

VACANCY

The Civil Service Agency is recruiting for three positions, **Executive Director** and **2 Heads of Division**, who will be attached to ECOWAS through the Ministry of Foreign Affairs.

The terms of reference are stated below. Please send your applications to the Civil Service Agency addressed to the Director-General at the Civil Service Agency, or to the email address below, on or **before Friday, March 25, 2016**.

Email: georgewah11@yahoo.com

TERMS OF REFERENCE FOR THE RECRUITMENT OF CORE STAFF OF THE INTERREGIONAL COORDINATION CENTRE

Level: ADMINISTRATION AND FINANCE DIVISION

Job title: 'Head of Division'

Grade: P5

Status: International staff

Duty station: Yaoundé/ Cameroon

Recruitment notice reference • N... /CIC/DAF/BRH/15

Type of contract: Fixed-Term Contract (3 years renewable twice)

Age limit: Not beyond 50

1- Duties and responsibilities:

Under the supervision of the Executive Director, the Head of the Administration and Finance Division shall mainly be responsible for:

- Supervising the administration and smooth functioning of the Centre;
- Preparing the draft annual budget in conjunction with the other divisions
- Ensuring the preparation and monitoring the implementation of the budget ;
- Preparing budget implementation reports;
- Supervising the application of the Centre's financial regulations;
- Studying mechanisms for funding the Centre's activities;
- Ensuring Human Resource management;
- Ensuring the management of the Centre's assets;
- Ensuring the technical maintenance of equipment and materials dedicated or attached to the Centre
- Monitoring the procurement of material for enhancing the fight against crimes at sea in conjunction with the other divisions;
- Ensuring that the Centre's works are properly carried out by companies;
- Managing the fleet of technical maintenance equipment,
- Preparing and monitoring the organisation of the Centre's statutory and non-statutory meetings,
- Supervising the conference and protocol units;
- Defining and implementing the resource mobilisation strategy;
- Preparing and organising partners' and contributing third-states' conferences in conjunction with the Political Affairs and
- International Cooperation Division;
- Supporting the ad hoc Administration and Finance committee comprising Finance Directors of the three institutions for the adoption of the Centre's budget by the Top Management's Annual Meeting;
- Preparing the TOR for assistants and consultants working for the Division; and Carrying out any other task assigned in the interest of the Division.

Qualification and Skills required:

- Must be a West and Central African national;
- Hold at least a university degree in management, accounting, administration, economics, finance or in a relevant field
- Have at least 10 years working experience including 06 at top management level in an institution handling maritime, civilian or military issues;

- Have proven experience in an international organisation/mission,
- Have good knowledge of security challenges in the West and Central African maritime space;
- Participation in the Yaoundé process would be an added advantage;
- Have good experience in human resource management;
- Have strong capacity in financial management preparation and monitoring;
- Have good knowledge of accounting softwares,
- Have good knowledge of accounting, administrative and financial systems;
- Have good knowledge in accounting and financial control;
- Have good knowledge in asset management;
- Have good knowledge of administrative and financial writing;
- Have good capacity in financial plan preparation;
- Be prepared to undertake frequent travels;
- Be able to work in a multicultural environment and under pressure ,
- Have good command of English and French;
- Demonstrate integrity and moral uprightness;
- Be prepared to carry out any other task assigned in the interest of the Division,

Application dossier

- Curriculum Vitae
- Cover letter addressed to the current Chair of Top Management's Annual Meetings,
- Certified copies of certificates are required;
- Medical certificate of three (03) months standing issued by a qualified medical practitioner
- Certificate of no criminal record of three (03) months standing; and
- Citizenship certificate.

Solely for selected candidates

Level: EXECUTIVE MANAGEMENT

Job title: Executive Director

Grade: D2

Status: International staff

Duty station: Yaoundé/Cameroun

Recruitment notice reference: N... /CIC/DAF/BRH/15

Type of contract: Fixed-Term Contract (4 years renewable Once)

Age limit: Not beyond 50

1. Duties and responsibilities

- Preparing the Centre's action plans and activity reports;
- Submitting to Top Management's Annual Meeting, mid-term and annual reports on the Centre's activities as well as special reports where circumstances so require;
- Ensuring the accomplishment of the missions defined in Article 3 of the Supplementary Protocol to the Memorandum of Understanding;
- Preparing Top Management's Annual Meetings;
- Appointing the Centre's staff at the initiative of the parties;
- Recruiting support staff assigned to the Centre's domestic duties;
- Preparing and executing the Centre's budget;
- Implementing the resource mobilisation strategy; and
- Representing the Centre in all legal matters.

Under the supervision of the Management Succession Committee, the Executive Director shall mainly be responsible for:

Supervising the administration and smooth functioning of the centre;

Preparing the draft annual budget in conjunction with the other divisions;

Qualifications and skills required:

- Must be a West and Central African national;
- Must be a senior officer of the defence or security forces or a civilian senior official;
- Hold at least a university degree in law, political science, international relations, economics or in a relevant field;
- Have at least 20 years professional experience including 10 at top management level in an institution handling maritime, civilian or military issues;
- Have proven experience in an international organisation/mission,
- Have good knowledge of security challenges in the West and Central African maritime space;
- Participation in the Yaoundé process would be an added advantage;
- Have very good knowledge of the areas of expertise and policies of various stakeholders involved in the maritime sector;
- Have expertise in the preparation and formulation of strategies to fight crimes at sea;
- Have strong capacity to build professional networks and foster partnerships;

- Have good command of analysis, interpretation and sharing of strategic communication;
- Be well-versed in coordinating works;
- Be well-versed in staff management;
- Have good command of computer tools Word, Excel, PowerPoint/internet;
- Have excellent knowledge of English and French (Spanish or Portuguese would be an added advantage);
- Demonstrate proven leadership, integrity and moral uprightness;
- Be able to work in a multicultural environment; and
- Be prepared to undertake frequent travels.

Application dossier

- Curriculum Vitae;
- Cover letter addressed to the current Chair of Top Management's Annual Meetings;
- Certified copies of certificates;
- Medical certificate of three (03) months standing issued by a qualified medical practitioner'
- Certificate of no criminal record of three (03) months standing; and
- Citizenship certificate.

Solely for selected candidates

Level: TRAINING AND INSTRUCTION DIVISION

Job title: 'Head of Division'

Grade: P5

Status: International staff

Duty station: Yaoundé/ Cameroun

Recruitment notice reference: N... /CIC/DAF/BRH/15

Type of contract: Fixed-Term Contract (3 years renewable twice)

Age limit: Not beyond 50

1- Duties and responsibilities:

Under the supervision of the Executive Director, the Head of Training and Instruction Division shall mainly be responsible for:

- Initiating and/or ensuring the harmonisation of doctrines and concepts of employment in force in the two regions;
- Identifying training and instruction needs and planning exercises as well as specific training with support from partners;
- Initiating and monitoring the development of standard operating procedures for training;
- Taking stock of maritime training centres in the two regions and encouraging the creation of new centres where necessary;
- Initiating the creation within the Centre of a teaching committee for designing, developing and harmonising training curricula and programmes, and ensuring their sustainability;
- Granting the status of centre of excellence to some existing training centres;
- Coordinating training in the civilian, military and police/gendarmerie components in the maritime sector;
- Coordinating multinational exercises proposed by partners;
- Contributing to the development of standard programmes in training institutions and monitoring them;
- Proposing areas of coordination for joint exercises in conjunction with CRESMAC and CRESMAO
- Acquiring material for enhancing the fight against crimes at sea in the Centre in conjunction with the information and communication management and Administration and Finance Divisions;
- Monitoring the acquisition of material for enhancing the fight against crimes at sea by Member States and regional centres in conjunction with Information and Communication Management Division;
- Developing a database and a pool of civilian, military and police/gendarmerie experts trained in the maritime field;
- Preparing TOR of assistants and consultants involved in the Division; and carrying out any task assigned in the interest of the Division.

Qualifications and skills required:

- Must be a West and Central African national;
- Have at least a university degree in naval and maritime field or in a relevant field;
- Be a senior naval officer;
- Have at least 10 years working experience including 06 at top management level in an institution handling maritime, civilian or military issues;

- Have good knowledge of security challenges in the West and Central African maritime space;
- Participation in the Yaoundé process would be an added advantage;
- Have a trainer's experience from a maritime or training centre;
- Participation in multinational exercises;
- Have good knowledge of operational planning;
- Have good command of Office suite (Word, Excel, PowerPoint) and Internet;
- Have good command of English and French;
- Be prepared to undertake frequent travels;
- Demonstrate proven leadership, integrity and moral uprightness. Be able to work in a multicultural environment and under pressure; and
- Be prepared to carry out any other task in the interest of the Division.

Composition du dossier de candidature

- Curriculum Vitae;
- Cover letter addressed to the current Chair of Top Management's Annual Meetings;
- Certified copies of certificates are required;
- Medical certificate of three (03) months standing issued by a qualified medical practitioner;
- Certificate of no criminal record of three (03) months standing* and;
- Citizenship certificate