



## Executive Secretary; Terms of Reference

<b>Job Title</b>	Executive Secretary
<b>Department</b>	Office of the Executive Secretary
<b>Reports to</b>	President of OAFILAD/ Steering Committee
<b>Job Purpose</b>	<p>The Head of Secretariat will be recruited on a geographic rotation basis to lead a team committed and dedicated to fulfilling OAFILAD's mandate as an institution. As part of the OAFILAD Office of the General Assembly, the Executive Secretary is responsible for the overall management and supervisory functions of the Secretariat.</p>
<b>Essential Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Appoint members of the Secretariat based on recommendations made by the Steering Committee</li> <li>2. Manage the budget and finances of the organization under the supervision of the Steering Committee</li> <li>3. Prepare the annual budget and audit for approval of the Steering Committee and General Assembly</li> <li>4. Establish protocol agreements with different partners, clearly defining the areas of common interest, the expected results, the commitments of the various parties as well as their responsibilities for approval of the Steering Committee and General Assembly</li> <li>5. Organise, rapporteur and keep minutes for the full set of General Assembly and Steering Committee meetings</li> <li>6. Design and implement resource mobilization activities for the secretariat and member states</li> <li>7. Develop and implement programs listed in the current strategic plan</li> <li>8. Develop and implement a monitoring and evaluation strategy</li> <li>9. Maintain a database and documentation for institutional memory</li> <li>10. Implement decisions of the Steering Committee and regularly report to the President</li> </ol>

### **Supervisory Responsibilities**

- Qualifications
- Must be from one of the active member states of OAFLA (list available on OAFLA website)
- Extensive knowledge about Africa, protocol and etiquette
- Interpersonal skills with a sociable personality
- Diplomatic experience is an added advantage
- Must be flexible and adaptable with the ability to build highly functional and multicultural team
- Preferences will be given to women

### **Education or Experience**

- Masters in management; public health or international development, project management
- Skills in research, communications, policy analysis, diplomacy and advocacy and resource mobilization
- Minimum five years managerial experience in similar organization at the national or international level; at least three years in policy planning and partnership development

### **Skills**

- Excellent analytical and problem-solving skills
- English fluency
- Knowledge of any other official AU language is an advantage
- Computer skills-MS Microsoft

Please email your curriculum vitae to [hr@oafad.org](mailto:hr@oafad.org) no later than 19 December 2022. Only short listed candidates will be contacted.