

**Job Title:** Cleaner/Messenger (local)

**Date:** Aug 1, 2024

**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:** 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](mailto:AU-Newyork@africa-union.org) not later than **31<sup>st</sup> August 2024**

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