AFRICAN PEER REVIEW
MECHANISM

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MÉCANISME AFRICAIN
D'EVALUATION PAR LES PAIRS

O MECANISMO AFRICANO DE
REVISÃO DE PARES

<u>V</u>ACANCY ANNOUNCEMENT

Terms of Reference: Senior National Programme Officer -APRM

Date	22nd August 2016
Position Title	Senior National Programme Officer
Position Location	Monrovia, Liberia
Closing Date	September 14, 2016 @ Midnight

Background:

The African Peer Review Mechanism (APRM) is an African self-monitoring mechanism acceded to by member States of the African Union voluntarily. It was established in 2003 by Heads of State and Government Implementation Committees with the objectives to primarily foster the adoption of policies, standards and practices that lead to political stability, high economic growth, sustainable development and accelerated sub-regional and continental economic integration through experience sharing and reinforcement of successful and best practices, including identifying deficiencies and assessment of requirements for capacity building.

The mandate of the APRM is to ensure that the policies and practices of participating states conform to the agreed political, economic and corporate governance values, codes and standards contained in the Declaration on Democracy, Political, Economic and Corporate Governance.

Liberia acceded to the 14th Forum of Heads of State and Governments of the APRM in January 2011 and has made significant contributions in terms of representation and participation.

Objective:

The purpose of this role is to have a Senior National Programme Officer who will help strengthen APRM capacity to deliver and bring about comprehensive and integrated Program standards that will enable various planned outcomes of the APRM.

The Scope of the Assignment:

The Senior National Programme Officer will be part of the APRM Secretariat and support the Executive Director in all areas of activity management, planning, implementation, monitoring and reporting at country and regional levels. S/he will work with the APRM National Governing Council (NGC) and key stakeholders associated with country and regional program activities. This will require the Senior National Programme Officer to establish and maintain harmonious and effective relationships and undertake all duties to a high professional standard.

The specific tasks:

- ➢ Support the Executive Director in managing the operational and technical aspects of the secretariat
- ➢ Assist with regular review of policies, standards and practices with regards to political stability, economic growth, sustainable development and continental economic integration
- ➢ Support the rollout of the country self-assessment and country review missions
- ➢ Work with the NGC in promoting the program overall goals and objectives
- ➢ Prepare policy papers and technical briefs as may be required
- ➢ Prepare monthly reports, quarterly reports and project updates
- ➢ Support the broader APRM monitoring and evaluation effort
- ➢ Work with donors and partners to secure support for rolling out activities consistent with the Base document and overall policy goals of APRM
- ➢ Perform any other duties as may be assigned

Qualifications and Experience:

Required:
University degree
1. At least Five years of progressive and relevant work experience working on development projects
2. Be a professionally trained and qualified Programs Officer with excellent interpersonal skills
3. Proven ability to solve problems and think proactively
4. Ability and willingness to travel for extended periods in remote and difficult areas
5. Knowledge and experience of the governance environment in Liberia
7. Ability to work independently
6. Knowledge of APRM process would be an asset

Computer Skills:

Must be able to enter data, generate reports, perform word processing tasks and create and manage spreadsheets. Applicants must also be able to work effectively in all Microsoft office packages, especially in Microsoft Word and Excel and must possess good computer skills, especially with internet-based communications.

QUALITIES:

- ▪ Commitment to APRM's vision, values and mission
- ▪ Integrity and credibility
- ▪ Highly self-motivated
- ▪ Extremely well organized, and able to prioritize
- ▪ Commitment to self-development (keeping relevant skills and knowledge up-to-date and keeping abreast of relevant developments)

Realistic, enthusiastic, innovative and excellent problems solving skills and mature judgment; highly organized and capable of managing several tasks at the same time and understanding of the significance of confidentiality.

LANGUAGE REQUIREMENTS:

Proficiency in English and one of the African Union working languages. Proficiency of one or several other working language(s) would be an added advantage.

DURATION OF ASSIGNMENT:

The selected consultant will be hired for one year with a one year contract, of which the first three (3) months will be considered as a probationary period. After one year, the contract will be renewed based on satisfactory performance and deliverables.

LOCATION OF THE ASSIGNMENT:
The selected Senior National Programme Officer will be based in Monrovia.

GENDER MAINSTREAMING:

The APRM is an equal opportunity employer and qualified women are encouraged to apply.

REMUNERATION:
Salary is attractive with international travel opportunities.

APPLICATION PROCESS:

Interested parties must submit the following:
- A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism National Secretariat/ Ministry of Finance and Development Planning
- Comprehensive Curriculum Vitae indicating your nationality core competences and experience
- Three (3) contactable referees who have good knowledge of the candidate's working abilities.
- Certified copies of all academic qualifications

*Expressions of Interest/ Applications must be sent to: jmentroe@mfdp.gov.lr , quoting the job title on the email subject line with all attachments bearing the name (s) of the applicant. Please use this order to name your file attachments: **First name_Last name** followed by **document**, e.g. Shadrach_Martins Application or Shadrach_Martins CV or Shadrach_Martins Degree.*