

**AFRICAN UNION**

**الاتحاد الأفريقي**



**UNION AFRICAINE**

**UNIÃO AFRICANA**

---

Addis Ababa, ETHIOPIA P. O. Box 3243 Telephone: 251 11 5517700 Fax: 251 11 5 517844  
website: [www.africa-union.org](http://www.africa-union.org)

---

**DEPARTMENT OF HUMAN RESOURCES, SCIENCE AND TECHNOLOGY**

**FIRST EXTRAORDINARY SESSION OF THE  
CONFERENCE OF MINISTERS OF EDUCATION  
OF THE AFRICAN UNION (COMEDAF IV+)  
NAIROBI, KENYA  
11 - 13 MAY 2011**

**AU/ EXPT/EDUC/3k (IV+)**

**TERMS OF REFERENCE FOR THE  
CONDITION OF SERVICE OF A COORDINATOR OF A CENTER**

## **TERMS OF REFERENCE FOR THE CONDITION OF SERVICE OF A COORDINATOR OF A CENTRE**

### **Employment Responsibilities**

The Coordinator is the chief academic and administrative officer of the PAU Institute's Centers but not limited to the following;

The Coordinator shall:

- ensure effective co-ordination between the Centre and the Institute as well as the host University
- be a Senate Member of the host University and reports periodically to the Institute Director on the activities of the host University and others
- liaise between the host University, host government and the PAU
- prepare and present activities report of the Centre monthly to the Director of the Institute
- ensure implementation of the decisions of the PAU and the Institute in the Centre
- ensuring required co-ordination between the Centre and the Institute
- ensure implement and the periodic monitoring of the multi-annual strategic development of the Centre
- ensure commitment and release funds for which provision was made in the budget approved by the PAU of which he/she is the authorizing officer for the Centre
- manage the Centres' personnel, property, equipment etc
- with the assistance of programme officers, be in charge of executing the academic and research programmes of the Centre. He/She shall particularly ensure the follow up in relations to trainers, admission and graduation of students, promotion of relationship with students, management of internships, follow-up, assessment and issuance of degrees.
- Undertake any other work or responsibility as may be assigned to him/her by the Director

### **Terms and Conditions of Discharge of Duties**

At the Centre level, the Coordinators' responsibility in conducting the activities of the Centre, and generally, in implementing academic and research programmes, shall be controlled and assessed by the Institute's Director in consultation with the host University

In order to discharge his/her duties, in accordance with the Agreement.... the Coordinator shall be assisted by a Coordination Committee that will ensure coherence between the activities of the Institute of .....and those of the host University. This Coordination Committee shall be approved by the Director of the Institute.

## **Staff Leave**

Coordinator shall be eligible to request for Annual Leave, Special Leave, Medical Leave, Maternity Leave, Paternity Leave and other leave as stipulated in the PAU rules and condition of service. No leave shall be valid until it is authorized by the Rector or his/her representative.

## **Working Hours and Official Holidays**

- (a) Unless otherwise specifically provided for by the Rector or the host Institution, Coordinators shall observe the working hours, of 8 hours a day from Monday through Friday.
- (b) The Coordinators shall be entitled to the following official holidays with pay:
  - i. 25 May (Africa Day); and 9 September (Africa Union Day)
  - ii. Other Official Holidays, which shall be published in January of every year and circulated by management to the PAU staff.
  - iii. Legal and Public Holidays observed by the host country at the Institutes or Centres.

## **Medical Assistance**

The Coordinator of PAU Centres shall be provided with a medical assistance based on the terms and conditions of his/her appointment.

He/she will be entitled to full medical benefits offered by the PAU at the country of the Centre only.

## **Remuneration**

The coordinator will remain on the pay-roll of his/her institute while PAU pays fifty percent 50% post adjustment of his/her basic salary from the Country of the host University.

## **Tenure of Appointment**

The Appointment will be made on a fixed term contract for a period of five (5) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of four years, renewable only once for another 5years, subject to satisfactory performance.

The contract shall be terminated by right and without notice:

- (a) following acceptance of employment, if the Coordinator failed to report to his/her post on first request;
- (b) for serious misconduct,
- (c) Coordinator's poor discharge of duties supported by a formal assessment of the Director of the Institute concerted with the Vice Chancellor of the host University;

(d) in case of closure of the Centre.....In this case, the layoff conditions of the Coordinator shall be determined in concert with PAU and the host University

### **Professional Secrecy and Confidentiality**

The Coordinator must undertake the following:

- To abide by all the conditions under his contract
- Will be required to comply with the AUC Code of Ethics and Conduct
- To consider all documents and studies that he/she shall have prepared or requested to be prepared at the Institute or centre as the property of PAU
- On the course of his/her employment with the PAU, and at any time thereafter, the Coordinator shall keep secret and refrain from any improper use of confidential documents (published or unpublished) or information to which he may have access as employee of the PAU

### **Declaration**

Before signing the contract, the Coordinator shall formally declare that he is free from any other engagement. **The staff of Pan African University cannot be members of National Trade Union.**

He/She will also declare that he/she has knowledge of the Terms of Reference, the Terms and Conditions of this contract and has accepted the provisions without reservation.

### **General**

Notwithstanding anything herein contained, in the conditions of employment shall be governed by the relevant applicable labour and other Legislation, such as rules of the AUC as may be introduced from time to time.

Certified true copies of certificates and other documents and filling-in of certain forms before the Coordinator will assume duty.