1. Background of African Commission on Human and Peoples’ Rights

The African Commission on Human and Peoples’ Rights (ACHPR) is an Organ of the African Union (AU) established by the African Charter on Human and Peoples’ Rights (the African Charter). The ACHPR’s Secretariat is in Banjul, The Gambia. It is the oldest and most accessible continental human rights treaty body in Africa. The ACHPR is mandated to promote and protect human and peoples’ rights in Africa, interpret the African Charter and to perform any other tasks which may be entrusted to it by the AU Assembly of Heads of State and Government. In this regard, the ACHPR carries out sensitization, public mobilization and information dissemination through seminars, symposia, conferences, workshops and missions in execution of its human rights promotion mandate. Within the framework of its protection mandate, the ACHPR ensures protection of human and peoples’ rights through its communication/human rights complaints handling procedure, amicable settlement of disputes, referral of cases to the African Court on Human and Peoples’ Rights, state reporting (including consideration of Non-Governmental Organizations’ shadow reports), provisional measures, urgent appeals and other activities of special rapporteurs and working groups and missions. With regards to the interpretation of the African Charter, the ACHPR is mandated to interpret the provisions of the Charter upon a request by a State Party, Organs of the AU or individuals.

The Commission consists of eleven members chosen from amongst African personalities of the highest reputation, known for their high morality, integrity, impartiality and competence in matters of human and peoples’ rights. Members of the Commission are elected for a six-year term and are eligible for re-election. The Commission elects a Bureau for a term of two years, which is responsible for coordinating the activities of ACHPR, including supervising and assessing the work of the ACHPR Secretariat.

Apart from the members of the ACHPR, the main actors involved in the work of the ACHPR in promoting and protecting human rights on the continent include: State Parties to the African Charter; AU organs; NGOs; National Human Rights Institutions; individuals (complainants); the general public, including those who consult the ACHPR as a mechanism for the promotion and protection of human rights in Africa; academic
institutions, researchers and students; the media; international institutions, and the donor community.

Article 45(1)(c) of the African Charter empowers the African Commission on Human Rights and Peoples’ Rights to co-operate with other African and international institutions concerned with the promotion and protection of human and peoples’ rights while Article 136 of the ACHPR’s Rules of Procedure (2020) provides that the ACHPR, in fulfilling its mandate, shall establish formal relations of cooperation as necessary with all African Union (AU) organs and institutions that have a human rights mandate. Like any other International institutions ACHPR through AUC Internship Policy provide opportunities for short term internship for African Youth who are self-sponsored to come and work at the ACHPR and be offered opportunity to acquire experience through mentoring and coaching.

2. Purpose of this Opportunity

The Secretariat of the African Commission on Human and Peoples’ Rights (ACHPR) provides operational support to the members of the Commission (Commissioners). In this regard, the Secretariat is seeking the support of a Procurement Intern with a background in Procurement/Business Administration who will be based in Banjul to provide support to the Finance unit.

3. Specific duties and responsibilities:

- Provide essential procurement and related support services;
- Assist in the preparation of tender documents and procurement of goods and services;
- Participate in bid evaluation exercise, preparation of evaluation minute;
- Support Contract negotiation and drafting of contracts and preparation of POs;
- Follow through the payment process for suppliers and service providers, especially routine air tickets and reconciliations with travel agents;
- Assist in collecting quotations, preparing bids analysis, processing Purchase Requisitions and Purchase Orders;
- Ensure that the “Good Receipt Notes” are acknowledged by the Requisitioner when the services/work are rendered and/or the goods are received;
- Conducting outdoor activities when necessary for checking prices, collecting bids, procuring with cash, handing over the commodities to the beneficiaries, etc.
- Ensure that all procurement files are accurately documented and arranged for secure and systematic filing of all logistics related documents, contracts etc.
- Verify the Purchase Requisition Form Submitted to Procurement Unit for completeness, regarding needful signature;
- Submit with supporting documentation Payment Requests to the Finance Unit to execute in Mission Payment. Follow up with the Finance Unit to ensure that suppliers’ accounts
- Perform other duties as may be assigned.
4. Qualifications/Requirements

- Degree in Procurement is the requirement.
- Maximum 32 years old at the time of application;
- Excellent communication and writing skills;
- Ability to work independently and take initiatives where required;
- Ability to work under pressure and respond/propose solution;
- Flexible and open minded to work with people from diverse cultural and religious backgrounds;
- Excellent administrative and organizing skills;
- Fluent and knowledge of one of the AU working knowledge Language

5. Conditions of service

- Successful intern is self-sponsored, ACHPR is not remunerating for this engagement
- All costs related to the internship such as living expenses, travel, visa application fees, transport and other costs shall be borne by the intern, unless provided for by a sponsoring institution/organization.
- Other conditions will be as per AUC Internship Policy to be shared before signing an Internship agreement

Applications which do NOT contain all the requisite documents specified above will not be considered.

Applications must be received not later than **25 May 2022** and should be addressed to:
The Secretariat

African Commission on Human and Peoples’ Rights
31 Bijilo Annex Layout, Kombo North District
Western Region P.O. Box 673 Banjul
The Gambia
Tel: (220) 441 05 05, 441 05 06
Fax: (220) 441 05 04

E-mail: achpr.hroperations@africa-union.org