



The Centre for Citizens' Participation in the African Union

The Centre for Citizens' Participation in the African Union (CCP-AU) is a Non-Governmental Organization with the mandate to coordinate and facilitate the activities of civil society organisations in Africa and encourage their participation and engagement with the African Union and its organs.

In order to achieve its main objectives, CCP-AU, which recently established its secretariat in Nairobi, is looking to recruit a Programme/Executive Assistant.

Programme/Executive Assistant's Job Profile

The principle duties and responsibilities of the Programme/Executive Assistant will include but will not be limited to the following;

1. **Management of Executive Director's office:**
 - Providing secretarial support to the Executive Director ;
 - Coordinating the ED's office logistics and diary, including itineraries, hotel bookings, scheduling of meetings etc.
 - Maintaining a comprehensive record filing system;

2. **Communications:**
 - Assisting in drafting concept notes and preparing reports;
 - Assisting in research and analysis on issues of relevance to the CCP-AU's overall mandate and objectives;
 - Assisting in facilitating communication and information flow between the CCP-AU and all its stakeholders;
 - Carrying out tasks requiring English/French abilities on behalf of the Secretariat;
 - Disseminating information to CCPAU stakeholders, partners and members;

3. **Event Management and Organization:**
 - Organizing and coordinating CCP-AU events including meetings, workshops, Conferences etc;
 - Liaising and networking with CCPAU stakeholders ;
 - Coordinating logistics to CCP-AU events, including travel and hotel accommodation for the organization's stakeholders and partners;

4. **Accounting and Administration:**
 - Providing general administration and accounting support to the organization;

- Coordinating with CCP-AU service providers and consultants;
- Undertaking any other duties as may be assigned by the Executive Director;

Skills & Qualifications

- Degree in social studies, development studies, international relations or any other equivalent specialization;
- Must be bilingual (French/English);
- Must have a keen interest in development/policy issues affecting or impacting on the African continent;
- Proficiency in Microsoft Office suite;
- Should have a minimum of three years' working experience;

Attributes:

- Interpersonal skills
- Organizational, administration and coordinating skills
- Analytical, communications and writing skills
- Bilingual French/English skills, both written and spoken;

Assessment

Evaluation of qualified candidates for this position will be done through a competency-based interview.

Remuneration:

A competitive remuneration package, commensurate with experience and qualifications will be offered to the successful candidate.

How to apply:

Kindly send your letter of application and CV by email to ccpau.recruitment@gmail.com to reach the recipient on or before **31st July 2011**

Remarks: Please note that late applications will not be considered. Only shortlisted candidates will be contacted. If you do not hear from us by **5th August 2011**, please consider your application unsuccessful.