



Human Resource Consultant

Terms of Reference

The organization

The organization of African First Ladies for Development (OAFSLAD) is a regional non-governmental organization established by First Ladies of Africa. The OAFSLAD Secretariat which is based in Addis Ababa since 2012, has been functioning as a liaison and coordination office with the Africa Union Commission, UN agencies and other partners.

Background of the consultancy

The Secretariat is led by the Executive Secretary who is hired from an OAFSLAD member country. Currently, the position for the Executive Secretary is vacant and OAFSLAD would like to fill this position as soon as possible. Application for the position have already been collected but the recruitment process remains to be finalized.

Establish shortlisting criteria.

Scope of the consultancy

The key objectives of the human resources consultancy will be to:

- Review applications
- Short list candidates to 4
- Interviews to be done by Steering Committee.
- Present finalist candidates for interviews and decision of the Steering committee

Deliverable

The consultant is expected to produce a detailed report on the process of recruitment that has been followed to select the best candidate.

Duration and timeline

The consultancy work is expected to be finalized within three weeks after the signing of the contract for consultancy.

Supervision and guidance

The consultant will be supervised by the OAFSLAD Steering committee, through the office of the OAFSLAD President.

Qualifications and Skills:

- At least five years' experience in human resources particularly in handling recruitment.
- Communications skills in English and/ or French languages

Application process:

Please email your application and curriculum vitae to hr@oafslad.org not later than April 10, 2023. Only short listed candidates will be contacted.