ORGANIZATION OF AFRICAN UNITY
Addis Ababa

ORGANISATION DE L'UNITE AFRICAINE
Addis Ababa

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Director of Research

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OAU

OAU STAFF REGULATIONS

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Chapter I - PURPOSE, SCOPE AND AREA OF APPLICATION

ARTICLE I - (PURPOSE)

The present Staff Regulations drawn up in pursuance of Article XVIII of the Charter of the Organization of African Unity, define the general conditions of service, rights, duties and obligations of all members of staff of the Organization.

ARTICLE 2 - RELATION TO STAFF RULES

These Regulations are supplemented by Staff Rules consistent with the principles stated herein.

Chapter II - RIGHTS AND OBLIGATIONS

ARTICLE 3 - STATUS OF STAFF MEMBERS

In conformity with the provisions of Article XVIII of the Charter, staff members of the Organization of African Unity are international civil servants. Their responsibilities shall be exclusively international. In accepting appointment, every staff member pledges himself to discharge his duties and to regulate his conduct with the interest of the Organization of African Unity only in view.

ARTICLE 4 - OBLIGATIONS OF STAFF MEMBERS

a) Staff members shall maintain the highest standards of conduct and shall avoid any action incompatible with the standards of conduct required of an international civil servant. They shall regulate their private and official activities so as not to discredit the Organization.

b) In the performance of their duties, they shall neither seek nor accept instructions from any Government or from any authority external to the Organization.

c) They shall not engage in any activity that is incompatible with the proper discharge of their duties with the Organization or that may adversely reflect on their status as international civil servants answerable only to the Organization.

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d) They shall avoid any action and, in particular, any public pronouncement that might commit or discredit the Organization or adversely reflect on the integrity, independence and impartiality required of staff members by their status.

e) They shall exercise utmost discretion with regard to all facts and information known to them by reason of or in connection with the performance of their duties. Any misuse or unauthorized extraction or destruction of official papers or documents is strictly forbidden.

f) They shall respect the principles of hierarchy and discipline, and the established authority in the Secretariat. They shall be subject to the authority of the Secretary-General, who may assign them to any post or task in the Organization, due regard being had to their qualifications and experience. They shall obey individual or general instructions issued by superior officers within the framework of the functions and responsibilities of the Secretariat.

ARTICLE 5 - OATH OR DECLARATION OF OFFICE

a) On their assumption of duty in the OAU, all staff members shall subscribe to the following written declaration: "I solemnly undertake to exercise in all loyalty, discretion and conscience, the functions and responsibilities entrusted to me as an international civil servant of the Organization of African Unity, to discharge my functions and to regulate my conduct with only the interests of the OAU in view, and not to seek or accept instructions from the Government of any Member State or authority external to the Organization".

b) The Oath or Declaration shall be made orally by the Secretary-General and Assistant Secretaries-General at a public meeting of the Assembly. All other staff members of the Secretariat shall make the Oath or Declaration before the Secretary-General or his authorised representative.

ARTICLE 6 - PROTECTION

a) By virtue of the exercise of their functions, all staff members in the service of the Organization shall be entitled to protection.

b) The Organization shall ensure the protection of staff members against threats, abuse, violence, assault, insults or defamation to which they may be subjected by reason of or in connection with the performance of their duties in the Organization. The Organization shall, where necessary, make good any damage suffered by staff members as a result of such acts.

c) The Organization shall assume full civil liability for any professional fault committed by a staff member in, or in connection with, the performance of his official duties. In such case the Organization may take appropriate action against the staff member concerned, such action may include disciplinary measures to which the staff member has rendered himself liable.

ARTICLE 7 - IMMUNITIES AND PRIVILEGES

a) Staff members in discharging responsibilities and duties for the OAU shall enjoy immunities and privileges in conformity with international conventions.

b) The immunities and privileges accorded to staff members by virtue of Article XXXI of the Charter and the provisions of the Headquarters Agreement and of the General Convention on Privileges and Immunities are conferred on them in the interest of the Organization.

c) These immunities and privileges shall not be invoked to exenorate staff members who enjoy them from discharging private obligations or from observing laws and police regulations.

d) In any case where these immunities and privileges are questioned, the staff member concerned shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

Chapter III - CLASSIFICATION OF STAFF AND POSTS

ARTICLE 8 - CLASSIFICATION OF STAFF

The staff of the OAU shall be classified in the three following Groups:

a) Elected Officials (Group I)

b) Professional and Technical Staff (Group II)

c) General Service Staff (Group III).

CHAPTER IV - APPOINTMENT, PROMOTION AND RE-EMPLOYMENT

ARTICLE 9 - CONDITIONS FOR APPOINTMENT

No person shall be appointed a staff member of the Organization of African Unity unless:

a) He is an African from a Member State of the OAU or from an African territory still under colonial or racist domination;

b) He possesses the required moral standards and has not been convicted for a serious criminal offence;

c) He has been declared, by a medical panel, physically fit to hold the post applied for and free from any mental illness, permanent or temporary;

d) He meets the age requirements specified in the Staff Rules.

ARTICLE 10 - AUTHORITY FOR APPOINTMENTS

In accordance with Article XVI and XVII of the Charter, appointments of staff belonging to Group I (Elected Officials) shall be made by the Assembly of Heads of State and Government. The power of appointment of all other staff members rests with the Secretary-General. Upon appointment each staff member shall receive a letter of appointment signed by the Secretary-General.

ARTICLE 11 - EFFECTS OF THE STAFF RULES AND REGULATIONS

Subject to what is stipulated in Article 10 above, all appointments of staff members shall be governed by the provisions of the present Staff Rules and of the Staff Regulations. A copy of the Rules and Regulations shall be provided to each staff

member together with the letter of appointment. By accepting the appointment, the staff member acknowledges that he has been made acquainted with and has accepted the conditions laid down in the Staff Rules and Regulations.

ARTICLE 12 - CRITERIA FOR SELECTION

a) Selection of staff members shall be made without distinction as to race, sex or religion and, on

a competitive basis according to the terms and conditions established by the Secretary-General.

b) The paramount consideration in recruitment, appointment, transfer and promotion shall be the necessity of securing staff with the highest standards of efficiency, competence and integrity.

c) In filling vacancies due account shall be taken of the qualifications and experience of persons already in the service of the Organization, without prejudice to the recruitment of fresh talent.

d) In recruiting staff due regard shall be had to the principle of national and sub-regional distribution, in accordance with the terms and conditions specified in the Staff Rules.

e) All staff members shall be appointed upon written notification and approval of their Government or of an African Liberation Movement recognized by the OAU.

f) Any Member State may in consultation with the Secretary-General request the release of its nationals from the service of the Organization if they are needed to serve their governments.

RTICLE 13 - TYPES OF APPOINTMENT

a) Appointments shall be made in the first instance on a fixed-term contract for a period of three years, the first twelve months of which shall be considered as a probationary period.

b) This initial contract may be renewed by the Secretary-General for another period of two years if the services of the staff member are deemed satisfactory.

c) If on the expiry of the renewed contract the services of the staff member are still satisfactory, the Secretary-General may renew his fixed-term contract for further periods of two years each or offer him permanent appointment provided that there is a vacancy in his country's quota.

d) The Secretary-General shall ensure that the number of permanent staff members does not exceed 51% of total number of staff of the OAU staff members.

e) The provisions of paras (a) to (c) above notwithstanding, short-term contracts or contracts for the duration of a specific mission may be granted, the date of expiration being specified in the letter of appointment. Such contracts may be renewed or extended for any additional period for the accomplishment of a specific mission.

ARTICLE 14 - ADVANCEMENT AND PROMOTION

a) Staff members shall be entitled to advancement within their grade and to consideration for promotion to a higher grade, in the conditions specified in the Staff Rules.

b) Advancement of a staff member within the same grade shall be subject to a satisfactory record of performance.

c) Promotion from one grade to another shall be by selection in accordance with the Staff Rules.

d) For purposes of advancement and promotion the Secretary-General shall establish a system of individual records and periodic reports in accordance with the terms and conditions laid down in paragraph (a) of Article 20 of the Staff Rules.

ARTICLE 15 - INTERNAL AND EXTERNAL SELECTION

a) The Organization must, as far as possible, encourage the principle of internal promotion without any prejudice to the recruitment of fresh talent.

b) The promotion from the General Service Category (GS) to the professional category (P) must necessarily be through a competitive examination.

c) All the staff members of the General Service Category having reached the ceiling of their grade or having a seniority of at least five (5) years in this Category may sit for a competitive examination for a post in Grade P1.

d) The Secretary-General shall communicate regularly to the governments of Member States the list of vacant posts and the corresponding jobs description by requesting them to submit the appropriate candidatures and shall inform each government of the status of its quota.

CHAPTER V - APPOINTMENT, PROMOTION AND RE-EMPLOYMENT

ARTICLE 16 - TERMS AND CONDITIONS

The terms and conditions of recruitment, probation, confirmation of appointment, advancement and promotion and possible re-employment are defined in Articles 13 to 21 of the Staff Rules.

CHAPTER VI - REMUNERATION

ARTICLE 17 - SALARY, ALLOWANCES AND OTHER BENEFITS

a) Staff members in the service of the OAU shall be entitled to salary, allowances and other benefits, pursuant to the provisions of Article XVIII of the Charter of the OAU.

b) Staff members of Group 1 (Elected Officials) shall be entitled to salaries and all other allowances and benefits granted generally to the staff members of the Organization, except Housing Allowance for the Secretary-General.

c) The Secretary-General shall, from time to time, propose to the Council of Ministers, for submission to the Assembly of Heads of State and Government, the scales of salaries, allowances and benefits of staff members including the Secretary-General and Assistant Secretaries-General as well as the terms and conditions under which they shall be granted. These scales, terms and conditions shall be set out in the Staff Rules.

d) In determining the conditions of service of staff in Group III who are locally recruited, consideration shall be given to the best prevailing conditions of service offered by the governments of the host countries and all other factors of appraisal, including in particular the conditions of service of other international organizations. The rates shall not be lower than those of the host country.

e) The Secretary-General shall, in consultation with the Advisory Committee on Administrative, Budgetary and Financial Matters, determine the emoluments for persons engaged as consultants or in other capacities but who do not have the status of staff members. These emoluments shall be fixed in such a way as not to placee at a disadvantage regular staff members performing comparable tasks.

f) All staff members shall be entitled to pension and shall pay their share of contributions in accordance with the terms and conditions prescribed in the Staff Rules.

g) Staff members shall either be placed on active duty or released from duty. A staff member shall be considered to be on active duty while he is effectively performing the functions of the post to which he has been appointed; he shall also be considered to be on active duty while, in accordance with the conditions defined in the Staff Rules, he is on leave, on mission or under-going training. A staff member shall be considered to be released from duty when, in accordance with the conditions defined in the Staff Rules, he has been temporarily released for a period of up to one year. During this period he ceases to perform his duties, foregoes all rights to remuneration and ceases to accrue credit towards leave, salary increment,

promotion and all other benefits based on length of service.

h) The Secretary-General shall ensure the application of the provisions relating to the terms and conditions of the granting and enjoyment of leave and release, as defined in the Staff Rules and taking into consideration the exigencies of service.

CHAPTER VII - ANNUAL, HOME AND SPECIAL LEAVE

ARTICLE 18 - ANNUAL, HOME AND SPECIAL LEAVE

a) Staff members shall be granted appropriate annual leave.

b) Staff members who are serving outside their home country shall be entitled to home leave once every two years of qualifying service.

c) Special leave may be granted by the Secretary-General in exceptional cases.

d) The terms and conditions governing leave of staff member shall be defined in the Staff Rules.

CHAPTER V111 - SOCIAL SECURITY

ARTICLE 19 - SOCIAL SECURITY PROVISION

a) The Organization shall make provision for Social Security for all staff members providing particularly for:

i) Sick Leave:
ii) Maternity and Paternity Leave:
iii) Compensation for service - incurred illness, injury or death:
iv) Medical Assistance:
v) Pension Scheme:
vi) Group Life Insurance.

b) The eligibility of staff members of different categories to participate in these provisions and all other terms and conditions shall be defined in the Staff Rules.

CHAPTER IX - TRAVEL

ARTICLE 20 - OFFICIAL TRAVEL

The Organization shall pay for the travel expenses of staff members travelling on official mission and of staff members and their eligible dependents travelling on:

a) initial appointment, from the country of origin or from

the normal place of residence to the duty station:

b) travel on administrative statutory leave:

c) change of duty station:

d) separation from the service.

ARTICLE 21 - TRANSPORTATION OF STAFF MEMBER'S HOUSEHOLD GOODS AND EFFECTS

Subject to the terms and conditions defined in the Staff Rules, the Organization shall pay the cost of removal of the household goods and personal effects of staff members.

CHAPTER X - SEPARATION FROM SERVICE

ARTICLE 22 -RESIGNATION

Staff members may resign upon giving the Secretary-General the notice required under the terms of their appointment or contract, as specified in the Staff Rules.

ARTICLE 23 - TERMINATION

Subject to the relevant provisions of the Charter of the OAU and in accordance with the provisions of the Staff Rules, the Secretary-General may terminate the appointment of a staff member at any time for any of the followingy reasons:

a) If the exigencies of the service require abolition of the post or reduction of staff:

b) If the services of the staff member concerned ceases to be satisfacory:

c) If the staff member is incapacitated for further service for reasons of health:

d) If after consultation with the Secretary-General, the Government of the country to which a staff member belongs re-calls him in accordance with para (f) of Article 12 of these Regulations:

e) If facts anterior to the appointment of the staff member and relevant to his suitability and moral conduct come to light which, if they had been known at the time of his appointment, would, under the standards established by the Charter and these Staff Regulations, have precluded his appointment:

f) If the staff member has been convicted of a serious criminal offence, thus failing to respect the standards of conduct required of an international civil servant and discrediting the Organization;

g) If the staff member is guilty of conduct prejudicial to the smooth administration of the Organization.

ARTICLE 24 - RETIREMENT

Except for elected officials, staff members shall not be retained in the services of the Organization beyond the age of 60.

CHAPTER XI - PERSONNEL ADVSIORY BODIES

ARTICLE 25 - PERSONNEL ADVISORY BODIES

a) The Secretary-General shall establish a machinery with staff participation to advise him on personnel matters, as follows:

i) A Joint Administrative Committee, to advise on personnel policies, proposals for changes in the Staff Regulations and Rules and general conditions of work and welfare of the staff;

ii) Recruitment, Appointments, Promotions and Staff Development Committee to advise on the filling of vacant posts and on all actions concerning the careers of individual staff members;

iii) A Medical Panel to advise on medical matters concerning staff members;

iv) A Joint Disciplinary Board to advise on the cases of staff members charged with disciplinary offences.

b) The Composition and terms of reference of the bodies provided for in para (a) shall be defined in the Staff Rules.

CHAPTER XII - DISCIPLINARY MEASURES

ARTICLE 26 - DISCIPLINARY MEASURES

a) The Secretary-General, after consultation with the Joint Disciplinary Board, may impose disciplinary measures on a staff member whose conduct is unsatisfactory.

b) The Secretary-General shall set up a Joint Disciplinary Board where the staff is represented to advise him on all disciplinary measures to be taken against a staff member in accordance with the provisions of Article 25 (IV) of these Regulations.

c) The composition and terms of reference of the Joint Disciplinary Board shall be defined in the Staff Rules.

CHAPTER XIII - APPEALS

ARTICLE 27 - ADMINISTRATIVE TRIBUNAL

a) The Administrative Tribunal established by the Council of Ministers shall be competent to hear appeals submitted by staff members or by persons who have succeeded to the rights of staff members, alleging non-observance of the terms of appointment, including all applicable provisions of the Staff Rules and Regulations, or appealing against disciplinary measures.

b) The Statutes and Rules of Procedure of the Administrative Tribunal, as established by the Council of Ministers, are set out in a separate document.

CHAPTER XIV - GENERAL PROVISIONS

ARTICLE 28 - ENTRY INTO FORCE

These Regulations shall come into force upon their approval in conformity with Article XVIII of the Charter of the OAU and shall supersede the Rules adopted by the Thirty-second Session of the Council of Ministers in Nairobi on 4 March, 1979 and all previous Staff Regulations.

ARTICLE 29 - AMENDMENTS OF THE REGULATIONS

These Regulations may be supplemented or amended by the Council of Ministers in conformity with the provisions of Article XVIII of the Charter.

ARTICLE 30 - STAFF RULES

The Staff Rules established in conformity with Article 2 of these Regulations to supplement the Regulations may be amended by the Council of Ministers.

ARTICLE 31 - LANGUAGES OF PUBLICATION

The present Staff Regulations shall be published in the working languages of the Organization of African Unity.

Adopted in Addis Ababa, 7 July, 1990.

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