



Gallagher Convention Centre, Private Bag X16, Midrand 1685, Johannesburg, Republic of South Africa
Tel: (+27) 11 545 5000 - Web site: 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 **Usher/ Mail Runner**.

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

USHER/ MAIL RUNNER (PAP)

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: Head of Administration & HR

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

Division: Administration & Human Resources

Number of Direct Reports: 0

Indirect Reports: Colleagues from all the units

Job Grade: GSB6 Step 1

Number of Positions: 2

Contract Type: Regular

Location: Midrand, South Africa

3. Purpose of Job

To provide ushering services

4. Main Functions

- Provides ushering services during meetings at PAP.
- Distributes mails collected from the post office.
- Prepares meeting rooms and distributes working materials during meetings.
- Provides administrative support to assigned units when required.

5. Specific Responsibilities

- Carries out day-to-day movement of documents to offices.
- Maintains a record of documents and mails distributed.
- Performs any other duties as required and assigned by the Head of Administration & HR.

6. Academic Requirements and Relevant Experience

- Have at least an “O” Level, Technical or Vocational Certificate
- Have a minimum of three (3) years’ experience in a similar position in national or international organization.

7. Required Skills

- Professionalism
- Interpersonal skills;
- Mechanical knowledge
- Holder of a valid Grade 4 and above Driving License;
- Ability to speak, read and write one of the AU working languages.
- Communication skills.
- Ability to work under pressure.

8. 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.

9. 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.

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- **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.

10. 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.

11. 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.

12. GENDER MAINSTREAMING:

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

13. REMUNERATION:

Indicative annual basic salary of **US\$ 6033 (GSB6 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

19 Richards Drive

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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>

One Africa, One Voice!