

AFRICAN UNION

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UNION AFRICAINE

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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/3m (IV+)

**TERMS OF REFERENCE FOR THE CONDITION
OF SERVICE OF THE DIRECTORS OF INSTITUTES**

Employment Responsibilities

The Director is the chief academic and administrative officer of the PAU Institute but not limited to the following;

The Director shall:

- ensure effective co-ordination between the Coordinators of all PAU Centres under his/her Institute
- be a Senate Member of the host University and reports periodically to the Rectorate/Vice-Chancellery on the activities of the host University
- liaise between the host University, host government and the PAU
- prepare and present activities report of the Institute monthly to the Rector
- ensure implementation of the decisions of the PAU
- ensure required co-ordination between Centres of the Institute
- ensure implementation and the periodic monitoring of the multi-annual strategic development of the Institute
- ensure commitment and release of funds for which provision was made in the budget approved by the Rectorate/Vice-Chancellery and he/she is the authorizing officer for the Institute
- manage the Institute personnel, property, equipment etc
- sign agreements, on the approval by the Rectorate/Vice-Chancellery, pertaining to voluntary donations or contributions from Governments, national or international organizations, private or public or any other donor organization for the benefit of Institute and the Pan African University;
- with the help of a Programme Officer, be in charge of executing the academic and research programmes of the Institute. 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.
- Be responsible for the expectations of the network of PAU Centers working in the same field. In this regard, he/she shall prepare, in collaboration with the coordinators of Centers, a strategic plan for the thematic field of his Institute and transmit it to the Rector for approval.
- Undertake any other work or responsibilities as may be assigned to him/her by the Rector

Terms and Conditions of Discharge of Duties

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

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

Staff Leave

Director 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, Director shall observe the working hours, of eight hours a day from Monday through Friday.
- (b) Director 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.

Medical Assistance

The Director of PAU Institutes 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 any Institute. In a situation where medical facilities and services are not adequate and effective to meet the medical needs of a staff member at his or her Institute, the PAU shall, upon assessing such needs, evacuate the staff member to another medical facility for improved medical services.

Remuneration

The Director will remain on the pay-roll of his/her institute while PAU pays post adjustment of his/her basic salary from the Country of the host Institute ...

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

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

Professional Secrecy and Confidentiality

The Director 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 as the property of PAU
- On the course of his/her employment with the PAU, and at any time thereafter, the Director shall keep secret and refrain from any improper use of confidential documents (unpublished) or information to which he may have access as employee of the PAU

Declaration

Before signing the contract, the Director 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 has knowledge of the Terms of Reference, the Terms and Conditions of this contract and has accepted the provisions without reservations.

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 may be introduced from time to time.

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