

Executive Secretary - Terms of Reference

Job Title	Executive Secretary
Department	Office of the Executive Secretary
Reports to	Steering Committee
<p>Job Purpose</p> <p>The head of the Secretariat will be recruited on a rotational basis to lead and mold a committed and dedicated team on the discharge of the OAFLA mandate as an institution. As part of the OAFLA Office of the General Assembly, the Executive Secretary is responsible for the overall management and administrative functions of the Secretariat.</p>	
<p>Essential Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Appoint members of the Secretariat based on recommendations made by the Steering Committee 2. Prepare the annual budget and audit for approval of the Steering Committee and General Assembly 3. Manage the budget and finances of the organization under the supervision of the Steering Committee 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 5. Organise, rapporteur and keep minutes for the full set of General Assembly meetings and other meetings of the Organisation 6. Design and implement resource mobilization activities for the Secretariat and member states 7. Develop and implement programs listed in the current Strategic Plan 8. Develop and implement a Monitoring and Evaluation Strategy 9. Maintain database and documentation for institutional memory 	
<p>Job Profile</p> <ul style="list-style-type: none"> • Must be from an active member states of OAFLA (list available on OAFLA website) • Must have extensive knowledge about Africa, protocol and etiquette. Diplomatic experience is an added advantage • Excellent interpersonal skills with a sociable personality • Must be flexible and adaptable, with the ability to build a strong multicultural functional team • Preference will be given to women 	
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • An advanced degree in Management; Public Health, International Development, Project Management • Minimum of three/five years relevant work experience in a similar organisation at the national or international level with at least three years in policy planning and partnership development • Expertise in research, communications, policy analysis, diplomacy and advocacy, resource mobilization 	

Skills

- Excellent analytical and problem solving skills
- Proficiency in English
- Working knowledge of any other AU language is an advantage
- Computer skills-MS Microsoft

Please email your curriculum vitae to azeb@oafla.org and nardos@oafla.org not later than **31 August 2017**. Only short listed candidates will be contacted.