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**External Publication of Job Posting**

**50584423**

**Job Posting Title**

EXECUTIVE DIRECTOR – AFRICAN INSTITUTE FOR REMITTANCES (AIR)

**Start Date**

11.10.2018

**End Date**

12.11.2018

**Reference Code**

AIR / 2018/10 - 03

**Job Title**

EXECUTIVE DIRECTOR – AFRICAN INSTITUTE FOR REMITTANCES (AIR)

**Organization**

The African Union (AU), established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States; as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The African Institute for Remittances (AIR) was established in 2014 as a Specialized Technical Office of the African Union Commission (AUC) with the aim to assist the AU Member States to maximize the impact of remittances for social and economic development in Africa.

Towards meeting its mission, the African Institute for Remittances will work with partners and African Union member States in three strategic priority areas: 1) Improve the statistical measurement, compiling and reporting capabilities of Member States on remittances data; 2) Promote appropriate changes to the legal and regulatory frameworks for remittances, payment and settlement systems as well as use of innovative technology so as to promote greater competition and efficiency, resulting in reductions of transfer costs; 3) Leverage the potential impact of remittances on social and economic development of Member States as well as promoting the financial inclusion.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and expertise. The Commission of the African Union invites applicants who are national and citizens of AU Member States for a position of Executive Director for the African Institute for Remittances.

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

## **Department**

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## **Project**

### **2. Job Purpose**

The Executive Director (ED) of the African Institute for Remittances (AIR) is the principal executive officer of AIR. The ED is responsible for providing strategic planning, overall management and institutional representation of the Institute in fulfilment of its mission, goals, and strategic objectives. In addition to participating in day-to-day activities of AIR, the ED must organize and coordinate the overall operation of the Institute, ensuring efficiency and cost effectiveness. In collaboration with the staff, the ED must develop and submit the annual program of activities with the corresponding budget, as well as annual reports. The ED must ensure that an appropriate monitoring system is in place to track progress of program and budget execution.

## **Tasks**

### **Major Duties and Responsibilities**

The Executive Director, AIR shall:

- a) Set goals and determine priorities, ensure a cohesive effort, appraise performance, promote and facilitate staff development and training, including ensuring compliance with mandatory training;
- b) Ensure that all staff have appropriate individual work plans;
- c) Direct and Supervise the overall management of the Institute;
- d) Ensure overall quality and timeliness of the activities of the Institute;
- e) Ensure regular, timely and high quality reporting on activities of the Institute and new developments on remittances;
- f) Develop and maintain collaborative relationships with all stakeholders;
- g) Provide guidance to Assist AU Member States, remittance senders and recipients and other stakeholders to develop and implement concrete strategies and operational instruments to leverage remittances for social and economic development;
- h) Provide guidance for the implementation of the General Principles for International Remittance Services

(GP) by Member States, including transparency and consumer protection, an accessible payment systems infrastructure, an enabling legal and regulatory environment, a balanced market structure and competition as well as sound governance and risk management;

- i) Provide guidance of the technical assistance programmes for AU MS to improve the remittance market on establishing and operating the necessary regulatory frameworks on remittances;
- j) Oversee the research programme on remittances, disseminate findings and formulate recommendations to address the main market inefficiencies;
- k) Oversee the establishment and management of databases on remittance flows and prices and ensure timely collection and dissemination of data;
- l) Engage all stakeholders, including private sector players to address market failure, particularly to act as a catalyst in fostering investment in remittance services, innovative technologies and other remittances-related products;
- m) Ensure the establishment of an effective Information Center on remittances;
- n) Ensure efficient and cost effective operations of all functions of the Institute;
- o) Ensure that the Institute's assets are properly managed and safeguarded;
- p) Ensure all administrative and financial activities are implemented in line with the relevant rules and regulations of the Commission;
- q) Any other related assignments as may be assigned.

### **Requirements**

#### **3. Academic Qualifications**

University Master's Degree or equivalent in Economics, Finance and Statistics. A higher qualification would be an added advantage.

Continental, regional and International working experience

At least 12 years of relevant working experience in field related to Development, Finance, Remittances or Financial Inclusion, of which at least 7 years at management level.

OR

University Bachelor's Degree or equivalent in Economics, Finance and Statistics. A higher qualification would be an added advantage.

Continental, regional and International working experience

At least 15 years of relevant working experience in field related to Development, Finance, Remittances or Financial Inclusion, of which at least 5 years at management level.

#### **4. Required Skills and Competences**

##### **A. Functional Skills**

Profound understanding of remittances for development related issues;

Working knowledge of policy analysis, programmes/project management, implementation, monitoring and evaluation;

Excellent organizational and time-management skills;

Excellent interpersonal relationship practices to meet and deal with persons of diverse backgrounds;

Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, database management, proficiency with internet applications and experience in using office software applications such as MS Excel, Power Point and Word, and familiarity with electronic data processing systems and ERP such as SAP.

##### **B. Personal Abilities**

Ability to deliver under tight deadlines and work well under pressure;

Analytical and problem solving abilities;

Ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports;

Able to operate in a multicultural environment;

High level of autonomy at work, yet with profound team-spirit;

Adaptive, patient, resourceful, resilient and flexible;  
Pro-active and solutions oriented.

5. Language Requirement:

Applicants must be proficient in at least one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

6. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

7. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

8. Remuneration:

Indicative basic salary of US\$ 61,023.00 (P6 Step1) per annum plus other related entitlements e.g. Post adjustment (42% of basic salary), Housing allowance (\$21,240.00 per annum), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10, 000.00 per annum for the internationally recruited staff and \$3,300 per child per annum for locally recruited staff).

How to Apply

All applications must reach the African Union Commission not later than 12 November 2018 through the AU Commission's website <http://www.aucareers.org>.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resources  
Management, African Union Commission  
Addis Ababa, Ethiopia

**Contract Type**

Regular (Long Duration)

**Employment Fraction**

Full-time

**Branch**

Headquarters