

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

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/3n (IV+)

**ADVERTISEMENT FOR THE POSITION OF
CO-ORDINATOR OF A CENTRE**

Advertisement for position of a Coordinator

Pan African University / Centre for

The Pan African University PAU invites applications from citizens of ... for the post of Coordinator of the Pan African University, Centre forwhich is being established at the University of

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.....

Responsibilities:

The Coordinator is the chief academic and administrative officer of the Institute's Centre of.....

The Coordinator shall;

- ensure effective co-ordination between the Centre and the Institute of

- be a Senate Member of the host University and reports periodically to the Director of the Institute on the activities of the host University relating the PAU or the Institute
- Liaise between the host University, host government and the Institute of
- prepare and present activities report of the Centre to the Director of the Institute
- ensure the implementation of the decisions of the institute
- ensure required co-ordination between Centre and the Institute
- ensure implementation and the periodical monitoring of the multi-annual strategic development of the Centre
- ensure committing and releasing funds for which provision was made in the budget approved by the Institute and of which he/she is the authorizing officer for the Centre
- manage the Centre's personnel, property, equipment etc
- providing the Centre with the required services
- undertake any other work or responsibilities as may be assigned to him/her by the Director of the Institute

The Coordinator 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 Centre

1. Educational Qualification

The candidate must have a Ph.D in a field directly related to the thematic field of the Institute

2. Work Experience Requirement

Candidates must be a senior lecturer or research fellow and have at least 8 years of appropriate experience in a senior management position, involved in designing, developing and implementing of policies, strategies and projects, research, publication, lecturing, mentoring, fund raising etc.

3. Other Relevant Skills

- Working knowledge of implementation and monitoring projects
- Strong background in research and publications,
- Effective leadership and management experience at a senior level in an academic/research institution
- A proven track record of fund-raising for international projects
- Management 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;
- Good communication and negotiating skills;
- Good planning and organisational skills;
- Ability to Lead and manage change with integrity, trustworthiness and confidence
- Computer literacy

4. Language Requirement

Proficiency in either English or French language is required

5. 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

6. Gender Mainstreaming

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

7. 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 institute

8. Application Procedure

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

- A letter stating reasons for seeking employment with the PAU
- A detailed and updated CV, indicating your nationality, age and gender
- Names and contact details (including e-mail address) of three references, one of which must be his/her current employer;
- Certified copies of degrees and diplomas.

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

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

The Director
Institute for,PAU
PO Box
City, Country

Starting date: It is expected that the appointee will take up the position as soon as possible and no later than

Closing Date :

Applications in English should be received no later than **1 August 2010**.