

AFRICAN UNION
الاتحاد الأفريقي



UNION AFRICAINE
UNIÃO AFRICANA

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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/3L (IV+)

**TERMS OF REFERENCE
FOR THE RECRUITMENT OF
THE RECTOR OF THE PAU**

Terms of Reference for the Recruitment of the Rector of the PAU

BACKGROUND

The Pan African University (PAU) is a continental academic and research institution created by the African Union, that is based on the following guiding principles : academic freedom, autonomy, accountability, quality assurance, strengthening existing African institutions at the graduate and post-graduate levels to enable them to serve the whole continent, excellence and international partnerships in academic and research activities, gender parity and equality at all levels and in all university functions. The PAU also aims at the promotion of African integration through the mobility of students, academic and administrative staff, collaborative research linked to the challenges faced by African countries, the institution of an appropriate framework to enable the African Diaspora to contribute towards the development of higher education and research in Africa, promotion of inter-disciplinary and multidisciplinary research programmes linked to policy making processes, promotion of productive linkages with the industrial sector for innovation and dissemination of new knowledge, full use of Information and Communication Technologies for pedagogy, research and management. The PAU takes into account the basic principles of the United Nations Charter and the Universal Declaration of Human Rights.

PAU STRUCTURE

In order to contribute to the emergence and strengthening of an African higher education and research platform, the PAU consists of five (5) Institutes hosted by existing institutions located in the five geographic regions of the African Union, namely: North Africa, West Africa, Central Africa, East Africa and Southern Africa. The five thematic areas that constitute the academic structure of the PAU are the following: i. Space sciences ii. Water and Energy sciences (including climate change) iii. Basic Sciences, Technology and Innovation iv. Earth and Life Sciences (including health and agriculture) v. Governance, Humanities and Social Sciences. Each institute has an affiliate of network of Centres offering graduate and post-graduate programmes, distributed all over the continent operating in the same thematic area.

Further information about the PAU can be found at [www.....](http://www.pau.edu)

1. JOB STATION

The duty station will be the city of location of the PAU headquarters at Addis Ababa, Ethiopia for the first five years

2. DUTIES AND RESPONSABILITIES

The Recteur/Vice-Chancellor is responsible for implementing the general policy, strategy and multi-annual planning; he/she is also responsible for the corporate and public image of the University, including its external relations. He/she shall specifically be in charge of the following:

- prepare and present the activity report of the University to the Council;
 - ensure the implementation of the decisions of the Council;
 - ensure the required co-ordination between Directors of Institutes and Coordinators of Centres;
 - ensure the implementation and the periodic monitoring of the multi-annual strategic development plan approved by the Council;
 - commitment and release funds for which provision was made in the budget approved by the Council and of which he/she is the authorizing officer;
 - manage the University personnel, property, equipment etc
 - sign agreements and conventions with Governments, and national or international organizations on the approval by the Council subject to article 6(5) of the Statute establishing PAU in view of securing reciprocal provision of services that contribute to the realization of the objectives of the Pan African University as they are outlined in Article 2;
 - sign agreements, on the approval by the Council, pertaining to voluntary donations or contributions from Governments, national or international organizations, private or public or any other donor organization for the benefit of the Pan African University;
 - provide the Council with the required services.
- a) The Recteur/Vice-Chancellor shall have the right to set up specific consultative committees related to the formulation or the implementation of the multi-annual strategic development plan of the Pan African University
- b) The Recteur/Vice-Chancellor shall be supported in his/her functions by three Deputy Recteurs/ Vice-Chancellors:
- Deputy-Rector/Deputy Vice-Chancellors Research, Development and Cooperation
 - Deputy-Rector /Deputy Vice-Chancellors Academic and Students Affairs
 - Deputy-Rector/ Deputy Vice-Chancellors Finance and Administration

3. Educational Qualifications

Candidates must be a Ph.D holder in one of the thematic fields of the PAU

4. Work Experience Requirement

- Candidates must have at least 15 of professional experience in research or high education.
- Five 5 years of appropriate experience at a professorial level or Director of a Research Institute, Dean etc and another 5 years experience at senior management position, involved in design, development and implementation of policies, strategies and projects, research, publication, lecturing, mentoring, fund raising etc.
- Experience as Recteur or Vice Chancellor, Deputy Recteur or Deputy Vice Chancellor would be an added advantage

5. Other Relevant Skills

- Working knowledge of policy analysis and development and programme/project management, implementation and monitoring;
- Strong background in research, prominent profile in the relevant academic community and a proven record of effective leadership and management experience at a senior level in an academic/research institution
- Scholastic citation of publication with a reputation in academia
- Experience in fund-raising for international projects
- Managerial experience, excellent interpersonal skills and ability to organise and motivate others and to work in a multi-cultural environment;
- Excellent report writing and presentation skills;
- Excellent communication and negotiating skills;
- Excellent planning and organisational skills;
- Commitment to personal performance and self-development;
- Ability to lead and manage change with integrity, trustworthiness and confidence
- Computer literacy

6. Language Requirement

Proficiency in English OR French language is required. Knowledge of several other working languages would be an added advantage.

7. Age Requirement

Candidates must preferably be between 45 and 65 years old.

8. 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

9. Gender Mainstreaming

The AU Commission is an equal opportunity employer.

10. Remuneration:

Indicative salary of \$96,490 per annum plus other related entitlements - e.g. 48% post adjustment (of basic salary), housing allowance (US\$2,500 per month), education allowance (75% of tuition and other education related expenses up to a maximum of US\$ per child per annum), 2 Domestic Staff etc in accordance with the Rules and Regulations Governing the employment of PAU

11. STARTING DATE.

It is expected that the appointee will take up the position by the end of December 2011.

12. Application Procedure

To apply, please submit three 3 copies of the following:

- A letter stating reasons for seeking employment with the AU Commission
- A detailed and updated CV, indicating your nationality, age and gender
- Names and contact details (including e-mail address) of three references;
- Certified copies of degrees and diplomas.

For documents sent by post, these documents **MUST** be placed in a sealed envelope first, labeled “***Application for the post of Rector of the PAU***”

This envelope will then be placed in a second envelope sealed and addressed to:

The AU Commissioner of the Department of HRST

PO Box 3243

ADDIS ABABA

ETHIOPIA

13. Time line

<i>First of July 2011:</i>	Launching of the procedure by publishing call for candidates;
<i>August 31st:</i>	Deadline for receipt of applications
<i>10 September 2011:</i>	Designation of the Selection Committee.
<i>October 17th 2011:</i>	Meeting of the Selection Committee for the establishment of the short list;
<i>November 16th 2011:</i>	Interviews of the short listed candidates;
<i>December 10th:</i>	Nomination of the Rector/Vice-Chancellor.
<i>Mid December 2011:</i>	Installation of the PAU Rector/Vice-Chancellor.