

VACANCY ANNOUNCEMENT: PROGRAMME OFFICER, FOOD SAFETY
- NO.VA/NPCA/12/03

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 **Programme Officer, Food Safety, African Biosafety Network of Expertise (ABNE)**.

A. Post

Job Title: Programme Officer, Food Safety, African Biosafety Network of Expertise
Position Level: P2
Duty Station: NEPAD Planning and Coordinating Agency, Ouagadougou, Burkina Faso
Supervisor: Director, African Biosafety Network of Expertise, NEPAD Planning and Coordinating Agency

B. KEY PERFORMANCE AREAS

Under the supervision of the Director, African Biosafety Network of Expertise (ABNE) or his/her delegate, the Programme Officer – Food Safety is part of the African Biosafety Network of Expertise (ABNE), an initiative that provides science-based information and technical support to biotechnology regulatory agencies on the continent. The incumbent works with the Director and Programme Officers to provide food safety advisory services with regards to biotechnology and biosafety to African regulators, African Union (AU) member states and sub-regional organisations.

Specifically, the incumbent will:

1. Coordinate food safety-related activities of the ABNE project at the Node(s).
2. Develop, review and update the ABNE food safety section on the ABNE website.
3. Provide technical support services to African regulators on needs basis.
4. Compile useful technical information to be availed to African regulators and policy- and decision-makers.
5. Generate material to be incorporated into the ABNE Newsletter and News Bulletin and in the compilation of ABNE reports and other publications.
6. Participate in the planning and implementation of ABNE annual work plans.
7. Organise biosafety training workshops, short courses, seminars, study tours, and internship programmes for African regulators.
8. Work with relevant authorities in Africa to strengthen regulatory capacity of their food safety portfolio.
9. Contribute to the development of proposals for resource mobilization
10. Develop and maintain a database of food safety experts, training and analytical institutions in Africa and internationally.
11. Represent ABNE in international fora on issues and activities related to food safety.
12. Perform other related duties as may be assigned.

C. Job requirements

Required Skills and Competencies

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

D. Education and Experience: Candidates must have at least a Masters degree in Food science or a related degree in science, with a minimum of four (4) years of post-qualification experience in Biotechnology/Biosafety issues in Africa.

E. Other relevant skills

- i. Working knowledge of policy analysis and development and programme and/or project management, implementation and monitoring.
- ii. Technically competent, knowledgeable, with experience in development issues and administrative management.
- iii. Good resource mobilisation skills.
- iv. Excellent computer skills (e.g., (MS Word, Excel, Power Point, Access)

F. Language requirement: Excellent English and / or French (spoken and written) and fluency in any other AU language would be an added advantage.

G. Age requirement: Candidates should preferably be between **26 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.

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:** To apply, please submit the following:
- A motivation letter stating reasons for seeking employment with the NEPAD Planning and Coordinating Agency.
 - A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender.
 - Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax and e-mail addresses.
 - Certified copies of degrees and diplomas.
- K. Remuneration:** Indicative basic salary of **US\$31,457.00** per annum plus other entitlements e.g. Post Adjustment (55% of basic salary), Housing allowance (\$17,222.40 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, 20 February 2012** 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; musam@nepad.org;**

Please note, should you not hear from us within six (6) weeks after the closing date, kindly consider your application to be unsuccessful.

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 attempts to eradicate poverty in Africa whilst also voicing Africa's concerns at the global level. For more information go to: www.nepad.org.