



ORGANIZATION OF
AFRICAN UNITY

Secretariat
P. O. Box 3243

منظمة الوحدة الافريقية
السكرتاريه
ب. ب. 3243

Addis Ababa

ORGANISATION DE L'UNITE
AFRICAIN

Secretariat
B. P. 3243

CM/477/Add.1/Rev.2

ADDITIONAL ITEMS SUBMITTED TO THE ADVISORY COMMITTEE

ON BUDGETARY AND FINANCIAL MATTERS TO BE

CONSIDERED FOR POSSIBLE INCLUSION

IN THE 1973/74

DRAFT ESTIMATES



A. SUMMARY OF PROPOSED NEW POSTS AND UPGRADINGS

1.	General Secretariat, Addis Ababa.....	US\$76,492
2.	Scientific, Technical and Research Commission	" 33,178
3.	Co-ordinating Committee for the Liberation of Africa, Dar-Es-Salaam.....	" 9,121
	TOTAL.....	<u>US\$118,791</u>



GENERAL SECRETARIAT - ADDIS ABABACABINET

1 Bilingual Secretary	GS4-5	US\$5,586
Travel on Initial Recruitment		" 2,000
Installation Allowance		" 956
Dependency Allowance		" 500
		<u>US\$9,042</u>

EXPLANATORY NOTE:

This request is justified by the crushing volume of work and by the resulting long working hours now being thrust upon the two statutory secretaries of the Cabinet.

CONFERENCE DIVISION

4 Arabic translators	P3 Step 1	US\$19,872
2 Bilingual secretaries (Arabic)	GS4-5	US\$11,172
		<u>US\$31,044</u>
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POLITICAL DEPARTMENTSanctions Section

1 Stenographer	GS3-5	US\$4,422
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ECONOMIC AND SOCIAL DEPARTMENTTransport and Communications Section

1 Stenographer	GS3-5	US\$4,422
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SCIENTIFIC AND CULTURAL DEPARTMENTNatural Resources Section

1 Chief of Section	P3-1	US\$9,936
1 Stenographer	GS3-5	" 4,422
Travel on Initial Recruitment		" 2,580
Installation Allowance		" 1,323
Dependency Allowance		" 900
		<u>US\$19,161</u>

ADMINISTRATION DEPARTMENTGeneral Services Section

1 Asst. Chief of General Services	P2-1	US\$8,401
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EXPLANATORY NOTE:

The need for this post has been a longstanding one; as it has consistently been brought to the Committee for two years in succession. An Assistant to the Chief of the Section is needed to assist and relieve the Head of Section and also, due to diversity of the services that the Section deals with together with a large number of subordinate staff, the Assistant Chief of General Services is required in order to ensure the continuity of the Administration and above all to give much needed support to the Head of the Section. Such an Assistant should be of a professional grade, if possible at P-2.

SCIENTIFIC, TECHNICAL AND RESEARCH COMMISSIONLAGOS OFFICE:

1 Security guard	L.S.	US\$1,260
2 Clerk/typists	L.S.	" 2,016
		<u>US\$3,276</u>

I.A.P.S.C. YAOUNDE

1 Asst. Scientific Secretary	P3-1	US\$9,936
Travel on Initial Recruitment		" 2,000
Installation Allowance		" 3,000
Dependency Allowance		" 800
		<u>US\$15,736</u>

EXPLANATORY NOTE:

IAPSC activities can only be increased when there are enough technical and supporting staff. The present budget, therefore, calls for additional Assistant Scientific Secretary.

B.I.S. - BANGUI

1 Stenographer	GS3-1	US\$2,772
1 Clerk/typist	L.S.	" 1,148
		<u>US\$3,920</u>

EXPLANATORY NOTE:

It has become necessary to appoint a Stenographer and a Clerk/typist due to the expansion of this Office.

I.B.A.R. - NAIROBI

1 Documentalist	P1-1	US\$6,864
1 Clerk/Asst. Accountant	L.S.	" 1,957
1 Clerk/Receptionist	L.S.	" 1,425
		<u>US\$10,246</u>

EXPLANATORY NOTE:

- (a) The Documentalist is to assist in the production of the IBAR Bulletin and handle other Scientific problems due to increase in volume from Member States.
- (b) Due to increase in volume of IBAR activities, the two local staff were taken over from the STRC/JP.15.

Total for STRC US\$33,178

CO-ORDINATING COMMITTEE FOR THE LIBERATION OF AFRICADAR-ES-SALAAM (TANZANIA)PROPOSED NEW POST

<u>New Post</u>	<u>Salary Scale</u>	<u>U.S.\$</u>
1. Shorthand-Typist (French)	GS4-1 (Local)	3,936
2. Registry Clerk	GS4-4 (Local)	4,431
3. Gardener	L.S.	<u>754</u>
		<u>9,121</u>

EXPLANATORY NOTE:1. Shorthand-Typist (French)

The Executive Secretariat has for the past seven years had only one French Shorthand-Typist who has been over-stretching herself to cope with the increasing volume of work and has consequently been on sick leave. The Secretariat has invariably hired the services of French Shorthand-Typists from Embassies and even from the OAU General Secretariat at exorbitant costs including air passages and per diem allowances. Recruitment of a second Shorthand-Typist could be a sound economic proposition.

2. Registry Clerk

The Executive Secretariat has never had a Registry Clerk. It is absolutely necessary especially now in view of the increase in volume of work, following the expansion of the membership of the Liberation Committee, that someone sufficiently senior and competent be employed to handle the confidential registry work of the organization and to serve as an Administrative Assistant.

3. Gardener

The Secretariat will be having a gardener for the first time ever if its request is granted.

1973-02

Additional items submitted to the Advisory Committee on Budgetary and Financial Matters to be considered for possible inclusion in the 1973/74: draft estimates

Organization of African Unity

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