



Office of Science and Technology

Job Advertisement

PROGRAMME COORDINATOR

SCIENCE, TECHNOLOGY AND INNOVATION INDICATORS PROGRAMME

Responsibilities

The New Partnership for Africa's Development (NEPAD) is the socio-economic programme of the African Union (AU). NEPAD's Office of Science and Technology (OST) is the designated technical and administrative secretariat for the implementation of Africa's Science and Technology Consolidated Plan of Action (CPA). Its mandate is to coordinate the implementation of the CPA and provide technical backstopping to the AU Commission and the African Ministerial Council on Science and Technology (AMCOST).

NEPAD OST is launching a new programme to develop African science, technology and innovation indicators. The programme comprises of training workshops, national and regional surveys, establishing an observatory, and the production of an African Science and Innovation Outlook. These will be implemented through inter-governmental processes and activities by a network of carefully selected leading African and international organizations. Financial support for the programme is provided by the Swedish International Development Cooperation Agency (Sida).

NEPAD OST seeks to recruit a coordinator for the new programme. Based in Pretoria South Africa, the coordinator will work under the guidance and direction of the Director of NEPAD OST. He or she will be responsible for provision of effective operational management and implementation of the programme. The incumbent's main functions will include:

- (a) initiating, supervising and carrying out activities as outlined in the programme proposal agreed upon between NEPAD OST and Sida, and the work-plan to be approved by an inter-governmental committee of AMCOST;
- (b) Overseeing the preparation of relevant manual(s), training materials and background studies;
- (c) Developing guidelines and procedures for the organization and conduct of national and regional science, technology and innovation surveys;
- (d) Coordinating activities of a network of expert institutions, including organizing meetings and tele-conferences for the network;
- (e) Organizing national and regional training workshop on indicators and surveys;
- (f) Reviewing national surveys and preparing regional comparative analysis or synthesis of the surveys;
- (g) Preparing quarterly reports on the implementation of the programme;
- (h) Participating in international, regional and national meetings and providing expertise and inputs;
- (i) Ensuring that all members of the AU and international partners are frequently informed of activities of the programme; and
- (j) Developing new proposals and mobilizing financial resources for the implementation of the programme and related follow-up activities.

Qualifications

Applicants for the post must have a doctoral degree in natural sciences or science policy studies and proven ability to conduct research on science, technology and innovation policy issues. They must possess skills for extensive inter-agency and inter-governmental networking; proven experience in project formulation and management. They should also have excellent written and verbal communication skills. Ability to plan and delegate responsibility as well as to develop strategies to accomplish objectives and to lead a multidisciplinary team is necessary. The Successful applicant will be issued with a two years contract renewable subject to performance and availability of funds. Internationally competitive salary and benefits are offered.

Contact

Applications and CVs must be submitted to NEPAD Office of Science and Technology (NEPAD OST) P.O. Box 395, Lynnwood Pretoria, 0001, South Africa; e-mail Science@nrf.ac.za and fax: +27128414414 not later than 20 March 2007.