

## VACANCY NOTICE FOR THE POSITION OF ADMINISTRATIVE ASSISTANT

### POSITION INFORMATION

<b>Post Title:</b>	<b>Administrative Assistant</b>	<b>VACANCY NOTICE</b>	<b>2019/04/GS 280619</b>
<b>Level:</b>	<b>GS4</b>	<b>Posting Period:</b>	<b>28 May to 26 July, 2019</b>
<b>Local Contract renewable</b>	<b>Each two years</b>	<b>Remuneration package (Annual)</b>	<b>(Gross Per Annum) 8 616 000 FCFA</b> excluding Dependency Allowances and Pension
<b>Reports to Position</b>	<b>Head of Administration and Finance Department</b>	<b>Duty station:</b>	<b>Dakar, Senegal</b>
<b>Date of entry on duty:</b>	<b>1 September 2019</b>		

### 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 Head of Administration and Finance. He/she reports directly to the Head of and has the primary function of developing, implementing and maintaining all AFCAC administrative functions and the management of staff's files as well in accordance with the AFCAC Service Code.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1

##### **Provide administrative Support to AFCAC Secretariat, achieving results such as:**

- Ensure, where necessary, liaisons between national Authorities as regards administrative and logistic issues, visa and travel arrangement for AFCAC staff missions, customs formalities for new acquisitions made by AFCAC, diplomatic cards, follow up for issuance of badges enabling access to the airport and airport parking;
- Draft letters on administrative matters upon instructions from the Head of Administration and Finance; Arrange and file documentation;
- Management of Travel of AFCAC staff, Bureau Members and all person invited for participation in AFCAC Meetings and ranging from ticket booking until issuance of travel titles and travel authorization;
- Participate in the publication and circulation of documentation for the Plenary and Bureau sessions
- Compile all documentation and reference material necessary for the meetings;
- Keep up to date the files and staff Files;
- Develop management report, where required;

- Prepare and monitor AFCAC staff Leave and Missions Plan;
- Maintain log of incoming and outgoing mails and files (in hard copies and electronically) as appropriate;
- Arrange courier services;
- Organize driver's movements;
- prepare logistics for meetings, seminars and conferences organized by AFCAC; and
- submit and make follow-ups of visas applications of AFCAC Staff.

## **Function 2**

### **Asset management and properties of AFCAC, achieving results such as:**

- Responsible to Asset registration and serve as Custodian to the assets of AFCAC, and transfer to staff of AFCAC as directed by the Head of Administration and Finance;
- Ensure the renewal of vehicle documents, insurance contract and any other periodic commitment of AFCAC;
- Keep a record of fixed assets (equipment, movables and immovable assets, interpretation equipment, computers and any other equipment or machines);
- Execution of AFCAC administrative duties (administrative correspondences, management of the backstopping staff and outsourced services under his supervision, such as drivers, messenger, cleaners, Gardener, Catering, etc.);
- Manage the functioning status or condition, and planning movement of vehicles;
- Ensure the management of the buildings pertaining to AFCAC; and
- Plan procurement of Consumables and manage the stock proceeding with inventories (Office supplies and consumables, etc.).

## **IMPACT OF OUTCOME OF THE POSITION**

The incumbent plays an important role in supporting the achievement of the objectives of AFCAC. The impact is significant; as external partners will continuously liaise with this position. The administrative assistant position is important to the daily smoothly of AFCAC Secretariat's activities and the performance of the incumbent is crucial to assist the entire secretariat in the execution of tasks and to ensure that activities are handled in an efficient and appropriate manner in link with the good functioning of AFCAC.

## **QUALIFICATIONS AND EXPERIENCE**

### **Background**

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

### **Professional experience & knowledge - Essential**

- At least four years of experience in administrative and Human Resources work and in particular as Office Assistance to a Department.
- 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 with travel Agents and Airlines related to bookings.
- Experience in working with Member States and/or Governmental 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.