



VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a unique and innovative programme of the New Partnership for Africa's development. It is an instrument voluntarily acceded to by member states of the African Union as an African-based monitoring mechanism. The primary purpose of the APRM is to foster the adoption of policies, standards and practices that lead to human security and political stability, high economic growth, sustainable development, and accelerated sub-regional and continental economic integration.

In seeking to achieve its objectives, the African Peer Review Mechanism intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The APRM invites applicants who are citizens of AU Member States for the following post:

1. **POST**

Job Title:	Chief Executive Officer
Level:	D1
Supervisor:	Chairperson of the Focal Points Committee
Directorate:	Office of CEO
Duty Station:	Johannesburg, South Africa

2. **JOB PURPOSE:**

The Chief Executive Officer will be responsible for providing general oversight of all APRM activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization. He/She ensures that a long-term strategy is in place to guide the organisation in achieving its objectives.

3. **MAJOR DUTIES AND RESPONSIBILITIES:**

- Providing general oversight of all APRM activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization;
- Ensuring that a long-term strategy is in place to guide the organisation in achieving its objectives
- Working to ensure that the organisation has the human, material and financial resources it needs to operate effectively
- Ensuring that all assets and resources of the organisation – equipment, materials and cash – are properly managed and secured, and overseeing that plans are in place for their maintenance, replacement or improvement, as appropriate;
- Assuring a work environment that recruits, retains and supports quality staff and consultants;
- Leading, directing and developing staff, ensuring that those working for the organisation are focused on achieving the mission and strategic objectives;

- Assuring program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation;
- Drawing up an annual business plan for APRM in advance of each financial year to integrate the organisation's programmes and activities and to ensure its on-going financial viability;
- Reporting to relevant APRM governance committees on organisational progress, providing information and answering for organisational progress and performance in delivering internal and external objectives and targets;
- Developing policy proposals for discussion and decision by the relevant APRM Committees;
- Making sure all the policy, procedural and strategic/key documents are kept up-to-date;
- Taking appropriate steps to manage risks that could impact significantly on the organisation;
- Maintaining an effective working partnership and collaboration with the Chairs of APRM Committees, and establishing and maintaining the annual programme for the meetings of the Committees;
- Working with the Chairs to enable the Committees to fulfill their functions and facilitates the optimum performance by the individual members;
- Helping APRM structures articulate their own roles and accountabilities and that of their committees and individual members, and helps evaluate performance regularly;
- Ensuring leadership and good communication is effectively developed across the organisation;
- Acting as a key spokesperson and advocate for APRM, and ensuring that the organisation is appropriately represented on all key/relevant partnerships and forums;
- Seeking opportunities to expand and promote awareness of APRM's work and use the media appropriately to raise the organisation's profile;
- Ensuring that the organisation forges strong and effective partnerships to deliver its mission by establishing high level contacts in member states with government officials, the private sector, Professional and Civil Society Organizations;
- Planning country reviews and ensuring their timely execution;
- Mobilizing resources from both participating countries and external strategic partners such as ECA, AfDB and UNDP;
- Providing support to Lead Panel Members in the presentation of Country Reports to the APR Forum of Heads of State and Government;
- Supervising the substantive servicing of the meetings of the APRM Committees, i.e. Panel, Focal Points and Forum.
- Ensuring the full implementation of the Host Country Agreement in close cooperation with the Ministry of International Relations of the Government of the Republic of South Africa.

4. QUALIFICATIONS:

Master's Degree in Economics/Social Sciences/Public Administration or relevant field.

5. PROFESSIONAL EXPERIENCE REQUIRED:

- Proven track record of leadership
- A minimum of 10 years' experience working at a senior management level
- Extensive experience working at a national level and/or in multilateral and intergovernmental development institutions and organizations, preferably in Africa;

- Solid knowledge of African development issues as well as Africa's major collective programmes and initiatives aimed at promoting sustained growth and sustainable development in Africa;

6. SKILLS AND KNOWLEDGE

- Extensive knowledge of the Constitutive Act of the African Union as well as the overall objectives of the APRM;
- Proven leadership ability and management skills,
- Good interpersonal skills and ability to work in a multicultural environment;
- Ability to influence and negotiate at a high level on behalf of the organisation
- Ability to build networks and make effective contacts and connections
- Excellent presentational skills – both verbal and written
- Excellent communication and people skills
- Full knowledge of computer systems, including internet navigation and various Microsoft Office applications such as Ms Word, Ms Excel, and PowerPoint

7. QUALITIES

- Commitment to APRM's vision, values and mission
- Integrity and credibility
- Highly self-motivated
- Extremely well organised, and able to prioritise
- Commitment to self-development (keeping relevant skills and knowledge up-to-date and keeping abreast of relevant developments)
- Realistic, enthusiastic and innovative

8. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages.

9. AGE REQUIREMENT:

Candidates must preferably be between XXXXX and 55 years old.

10. TENURE OF APPOINTMENT:

The appointment will be made on fixed term of five years, comprising the first three years one of which is probation period, after which the contract can be renewed once.

11. GENDER MAINSTREAMING:

The APRM is an equal opportunity employer and women candidates are strongly encouraged to apply.

12. REMUNERATION:

Indicative basic salary of US\$ 73'646.00 per annum plus other related entitlements for internationally recruited staff of the African Union.

13. APPLICATION PROCESS

Interested parties must submit the following:

- A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
- Comprehensive Curriculum Vitae indicating your nationality, age, and gender.
- Three (3) contactable referees who have good knowledge of the candidate's work.
- Certified copies of all academic qualifications

Applications must be sent to: **recruitment@aprm-au.org**, quoting the job title on the email subject line. OR post the application to: **APRM Recruitment Office, Private Bag X09, Halfway House, 1685**

Closing Date:

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