

AFRICAN UNION

الاتحاد الأفريقي

UMOJA WA AFRIKA



UNION AFRICAINE

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THE AFRICAN UNION MECHANISM FOR POLICE COOPERATION (AFRIPOL)

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Website: <https://afripol.africa-union.org/> Email: afripol@africa-union.org

Date: 14 January 2026

REQUEST FOR EXPRESSION OF INTEREST

INDIVIDUAL CONSULTANTS

ADMINISTRATIVE ASSISTANT

I.BACKGROUND

AFRIPOL is the African Union's official mechanism for promoting police cooperation among Member States. Its core mission is to support the prevention and fight against organized transnational crime, terrorism, and cybercrime. Through capacity-building, coordination, and information-sharing, AFRIPOL strengthens the operational capabilities of national police services. By doing so, it enables African law enforcement agencies to respond more effectively to the evolving and interconnected security threats facing the continent.

II.OBJECTIVE

To expand its activities, the AFRIPOL is calling for applications from qualified administrative assistants who are nationals of African Union member countries. The AFRIPOL will use the services of the selected consultants, as and when needed, to meet the Institution's needs throughout the duration of the framework contracts.

III.SCOPE

Administrative assistants are required to provide general administrative support to AFRIPOL for effective implementation of departmental work plan and daily routine work.

IV.MAIN TASKS

- Provide timely operational support
- Assist in activity planning
- Prepare operational work schedules and follow up implementation
- Coordinate and/or engage in technical assistance and/or logistical work

- Assist in the creation, improvement and maintenance of operational processes and systems
- Prepare office communication and draft reports.
- Handle communication at operational level and provide update
- Assist in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets, activities etc.

V. REQUIREMENTS

- Diploma in Administrative Services, Business Administration, Office Management, Secretarial and Clerical or any related field from a recognized educational institution with 3 years of relevant work experience in administrative and/or secretarial in public organization, diplomatic mission, international organization or international non-governmental organizations.
- Candidates who are holders of bachelor's degree in administrative services, Office Management or any related field from a recognized educational institution are required to have 2 years of relevant work experience in administrative and/or secretarial work.
- A higher qualification will be an added advantage
- Experience in Office Management is mandatory.
- Experience in planning and coordination of meetings with various stakeholders
- Work experience in SAP is an added advantage

VI. REQUIRED SKILLS

- Attention to detail and ability to work effectively under pressure.
 - Ability to organize and present data in an understandable and useful manner
 - Sound planning and organisational skills
 - Good interpersonal skills
 - Strong communication ability both orally and in writing
 - Proficiency in Microsoft Office (MS-Word, MS-Excel, MS-Power Point)
- Proficiency in one of the AU official working languages (French, English, Portuguese, Arabic) and fluency in another AU language(s) is an added advantage

VIII. EVALUATION CRITERIA

- Academic background
- Professional experience

IX.APPLICATION PACKAGE

Applications must include:

- Copies of diplomas, attestations, certificates, etc.
- A detailed Curriculum Vitae outlining relevant professional experience.

- Any supporting documents deemed relevant.

X.SUBMISSION OF APPLICATIONS

Applications must be submitted to: afripol-bids@africanunion.org

XI.DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for receipt of applications is 17:00 local time (GMT+3) on 30 January 2026.

For further information, please contact us at the following email address:

afripol@africanunion.org

NB:

Only applicants with the desired qualifications and skills will be considered

Applications shall not be considered if:

- **received after the deadline**