



AFRICAN ORGANIZATION OF PUBLIC ACCOUNTS COMMITTEES (AFROPAC)

With Accountability, Transparency and Value for Money We Can Build Our Continent

PROJECT COORDINATOR AND POLICY OFFICER OF AFROPAC SECRETARIAT

Employer: African Organisation of Public Accounts Committees (AFROPAC)

Contract Duration: 2 years

Location: Nairobi, Kenya

Context of Assignment

The African Organisation of Public Accounts Committees (AFROPAC) was founded on September 2nd, 2013 in Arusha, Tanzania, at a joint conference of African regional networks of Public Accounts Committees (PAC). As a Pan-African network, AFROPAC aims to promote peer exchange on budget accountability and legislative oversight among all members states of the African Union. AFROPAC works closely together with regional PAC networks, in particular the Southern Africa Development Community Organization of Public Accounts Committees (SADCOPAC), the East Africa Association of Public Accounts Committees (EAAPAC) and the West African Association of Public Accounts Committees (WAAPAC). AFROPAC's strategic collaboration with these networks aims to improve service delivery for their members and to create synergies across the African continent while speaking with one voice for accountability and transparency in public finance and legislative oversight.

The Secretariat of AFROPAC is situated in Nairobi, Kenya and hosted by the National Parliament. It works under the supervision of the Executive Committee of AFROPAC, in direct contact with Secretary General of AFROPAC and in close cooperation with the support staff of the Public Account Committee of Kenya. The work and program of the organization is driven by the priorities and needs of its members.

The Role

The primary purpose of the role of the Project Coordinator is to provide support to the Executive Committee of AFROPAC and coordinate the Secretariat under the guidance and supervision of the Secretary General and the staff of PAC Kenya. The Project Coordinator will perform professional executive functions for all members of the Executive Committee. S/he will ensure the effective and efficient functioning of the Secretariat in regard to the implementation of strategic planning and decision of the Executive Committee, the management of information and flow of communication, internally amongst the Executive Committee and the Technical Working Committee as well as AFROPAC members and externally with stakeholders. The Project Coordinator also has strong networking skills and comprehensive understanding of the workings of Parliaments in general and budget oversight committees in particular.

The Project Coordinator will further ensure maintenance of protocol procedures and document processing as well as layout and up keeping of AFROPAC homepage. S/he will apply his/her organizational skills for agenda setting, event planning and follow-up on



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deadlines and commitments. The role covers also aspects of budgeting, human resources and office supplies.

The role of the Project Coordinator also includes the ability to advise the Executive Committee on strategic decisions, facilitate planning processes and conceptualize information.

The position also involves duty travels across Africa to attend, contribute or organize meetings, workshops and conferences.

Tasks and Responsibilities:

The Project Coordinator will be expected to carry out the following tasks:

1.) Planning and Communication:

Contribute to the implementation of AFROPAC activities according to strategic guidelines such as the Constitution, Strategic Plan, Financial Regulations, and Operational Plan.

Advising the organisation on relevant technical and administrative issues arising including planning, implementing, monitoring and steering of AFROPAC's objectives, strategies and activities in regards to organisational development, service provision to members, advocacy and stakeholder management for the attainment of AFROPAC's vision and mission.

This includes technical support such as:

Organizing, attending, documenting and following up on Executive Committee Meetings, General Meetings of AFROPAC, and all workshops and conferences as well as stakeholder meetings of the organisation.

Coordinating and monitoring of the development and implementation of annual Operational Plans according to available resources, information and timelines.

Ensuring comprehensive documentation and knowledge management within AFROPAC, ensuring effective, timely and inclusive internal communication with all AFROPAC members.

Liaising with and support to the AFROPAC Technical Working Committee (TWC).

Support the negotiation and operationalisation of joint activities according to stakeholder agreements of AFROPAC.

Liaising with development partner of AFROPAC.

2.) Administration

Preparing, reviewing and later communicating and archiving relevant documents, presentations or speeches as well as conference and workshop reports and minutes of the meetings of the Executive Committee of AFROPAC.



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Developing terms of reference, establishing and managing contracts with third party providers such as consultants, interpreters and suppliers.

Overseeing project procurement.

Act as focal point for public relations: Specific outputs related to this are reports, press statements, journals/newsletters and brochures, social media engagement, and website management.

3.) Financing and Accounting

Managing AFROPAC's finances and accounts according to internal and legal requirements, including engagement with African Parliaments on membership fees, preparation and monitoring of budgets, expenditures and financial reports, accounting and bookkeeping according to Kenyan business law, and coordinating the audits thereof in collaboration with the Treasurer.

Required Qualifications, Competences and Professional Experiences

Qualifications

Bachelor's Degree in business administration, economics, political science, accounting, law or related field of study.

Competences and Professional Experiences

Three years' or more working experience as network or project coordinator or similar role

Technical expertise in one or more of the following areas:

- Public financial management (PFM) / budgetary cycle (taxation, budget formulation and implementation, accounting, auditing, legislative oversight)
- Parliamentary oversight of public budgets/ finances and accounts in Anglophone and/or Francophone African countries
- African and global public reforms (AU Agenda 2063/ UN Agenda 2030)

Skills required

Strong managerial and organisational skills with attention to detail and problem solving skills;

Knowledge on project management and excellent time management skills;

Solid financial management skills, experiences with budgeting, accounting, bookkeeping, contracts and other administrative procedures;

Excellent interpersonal and communication competencies (written and verbal communication);

Strong presentation and networking skills with various counterparts in a highly political and international environment;

Ability to work efficient both independently and as part of a team, including ability to work on tight deadlines;



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Fluency in English and French language (verbal and writing). Other languages are an advantage, in particular Arabic and/or Portuguese;

Strong social media skills; proficiency in Microsoft Office, Excel, Outlook, Power Point.

Additional Skills:

You ideally have:

- Prior experiences with managing international networks, organisations, etc.
- Experiences in organisational development
- Familiarity in international development cooperation and donor management
- Experience in African countries

Please submit your résumé (CV) and motivation letter for consideration before close of business on 17th March 2019.

SEND your documents to secretariat@afropac.net and afropacsecretariat@gmail.com

Not later than 17th March 2019.

The position is situated in Nairobi, Kenya. No removal expenses will be paid.

Only shortlisted Candidates will be contacted