



# CALL FOR APPLICATIONS

Job Title: **PROGRAMME ADMINISTRATION EXPERT**

Reference: **007/CEEAC/COM/SA/DPPB/SPP/2022**

Application deadline:

Duty station: **Libreville, Gabon**

Type of contract: **Fixed-term contract of three (3) years renewable**

<b>SITUATION OF THE POST</b>	
<b>Department</b>	Presidency / Administrative Secretariat
<b>Division</b>	Planning, Programmes and Budget
<b>Service</b>	Programmes and Projects
<b>Functional Relationships</b>	<ul style="list-style-type: none"><li>- All departments</li><li>- External partners.</li></ul>
<b>DUTIES OF THE POST</b>	
The Programme Administration Expert is responsible for designing, coordinating and centralising studies for the preparation and maturation of Community programmes and projects of economic interest, in liaison with the structures concerned.	
<b>MAIN RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>- Monitor the search for funding for programmes and projects, in liaison with the Departments and Agencies concerned;</li><li>- Monitor the implementation of the Community's regional integration programmes and projects</li><li>- Support the sectoral services in the preparation of annual activity programmes;</li><li>- Produce periodic progress reports on programmes and projects;</li><li>- Prepare intervention and assistance strategies for ECCAS in favour of member states.</li></ul>	
<b>PROFILE REQUIREMENTS</b>	
<b>Educational Background</b>	Have a postgraduate degree (5 years of university education or equivalent) in Economics, Administration or Project Management.
<b>Experience</b>	Have at least 8 years of professional experience at similar levels of responsibility, particularly in the administration of community programmes and projects of economic interest (see Article 13 of the ECCAS Staff Regulations).
<b>Expertise</b>	<ul style="list-style-type: none"><li>- Central Africa and ECCAS member countries;</li><li>- International institutions and organisations;</li><li>- Texts, treaties and international legislation related to the sectors dealt with by ECCAS;</li><li>- Knowledge of the Commission's document library, in particular the programmes;</li><li>- Principles of results-based management and the project monitoring and evaluation system;</li></ul>

	<ul style="list-style-type: none"> <li>- Project planning and management techniques;</li> <li>- Language: English, Spanish, French and Portuguese required.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>- Have advanced professional and managerial skills;</li> <li>- Have the ability to design, plan, manage and evaluate large teams as required;</li> <li>- Analyse needs and make recommendations,</li> <li>- Draft annual work plans;</li> <li>- Conduct and manage programmes/projects in all life cycle stages;</li> <li>- Conduct studies and analyses and make complex recommendations in a clear and concise style;</li> <li>- Communicate orally and in writing with a high-level, multicultural audience;</li> <li>- Negotiate with high level contacts;</li> <li>- Organise and lead technical meetings with all types of internal and external contacts;</li> <li>- Use IT tools: Word, Excel, PowerPoint;</li> <li>- Use planning and project management tools.</li> </ul>
<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>- Results orientation;</li> <li>- Anticipation</li> <li>- Ability to analyse and synthesise;</li> <li>- Organisational skills, time management and rigour</li> <li>- People skills, listening skills and interpersonal skills;</li> <li>- Discretion in handling complex and/or sensitive cases.</li> </ul>
<b>EMPLOYMENT CONDITIONS</b>	
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>- Salary and benefits in accordance with the ECCAS salary structure.</li> </ul>
<b>Nationality &amp; gender</b>	<ul style="list-style-type: none"> <li>- Be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account for the recruitment;</li> <li>- Female candidates are encouraged to apply.</li> </ul>
<b>APPLICATION DOCUMENTS</b>	
<ul style="list-style-type: none"> <li>- Motivational letter of application;</li> <li>- Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail);</li> <li>- Citizenship certificate;</li> <li>- A copy of birth certificate or supplementary judgement in lieu thereof;</li> <li>- A copy of criminal record (bulletin n°3) not more than three months old;</li> <li>- Certified copies of academic degrees and diplomas;</li> <li>- Work certificates and documents attesting to professional references;</li> <li>- A medical certificate issued by a registered doctor;</li> <li>- Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities;</li> </ul> <p style="text-align: center;">The complete file, bearing the reference: <b>007/CEEAC/COM/SA/DPPB/SPP/2022</b> and the job title « <b>PROGRAMME ADMINISTRATION EXPERT</b> », must be sent exclusively by e-mail to the following address: <a href="mailto:recrutements@ceeac-eccas.org">recrutements@ceeac-eccas.org</a>.</p>	