NEPAD PLANNING AND COORDINATING AGENCY

VACANCY ANNOUNCEMENT: SENIOR COORDINATOR, COORDINATION OFFICE, OFFICE OF THE CHIEF EXECUTIVE OFFICER (CEO) - NO.VA/NPCA/15/02

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 Senior Coordinator, Coordination Office.

A. Post

Job Title: Senior Coordinator, Coordination Office
Position Level: P5
Duty Station: NEPAD Planning and Coordinating Agency, Midrand, Johannesburg, South Africa
Supervisor: Chief Executive Officer
B. KEY PERFORMANCE AREAS

Under the supervision of the Chief Executive Officer of the NEPAD Planning and Coordinating Agency (NPCA) or his/her delegate, the Senior Coordinator will handle the formalities and courtesies required to ensure seamless relationships between the Office of the CEO of NEPAD Agency, the host country, diplomatic missions and international organizations in the host country (South Africa) and similar institutions regionally, continentally and internationally with which NEPAD Agency interacts. The Senior Coordinator will facilitate official visits of the CEO to all meetings and organizations and ensures the smooth reception of the CEO and NEPAD Agency’s dignitaries and visitors within and outside the host country.

1. Coordinate the day to day operations of the Bureau of the CEO.
2. Oversee functions on executive support services, namely legal, internal audit and protocol / media matters.
3. Facilitate CEO’s strategic interface with NPCA Directorates/Divisions/Units for the effective mobilization of partners and resources.
4. Support quality assurance and standards in NPCA documentation, including CEO’s statements and presentations, for internal and external use.
5. Provide technical advisory support to the CEO on political and socio-economic analysis relating to NEPAD implementation.
6. Provide support towards strategic guidance and coordination of NPCA crosscutting and integrative sector programmes/projects and special initiatives for policy coherence and effective mainstreaming of good practices to enhance NEPAD delivery.
7. Facilitate and coordinate implementation of resolutions, directives and guidelines of NEPAD Heads of State and Government Orientation Committee (HSGOC) and the Steering Committee.
8. Contributes to the development and implementation of strategies and frameworks for promoting partnership building and consolidation as well as for resource mobilization.
9. Prepare and submit to the CEO comprehensive quarterly and yearly progress reports and work plans/financial updates/budgets of the Division.
10. Develop and maintain effective partnership, relationship and good communications with partner institutions, all stakeholders, as well as NPCA Directorates/Divisions/Units.
11. Perform any other related duties as may be assigned.

C. Job requirements

Required Skills and Competencies

i. Excellent knowledge and experience in the conceptualization and preparation of development-oriented programmes/projects.
ii. Proven knowledge and experience in operations management, project formulation and management.
iii. Excellent knowledge and experience of development-oriented programmes in Africa.
iv. Excellent management and interpersonal skills, high flexibility and capacity to work under pressure.
v. Familiar with NEPAD and experience in international development politics and working with international and regional organizations.
vi. Maintain confidentiality at the highest level at all times.

vii. High level of accuracy, attention to detail and thoroughness.

viii. Excellent strategic visioning, planning, implementation, monitoring & evaluation and reporting skills.

ix. Ability to work under minimal supervision, be proactive, take initiative, with sound judgment.

x. High level of integrity and accountability, flexible approaches to work coupled with enthusiasm, commitment and energetic.

xi. Ability to leverage limited resources and staff for maximum impact.

xii. Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.

xiii. Creative thinking and problem solving skills.

xiv. Good organisation, planning and time management skills.

xv. Excellent written and oral communications and interpersonal skills.

xvi. Sound analytical skills.

xvii. Ability to work in a multi-cultural and multi-national environment.

D. Educational and Experience: Candidates must hold a minimum of a Master’s degree in development management, public administration, management, social sciences, economics or related field. A PhD in the aforementioned disciplines will be an added advantage. Candidates must have ten (10) years of progressive responsibility in operations management and coordination, of which three (3) years should be at managerial or related level.

E. Other relevant skills

i. Strong networking and representation skills and ability to mobilize support on behalf of NEPAD Agency.

ii. Excellent computer application skills (Microsoft Office package - MS Word, Excel, PowerPoint and Publisher; knowledge and information sharing platforms, e.g., Teamwork.

iii. Technically competent, knowledgeable, with experience in development issues and administrative management

F. Language requirement: Proficiency in one of the following (English, French, Portuguese and Arabic) African Union working languages is a requirement. 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. **Application**: 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 (57% of basic salary), Housing allowance ($26,496.00 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, 30 March 2015** and should be addressed to:

Head of Human Resources  
NEPAD Planning and Coordinating Agency  
P. O. Box 218  
Midrand, 1685  
Johannesburg, South Africa  
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 Agency 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](http://www.nepad.org)