

PAN-AFRICAN PARLIAMENT

البرلمان الأفريقي



PARLEMENT PANAFRICAIN

PARLAMENTO PAN-AFRICANO

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REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

ASSIGNMENT TITLE: Selection of Individual consultant as Administrative Assistant – Strategy Management

Duty Station: Midrand, South Africa

Contract Type: Short-Term

Reporting to: Clerk of the Pan African Parliament

Duration: Nine (9) months

Procurement reference number: PAP/PROC/012/25

1. Background



The Pan African Parliament (PAP), a key organ of the African Union (AU), supports the active engagement of African citizens in continental integration, governance, and development. To enhance the implementation of its strategic plan in line with the African Union Agenda 2063, PAP is strengthening its internal coordination and operational efficiency through a financing arrangement by the African Export-Import Bank (AFREXIMBANK) to engage an Administrative Assistant.

The Administrative Assistant – Strategy Management will provide essential administrative, logistical, and coordination support to the Strategy Management Team to facilitate the smooth implementation and monitoring of strategic initiatives.

2. Purpose of the Role

The Administrative Assistant will ensure effective support for strategic operations through efficient document handling, meeting coordination, communication facilitation, and data management. This role will contribute directly to the execution of PAP's strategic plan by enabling the strategy team to operate seamlessly and effectively.

3. Key Duties and Responsibilities

A. Document Preparation & Management

- Assist in drafting, formatting, proofreading, and distributing strategic documents, reports, memos, and presentations.
- Organise and maintain a systematic filing system for strategic documentation and materials.
- Track document versions and manage document retrieval and archiving.

B. Meeting & Event Coordination

- Provide logistical and administrative support for internal and external strategy-related meetings, workshops, and events.
- Coordinate scheduling, venue booking, material preparation, and communication with participants.
- Record meeting minutes, compile action points, and support follow-up communication and documentation.

C. Records & Data Management

- Maintain accurate records of strategic activities, project timelines, reports, and related documentation.
- Assist in collecting, organising, and preparing data for monitoring and evaluation (M&E) processes.
- Support the maintenance of databases or spreadsheets tracking performance indicators and project milestones.

D. Communication & Liaison Support

- Serve as a point of contact for internal communications within the strategy management unit and across departments.
- Draft and prepare routine correspondence, briefing notes, and responses to queries related to strategic work.

- Facilitate the flow of information between PAP departments and external stakeholders.

E. Administrative & Logistical Support

- Provide day-to-day administrative support to the strategy management team, including scheduling appointments and managing logistics.
- Handle document reproduction, distribution, and archiving tasks.
- Support procurement or financial documentation processes related to strategy activities, as needed.

4. Expected Deliverables

- Well-maintained and accessible document management system.
- Timely and well-coordinated meetings, workshops, and follow-up reports.
- Organised and up-to-date records on strategy implementation activities.
- Effective internal and external communication support.
- High-quality administrative and logistical support is provided to the Strategy Management Team.

5. Qualifications and Experience

Education:

- Diploma or bachelor's degree in Public Administration, Office Management, Business Administration, or a related field.

Experience:

- Minimum of 3–5 years of relevant administrative experience in an international, governmental, or development-oriented organisation.
- Prior experience supporting strategy, planning, or project management functions is an advantage.
- Familiarity with AU institutions or continental programs is desirable.

Skills and Competencies:

- Excellent organisational and multitasking skills.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Strong verbal and written communication skills.
- Ability to manage sensitive information with confidentiality.
- Flexibility, attention to detail, and a proactive approach to problem-solving.
- Ability to work effectively in a multicultural and multilingual environment.

6. Duration and Reporting

The Administrative Assistant will be engaged on a short-term basis for nine (9) months, financed by the African Export-Import Bank (AFREXIMBANK). The Assistant will report to the Clerk and the Strategy Management Team and work collaboratively with other PAP departments to support strategic implementation.

7. Evaluation and Qualification Criteria

The selection of the Consultant will be based on the following criteria:

Technical evaluation	
Criteria	Maximum Point
General experience:	10
Specific Experience relevant to the assignment	50
Qualifications	30
Languages	10
Total score	100%

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Procurement Regulations

8. Consultancy Fee

It is negotiable but based on qualifications, experience, and the applicable AU rates for the level of the consultancy. Fees payable does not include costs associated with projects related travels, coordination/organisation of project related activities and events, stakeholder dialogues, consultations and workshops. The PAP will meet these costs.

9. Reporting

The consultant will report to the Clerk of Parliament.

10. Services/ Facilities to be provided by the PAP

The PAP shall make the following available:

- Office accommodation
- Computer, Photocopying, Stationery;
- Facilitation of Visa; and
- Internet Access

11. Application Process

Interested applicants must submit:

- A detailed curriculum vitae (CV)
- A cover letter outlining suitability and relevant experience
- Copies of academic and professional certificates
- Contact details of three referees

Applications should be submitted to: and copy clerk@panafricanparliament.org
Deadline for submission: **[insert date]**

Applicants should be submitted in a sealed envelope marked or labelled: The **PAN-
AFRICAN PARLIAMENT** to the address below, not later than the date and time
given below. Bids received after the deadline will be rejected.

Deadline: **Monday 2nd June 2025 at 14h00** local time.

The Procurement Office
Pan-African Parliament
19 Richards' Drive
Midrand 1685
Johannesburg

OR

Email address: tender@panafricanparliament.org and copy
clerk@panafricanparliament.org;

