office Assistant	VACANCY NOTICE	2019/03/GS 280619
Level:	GS4	Posting Period:	28 May to 26 July, 2019
Local Contract renewable	Each two years	Remuneration package(Annual)	(Gross Per Annum) 8 616 000 FCFA excluding Dependency Allowances and Pension
Reports to Position	Director Safety or Director Air Transport	Duty station:	Dakar, Senegal
Date of entry on duty:	1 September 2019		

THE ORGANIZATION SETTING

The African Civil Aviation Commission (AFCAC) is responsible to foster and promote the continued development of a safe, secure, efficient and sustainable air transport system in Africa. It sustains extensive activities in the safety, security, facilitation, environment and economics fields.

The incumbent is responsible for providing administrative support to the Directorate of Safety and Technical Services and the Directorate of Air Transport of AFCAC, including support to the Subject Matter Experts. He/she reports directly to the Director and has the primary function of developing, implementing and maintaining all administrative aspects of the Directorate(s). This position is handled in accordance with the AFCAC Service Code in particular, the General Support Staff provisions.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1

Provides administrative support to the Director of Safety and Director of Air Transport, achieving results such as:

- Prepare correspondence (e.g. Invitation letters to workshops, meetings and other diverse events organized/managed by the Directorate, letters to beneficiary member States, convening letters for meetings, requests for release of experts, etc.);
- Establish and manage the database of the Directorates, where all Information on activities is stored;
- Organize all electronic and paper files linked to the Directorate;
- Prepare documents for the publication on the AFCAC website and ensure it is updated regularly;
- Prepare responses to States' requests and refer them to the Director and/or Subject Matter Expert Specialist as necessary;
- Provide support for the preparation and organization of capacity building activities; (e.g. venue bookings, logistics, etc.);
- Provide support to experts delivering capacity building activities on behalf of the Directorate/AFCAC;
- Produce statistical data on the implementation of the Work Program of the Directorate.

Function 2

Provides administrative Support to the Experts' meeting, Working Group and Technical or Air Transport Committee, achieving results such as:

- Make all practical arrangements for meetings;
- Draft letters or other documentation for the meetings upon instructions from the Director; Arrange and file documentation of the meeting;
- Maintain mailing list for the Experts' meeting, Working Group and Technical or Air Transport Committee members;
- Make travel and administrative arrangements for the staff of the Directorate and for Technical Specialists participation in meetings, through sponsorship of AFCAC;
- Ensure efficient planning and organization of meetings (e.g. circulating convening letters, agendas, working papers, reminders, summaries of discussion and other related papers);
- Make follow-up actions from meetings;
- Compile all documentation and reference material necessary for the meetings.

Function 3

Provides office service support to the Directors and the Subject Matter Experts, achieving results such as:

- Manage calendar of appointments and meetings and remind the Directors and Subject Matter Experts of priorities and deadlines;
- Timely response to routine requests for Information from Member States, the African Union Commission (AUC), Regional Economic Communities (RECs), Partners and beneficiary countries;
- Draft correspondence and meeting papers as requested by the Directors and the Subject Matter Experts;
- Compile all documentation and reference material requested by the Director and Subject Matter Experts;
- Organize practical arrangements for the travel/missions of the Director and Subject Matter Experts;
- Receive incoming telephone calls for the Director and take messages;
- Receive visitors of the Directorate from all levels, including representatives of Member States and beneficiary countries.

Function 4

Manages all incoming and outgoing correspondence related to the Directorates, achieving results such as:

- Manage email inbox of the Directorates; including prioritization of requests, taking action where applicable, distribution of electronic communication and appropriate follow-up, thereby minimizing the involvement of the Directors and Subject Matter Experts in administrative matters;
- Ensure mails received are classified, sorted and circulated, often of a confidential and urgent nature;
- Maintain a log of all In-coming and Out-going mail;
- Process complex or sensitive correspondence for special treatment or immediate attention;
- Dispatch correspondence, including in electronic format, on behalf of the Directors and Subject Matter Experts and file accordingly;
- Assist in proofreading of documentation for accuracy, completeness, and consistency with AFCAC procedures, practices and style;
- Identify, track and prioritize follow-up actions on routine internal correspondence.

Function 5

Performs other duties as assigned, achieving results such as:

- Print documentation, make copies and scans, as required;
- Maintain stock of forms, stationary and supplies for the Directors and Subject Matter Experts;
- Liaise with Administration Unit and the travel agency as necessary for the preparation and Implementation of missions;
- Maintain the database of experts, including updating contact details;

IMPACT OF OUTCOME OF THE POSITION

The incumbent plays an important role in supporting the achievement of the objectives of the Directorates. The impact is significant; as external partners will continuously liaise with this position. The position is situated in a security sensitive setting, dealing with confidential correspondence, requests and documentation that can have a significant impact on AFCAC, its Member States and beneficiary countries. The performance of the incumbent is crucial for assisting the Directors and Subject Matter Experts in the performance of their tasks and ensuring that the activities of the Directorates are dealt with in an efficient and appropriate manner.

WORK RELATIONS AND CONTACTS

The Incumbent is expected to establish and maintain productive relationships with the Directors and Subject Matter Experts and with the Financial and Administration staff of AFCAC. The Incumbent shall interact closely with experts engaged in the implementation of the Directorates' activities, when providing all the necessary information and materials for the purpose of their missions. He/she will also interact with representatives of Member States, the African Union Commission (AUC), Regional Economic Communities (RECs), Regional Safety Oversight Organizations (RSOOs), Regional Offices of ICAO, Partners and the beneficiary countries.

QUALIFICATIONS AND EXPERIENCE

Background

University Degree education on management or business administration required, with additional training in office management, secretarial field or related areas.

Professional experience & knowledge - Essential

- At least four years of experience in administrative work and in particular as Office Assistance to a Department and/or Division level.
- Extensive experience in the use of IT tools, in particular MS Office.
- Experience in dealing with various stakeholders in an International or Regional work environment.
- Driving License at least Category B
- Ability to remain focused and to handle multiple priorities at the same time.
- Security clearance issued by his/her State of nationality, to confirm the person is authorized to have access to security sensitive information.

Professional experience & knowledge - Desirable

- Experience in dealing with sensitive and confidential matters.
- Experience in working on projects by various source of funding
- Experience in working with Member States and/or Regional Organizations.
- Initiative and proactive approach to tasks.
- Ability to prepare clear, concise and accurate documentation.

Language Proficiency

Fluent in reading, writing and speaking in English and French.

Competencies

1. **Planning and organizing the** ability to identify priority activities and assignments; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; and monitor and adjust plans and actions as necessary. Thoroughness, accuracy, and attention to detail. Demonstrate effective organizational skills and ability to handle a large volume of data in an efficient and timely manner.
2. **Service users' orientation:** The willingness and ability to provide the best quality service to the client and to work in partnership to mutual benefit.
3. **Communication:** The ability to communicate effectively with people at different levels (both in writing and orally). Good drafting and editing skills are required.
4. **Accountability:** The willingness and ability to accept responsibility for oneself and one's responsibilities; taking ownership for actions and outcomes.
5. **Teamwork:** The ability to work cooperatively or collaboratively with colleagues as part of teams to achieve agreed goals. Initiative, discretion and the ability to maintain harmonious working relationships.
6. **Technological Awareness:** The willingness and ability to keep abreast of available technology, understand the applications and limitations of technology, and actively seek to apply and learn about new technology.