

Job Title: Cleaner/Receptionist (local)

Date: Aug 24, 2022

Location: New York, USA

Organization: African Union (Mission to the United Nations)

AU Values

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

Organization Information

Reports to: Ag. Head of Finance and Administration

Number of Positions: 1

Job Grade: GSB6 (Step 1)

Contract Type: Regular /Fulltime (Local)

Location: New York, USA

Purpose of Job

Manages the daily office maintenance and receptionist duties of the Mission.

Main Functions

Cleaner/Receptionist

Specific Responsibilities

- Manage front desk reception duties
- Answer and forward phone calls when required
- Provide good office guests' support including meet and greet in person or on the phone in a polite manner
- Keep Staff Cafeteria area clean, organized and presentable including washing cups and utensils when required
- Assist in arranging and placing order for refreshments for meetings organized within the African Union Premises by guests.
- Perform any other related assignment as directed by supervisor

Academic Requirements /Relevant Experience/ Skills

- Grade 12 certificate/GCE 'O' level or equivalent with relevant work experience
- Basic computer skills

Competencies

- Flexibility
- Leadership - Able to work independently with limited supervision
- Pro-active / takes initiative
- Risk Awareness and Compliance
- Ability to work under pressure and adhere to the set standards of the Office
- Teamwork and Collaboration
- Accountability awareness and Compliance
- Learning Orientation
- Communicating Clearly
- Task Focused

Tenure of Appointment

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

Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

Languages

Proficiency in English and fluency in another AU language (Arabic, English, French, Portuguese, and Spanish, Kiswahili) is an added advantage

Remuneration

Indicative basic salary of US\$ 6,033.00 per annum GSB6 (Step 1) for locally recruited staff of the Commission. **Other benefits includes: Special allowance, Education allowance for children, child allowance etc.**

Application must be made by submitting a CV and a Cover letter to the Administrative Officer via email address: AU-NewYork@africa-union.org not later than **31st August 2022**

As this is a local position, applicants must be holders of valid residence and or work permits of the duty station