



Gallagher Convention Centre, Private Bag X16, Midrand 1685, Johannesburg, Republic of South Africa
Tel: (+27) 11 545 5000 - Website: www.pap.au.int

VACANCY ANNOUNCEMENT

The Pan-African Parliament (PAP) was established as an organ of the African Union by the Protocol to the Treaty establishing the Economic Community relating to the Pan-African Parliament to provide a common platform for the full participation of the African peoples, the diaspora and the grassroots organisations in discussions and decision making on issues and challenges facing the continent. In seeking to achieve its objectives, the Pan African Parliament is strengthening its capacity to deliver by, among others, filling the position of **Clerk–Serjeant at Arms**.

The PAP is therefore inviting applications from **South African citizens** who have exceptional skills, qualifications and capacity to deliver excellent services in an international setting.

POST DETAILS

CLERK – SERJEANT AT ARMS

Apply now

Date: Aug 17, 2023

Location: Midrand/ South Africa

Organization: Pan-African Parliament

1. AU Values

- Respect for Diversity and Team Work
- Think Africa Above all
- Transparency and Accountability
- Integrity and Impartiality
- Efficiency and Professionalism
- Information and Knowledge

2. Organization Information

Reports to: Serjeant at Arms

Directorate/Department/Organ: Pan-African Parliament (PAP)

Department: Finance, Administration & Human Resources

Number of Direct Reports: 0

Indirect Reports: Colleagues from all the units

Job Grade: GSA3 Step 1

Number of Positions: 0

Contract Type: Regular

Location: Midrand, South Africa

Purpose of Job

To provide administrative support to the office of the Serjeant at Arms

3. Main Functions

- Works in close collaboration with other offices, Committees and legislative staff.
- Ensures that all Committee rooms are ready for use and, upon request, assists Committee Secretaries with room preparation.
- Facilitates the Committee process during public hearings to make sure it operates without interruption. Works with other legislative staff to provide additional space in the event of overflow.
- Assists staff in compiling and distributing legislative documents for Floor Sessions.
- Performs any other related duties that may be assigned by the Sergeant-at-Arm.

4. Specific Responsibilities

- Assists in inviting MPs to their seats in the Chamber or in Committee meetings upon the call of the President of PAP or Committee Chair.
- Ensures that only MPs, staff and invited guests are permitted on the Floor in the Chamber during Floor Session.
- Responds to requests by the Front Desk for logistical support.
- Responds to enquiries at the Office of the Sergeant-at-Arms.
- Organizes and maintains office supplies for the Office of the Sergeant-at-Arms

5. Academic Requirements and Relevant Experience

- Diploma in General Administration, Office Administration, Secretarial Studies or Management. Training or a background in Security, Military, Police or Law Enforcement service will be an advantage.
- Have a minimum of three (3) years relevant professional experience administrative, secretarial, logistics and clerical work in a public sector institution or an international organization, with hands-on responsibility in office administration. Experience within a Security, Military, Police or Law Enforcement service will be an advantage. Or
- Bachelor's Degree General Administration, Office Administration, Secretarial Studies or Management.
- Have a minimum of two (2) years relevant professional experience administrative, secretarial, logistics and clerical work in a public sector institution or an international organization, with hands-on responsibility in office administration. Experience within a Security, Military, Police or Law Enforcement service will be an advantage.

6. Required Skills

- Professionalism
- Communication skills.
- Client orientation

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- Ability to work in a multicultural environment.
 - Proficiency in one of the AU Official working languages. Good knowledge of at least one other language above-mentioned will be an added advantage.

7. 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.

8. 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.

9. 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.

10.TENURE OF APPOINTMENT:

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

11. GENDER MAINSTREAMING:

The Pan African Parliament is an equal opportunity employer and qualified women are strongly encouraged to apply.

12. REMUNERATION:

Indicative basic salary of **US\$ 11,071 (GSA 3 Step1)** and education allowance (a maximum of \$3,300 per child per annum for locally recruited staff).

Applications must be submitted no later than **September 05, 2023, 11h59 p.m. GMT +2** and should be addressed to the Clerk of the Pan-African Parliament

Pan-African Parliament

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Midrand, 1685

Johannesburg

South Africa

Telephone: +27 (0)11 545 5000

E-mail: recruitment@panafricanparliament.org

For more information on the Pan-African Parliament, please visit the website at

<https://pap.au.int/en>