



CALL FOR APPLICATIONS

Job Title : **DIRECTOR OF POLITICAL AFFAIRS**

Reference : **005/CEEAC/COM/APPS/DAP/2022**

Application deadline :

Duty station: **Libreville, Gabon**

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

SITUATION OF THE POST	
Departement	Political Affairs, Peace and Security
Division	Political Affairs
Service	N/A
Functional Relationships	<ul style="list-style-type: none">- Collaborates with the Directors of the Division;- Collaborates with international institutions and organisations in the sector, under the supervision of the line management.
DUTIES OF THE POST	
<p>The main task of the Director of Political Affairs is to strengthen cooperation in the political domain with international organisations, notably the UN, the AU, other regional economic communities, as well as with relevant regional initiatives.</p>	
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none">- Support efforts and initiatives aimed at promoting democratic progress, particularly in the area of elections and good governance;- Ensure good institutional development and transparency in the management of public affairs;- Work towards the development and strengthening of ECCAS' mediation and preventive diplomacy architecture;- Work to promote human rights in member states, including through the provision of various forms of support to national human rights commissions and similar institutions;- Supervise the production of regular analysis on the regional political situation;- Promote and support citizen participation through regional initiatives involving civil society and other non-state actors in the region;- Coordinate the development of the strategy for the programmes under his/her responsibility and set objectives, indicators and targets for them;- Define the objectives of the structures under his/her responsibility in relation to the defined strategy, coordinate their activities and monitor their results;- Drawing up, proposing and monitoring the execution of the budget of his/her Division;- Ensuring good organisation and communication within the Division and adapting human and material resources to the set objectives;- Assist his/her colleagues in their duties and guide their actions;	

- Ensure the production of activity reports for the Directorate for the attention of the management;
- Periodically evaluate the staff and propose changes and/or training to be undertaken;
- Carry out any other tasks at the request of his/her line manager.

PROFILE REQUIREMENTS

Educational Background	Have a postgraduate degree (5 years of university education or equivalent) in Political Science, International Relations, Strategic Studies, Public Law or related fields.
Experience	Have at least 8 years of professional experience at similar levels of responsibility (see Article 13 of the ECCAS Staff Regulations), particularly in the field of political or diplomatic affairs in a national or international institution or organisation or in teaching or research institutions.
Expertise	<ul style="list-style-type: none"> - Central Africa and ECCAS member countries, the AU and other sub-regional organisations; - International institutions and organisations of reference in the field; - Texts, treaties and international legislation on peace and security; - Regional integration issues and their political stakes; - Donor rules and procedures; - Principles of results-based management and project monitoring and evaluation systems; - Project planning and management techniques; - Language: English, Spanish, French and Portuguese required.
Technical Skills	<ul style="list-style-type: none"> - Have advanced professional and managerial skills; - Have the ability to design, plan, manage and evaluate large teams as required; - Present and defend the programmes and activities of the Division to Member States and other partners; - Develop an integrated, coherent, consistent and multidisciplinary approach to the implementation of the work programme; - Lead studies and analysis as well as make recommendations; - Communicate orally and in writing to a high-level, multicultural audience; - Present or deal with complex and difficult issues in a concise and clear manner; - Negotiate with high-level interlocutors and in emergency situations; - Manage, coordinate and monitor projects, plans and programmes; - Organise and lead technical meetings with all types of internal and external contacts; - Use IT tools: Word, Excel, PowerPoint.

<p>Behavioural competencies</p>	<ul style="list-style-type: none"> - Strategic vision ; - Results orientation ; - Anticipation ; - Sense of diplomacy; - Negotiation skills; - People skills, listening skills and interpersonal skills; - Leadership; - Working under pressure and with tight deadlines; - Leading change; - Translating the institution's strategy into operational objectives, monitoring and evaluating them; - Delegating and organising work; - Evaluating and developing the skills of staff.
<p>EMPLOYMENT CONDITIONS</p>	
<p>Remuneration</p>	<ul style="list-style-type: none"> - Salary and benefits in accordance with the ECCAS salary structure.
<p>Nationality & gender</p>	<ul style="list-style-type: none"> - Must be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account for the recruitment; - Female candidates are encouraged to apply.
<p>APPLICATION DOCUMENTS</p>	
<ul style="list-style-type: none"> - Motivational letter of application; - Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail); - Citizenship certificate; - A copy of birth certificate or supplementary judgement in lieu thereof; - A copy of criminal record (bulletin n°3) not more than three months old; - Certified copies of academic degrees and diplomas; - Work certificates and documents attesting to professional references; - A medical certificate issued by a registered doctor; - Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities ; <p style="text-align: center;">The complete file, bearing the reference : 004/CEEAC/COM/APPS/DAP/2022 and the job title « DIRECTOR OF POLITICAL AFFAIRS », must be sent exclusively by e-mail to the following address : recrutements@ceeac-eccas.org.</p>	