



ADVERTISEMENT N°AFCHPR/04/2014
SENIOR INFORMATION AND COMMUNICATION OFFICER, GRADE P3
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
(Closing date: 14/09/2014)

The African Court on Human and Peoples' Rights was established by virtue of Article 1 of the Protocol to the African Charter on Human and Peoples' Rights on the establishment of an African Court on Human and Peoples' Rights, adopted on 9 June 1998 and which came into force on 25 January 2004. It is the first continental judicial body charged with the responsibility of ensuring the protection of human and peoples' rights in Africa. The Court became operational in 2006 and its seat is in Arusha, in the United Republic of Tanzania.

The African Court on Human and Peoples' Rights invites applications from citizens of African Union Member States for the following position:

1. Post

- **Job title:** Senior Information and Communication Officer
- **Post level:** P3
- **Supervisor:** Registrar
- **Directorate:** Registry of the Court
- **Duty Station:** Arusha

2. Job Purpose

To plan and implement publicity programmes designed to promote the work of the Court to the African and International Community by producing and using appropriate communication message and disseminating them through mass media outlets, such as publications, broadcasting and Press Releases and Communiqués.

Major Duties and Responsibilities

Under the direction and supervision of the Registrar, the Senior Information and Communication Officer will perform the following duties:

- i) Promote the work of the Court to the African and International Community through various communication approaches;

- ii) Formulate, develop and advance the Court's communication strategy by identifying key messages to be promoted and target audiences by developing public friendly products (press releases, information notes, information packs), by creating channels of dissemination, by screening interview requests and by scheduling them;
- iii) Provide policy guidance to senior staff, including, on the approach to take with the Court's publics by recommending specific interviews and by briefing them ahead of the anticipated questions;
- iv) Advise the media through regular press briefings and by setting up press conferences for senior Court officials such, as the President, Judges, the Registrar, or the Deputy Registrar, as appropriate;
- v) Maintain a system to effectively monitor the media and respond to any misleading or incorrect reporting on the Court;
- vi) Ensure internal distribution of important articles or reports on the work of the Court;
- vii) Supervise media access to the Court and arrange for the provision of appropriate and available facilities for the media to report on the work of the Court, both on a day-to-day basis and for high interest events;
- viii) Liaise with the Court's publics including African citizens, NGOs, victims associations and other international organizations to provide them with information on the Court;
- ix) Identify, select, order and manage both hard copy and electronic resources for the Court's current and anticipated information needs;
- x) Classify and store information, usually using special computer applications, for easy access and retrieval;
- xi) Establish and maintain a regular publication to disseminate information about the Court, e.g Newsletter or Review;
- xii) Develop internal information resources and networks (knowledge management), increasingly via intranet sites;
- xiii) Consistently update the information on the website of the Court;
- xiv) Perform any other duties that may be assigned.

3. Education Qualifications

Candidates must have at least a University Master's degree or equivalent in International Studies (public relations or mass communication) or related fields from a recognized university. A certificate in law and/or a certificate in website design will be an added advantage.

4. Work Experience

Candidates must have at least 8 years professional experience in communicating with the main target audiences the Court wishes to reach (Government Institution, NGOs, donors, etc.). Experience in law and/or website design will be an added advantage.

5. Other relevant skills:

- i) He/she should have demonstrable leadership abilities,
- ii) Concentration, accuracy, and working under minimum supervision. It also requires respect for confidentiality and good public relations, capacity to work under pressure in a multicultural environment;
- iii) Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
- iv) Good communication and planning skills;
- v) Excellent knowledge of international organizations;
- vi) Computer literacy with an emphasis on web design

6. Language Requirement

An excellent command of at least one of the African Union working languages (Arabic, English, French and Portuguese). Knowledge of one or several other AU working languages would be an added advantage.

7. Tenure of Appointment

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

8. Gender Mainstreaming

The African Court is an equal opportunity employer; qualified women are strongly encouraged to apply.

9. Remuneration

Indicative basic salary of **US\$35,300.00 per annum** plus other related entitlements e.g. **post adjustment (42% of basic salary), housing allowance (1,435.20 US\$ per month), education allowance (75% of school fees up to a maximum of US\$7,800.00 per child per annum to a maximum of four children aged 21 years maximum), spouse allowance (5% of the basic salary), child allowance (US\$250 per annum per child up to four children aged 21 years maximum), etc** in accordance with the Rules and Regulations governing International Civil Servants of the African Union.

10. Application

To apply, please submit the following:

- i) A letter stating reasons for seeking employment with the African Court on Human and Peoples' Rights;
- ii) A detailed and updated CV, indicating your nationality, age and gender (comply with requirements for candidates wishing to apply for posts in African Court);
- iii) Names and contact details (including email address) of three referees;
- iv) Certified copies of degree and diplomas.

Applications should be submitted **not later than 14/09/2014** and should be addressed to the postal address or email indicated below:

African Court on Human and Peoples' Rights
P.O. Box. 6274
Arusha, Tanzania
Tel : + 255 732 979506/9
Fax : + 255 732 979503
E-mail : humanresources@african-court.org

Only candidates who meet the requirements for this position will be contacted.

NB:

Qualified nationals of countries least represented at the Court are encouraged to apply. Below is a table of the regular professional staff employed at the Court per country as at June 15, 2014:

Distribution per Country	Number
Benin	1
Burkina Faso	1
Cameroon	3
Chad	1
Kenya	2
Malawi	1
Mozambique	1
Rwandan	1
Sudan	2
Tanzania	1
Uganda	1
<i>Total</i>	15

Please note that due to the limited number of professional posts at the Court, the current quota is fixed at two professional staff members per country. Such number may exceptionally be raised to three if the circumstances so require.