



NEPAD PLANNING AND COORDINATING AGENCY

VACANCY ANNOUNCEMENT: HEAD OF REGIONAL OFFICE, AFRICAN BIOSAFETY NETWORK OF EXPERTISE (ABNE) NO.VA/NPCA/22

The African Union (AU) established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The New Partnership for Africa's Development (NEPAD) is a programme of the African Union adopted in 2001 in Lusaka, Zambia, aimed primarily at poverty alleviation and promotion of economic growth and sustainable development in Africa. As a consequence of the integration of NEPAD into the structures and processes of the African Union, the NEPAD Planning and Coordinating Agency (NPCA) has been established by the Decision of the 14th AU Assembly of February 2010 as the technical body of the African Union, in replacement of the NEPAD Secretariat.

The mandate of the NEPAD Agency is to:

- i. Facilitate and coordinate the implementation of continental and regional priority programmes and projects;
- ii. Mobilise resources and partners in support of the implementation of Africa's priority programmes and projects;
- iii. Conduct and coordinate research and knowledge management;
- iv. Monitor and evaluate the implementation of programmes and projects; and
- v. Advocate on the AU and NEPAD vision, mission and core principles/values.

The offices of the NEPAD Agency are located in Midrand, Johannesburg, South Africa.

Based on the **Host Agreement between the Government of the Republic of South Africa and the African Union for NEPAD to serve as the interim AU Office Operating outside the African Union Headquarters**, the NEPAD Planning and Coordinating Agency invites applicants who are citizens of African Union Member States for the post of **Head of Regional Office, African Biosafety Network of Expertise (ABNE)**.

A. Post

Job Title: Head of Regional Office, African Biosafety Network of Expertise (ABNE)
Position Level: P5
Duty Station: Ouagadougou, Burkina Faso
Supervisor: Head, NEPAD Science, Technology and Innovation Hub (NSTIH)

B. KEY PERFORMANCE AREAS

Under the supervision of the Head of the Science, Technology and Innovation Hub (NSTIH) of the NEPAD Planning and Coordinating Agency (NPCA) or his/her delegate, the **Head of Regional Office, African Biosafety Network of Expertise** will work across multiple ABNE domains and will be responsible for the project management, program planning and coordination, prioritization, resource mobilization and financial management. S/he will be responsible for the oversight and reporting related to the day-to-day operation of ABNE Network activities in compliance with the NEPAD Agency policies and procedures. S/he will actively work and liaise with personnel from Michigan State University in implementation of the NEPAD/ABNE programme.

KEY PERFORMANCE AREAS

1. Provide overall leadership for the ABNE programme including strategic planning, priority setting, technical and programmatic direction to the ABNE network.
2. Plan and implement ABNE programmes and activities in collaboration with ABNE Principal Programme Officer and Programme Officers including training workshops, short courses, study tours, internships, and other programmes.
3. Provide leadership for resource mobilization to expand and sustain the activities of the ABNE network.
4. Diversify partnerships, mobilize African public and private resources, frame innovative financing mechanisms on the basis of potentially remunerated services.
5. Identify and hire suitable consultants to provide additional technical support to ABNE programmes.
6. Supervise and mentor technical and administrative staff of ABNE and conduct annual performance evaluation of the staff.
7. Lead the development of work plans and budgets for ABNE towards the implementation of activities and provide oversight for financial management.
8. Organize annual meetings of the ABNE Technical Advisory Committee and Management Committee for progress review and finalization of annual work plans and budgets.
9. Provide strategic guidance and technical oversight for ABNE publications, policy briefs, newsletters, outreach materials, and web portal.
10. Supervise monitoring, evaluation, and streamline ABNE activities and interface with other service providers and international partners.
11. Advocate, administer and further the vision, mission and objectives of NEPAD Agency ABNE programme across Africa.

12. Liaise with senior government officials in ABNE focus countries for biosafety policy advocacy.
13. Represent ABNE at the Africa-wide Biosafety coordination meeting and other regional and international fora related to biosafety and biotechnology.
14. Prepare and submit to granters annual comprehensive work plans, progress reports, financial and budgetary allocation reports.
15. Perform any other related duties as may be assigned.

C. Job requirements

Required Skills and Competencies

- i. Excellent technical competence in project/programme management.
- ii. Excellent skills in advocacy, resource mobilization and developing partnerships.
- iii. Excellent planning, implementation, monitoring & evaluation and reporting skills.
- iv. Excellent oral, writing and editing skills.
- v. High level of accuracy, attention to detail and thoroughness.
- vi. Ability to work under minimal supervision, be proactive, initiative and with sound judgment.
- vii. High level of integrity and accountability, flexible approaches to work coupled with enthusiasm, commitment and energetic.
- viii. Ability to leverage limited resources and staff for maximum impact.
- ix. Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.
- x. Creative thinking, problem solving, communication and interpersonal skills.
- xi. Good organisation and time management skills.
- xii. Maintain confidentiality at the highest level at all times.
- xiii. Sound analytical skills.
- xiv. Ability to work in a multi-cultural and multi-national environment.

- D. Education and Experience:** Candidates must have a minimum of a Masters Degree in biological sciences. A relevant first level University degree with extensive experience and proven record in national, regional and international development institutions may be accepted in lieu of an advanced University degree. Agricultural Biotechnology related program/network management experience will be an advantage. Candidates must have at least seven (7) years of relevant post-qualification experience within public sector institutions or similar organizations nationally, regionally and / or internationally, of which at least three (3) years should be in a Management position.

E. Other relevant skills

- i. Excellent working knowledge of computer applications (MS Word, Excel, Powerpoint etc).
- ii. Working knowledge of policy analysis and development and programme and/or project management, implementation and monitoring.
- iii. Technically competent, knowledgeable, with experience in development issues and administrative management.

- F. **Language requirement:** Proficiency in one of the following African Union working languages is a requirement; English, French, Portuguese and Arabic. Knowledge of one or more of the other AU working languages would be an added advantage.
- G. **Age requirement:** Candidates should preferably be between **35 and 50** years old.
- H. **Tenure of Appointment:** The appointment will be made on an AU short-term contract for a period of one (1) year, of which the first three (3) months will be considered as a probationary period. This is renewable subject to performance and availability of funds.
- I. **Gender Mainstreaming:** The NEPAD Planning and Coordinating Agency is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.
- J. **Applications** should be forwarded utilizing "Arial" font 11.5: To apply, please submit the following:
- a. A motivation letter stating reasons for seeking employment with the NEPAD Planning and Coordinating Agency.
 - b. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender.
 - c. Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax and e-mail addresses.
 - d. Certified copies of degrees and diplomas.
- K. **Remuneration:** Indicative basic salary of **US\$54,059.00** per annum plus other entitlements e.g. Post Adjustment (55% of basic salary), Housing allowance (\$23,846.40 per annum), gratuity (15% of gross salary) in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.
- L. **Applications** must be received not later than **Monday, 02 November 2015** and should be addressed to:

Head of Human Resources
NEPAD Planning and Coordinating Agency
P O Box 1234; Halfway House; Midrand, 1685
Email: hr@nepad.org; rebecca@nepad.org

Please note that only shortlisted candidates will be contacted.

The New Partnership for Africa's Development (NEPAD) is a vision and strategic framework for Africa's renewal that is based on a shared understanding that it is imperative to eradicate poverty and position African countries on the road to sustained economic growth and development. NEPAD works closely with the African

Union Commission (AUC), regional economic communities, national governments, research institutions and civil society organisations in its efforts to eradicate poverty in Africa whilst also voicing Africa's concerns at the global level. For more information go to: www.nepad.org