

VACANCY Announcement

PROGRAMME OFFICER

The African Academy of Sciences (AAS) is a non-governmental, continent-wide, honorific, autonomous, and professional organization based in Karen, Nairobi, Kenya. AAS is looking for suitably qualified individual to fill the position of **Program Officer** in its Headquarters in Nairobi, Kenya. Reporting to and under the overall guidance of the Executive Director, the Program Officer shall support the development, coordination and oversight of its various programs.

Job Summary

Will be part of a multi-disciplinary team to develop, implement, monitor, manage, and evaluate AAS programmes in 6 main thematic areas: food security and nutritional wellbeing; healthcare and wellbeing; Science Technology Engineering and Mathematics (STEM); Sustainable Energy; Water and Sanitation; and Climate Change. Will liaise with program colleagues at the Secretariat for effective programme management, developing and managing AAS's contacts with its Fellows and Stakeholders and assist in revenue generation with development of proposals and submission to funders and donors.

Primary Duties and Responsibilities include:

- Develop and schedule program work plan in accordance with required specifications and funding levels; prepare and/or assist in the preparation of proposals in response to RFPs or requests from sponsors and funding partners; prepare or cause to be prepared reports, financial statements and records on activities, progress, status or other special reports.
- Develop and facilitate workshops, meetings or conferences; trainings coordinate logistics, scheduling and participant communications.
- Write reports of meetings and prepare background briefings for developing thematic programs.
- Plans and manages project evaluations; and prepares project completion reports.
- Represent the AAS and actively participate in public and scientific fora ;

Qualifications & Experience

A PhD degree from a recognized university in the fields of the social, management or basic sciences, but preferably one that has qualifications in more than one area of specialization.

A minimum of **TWO** years in program management, planning, monitoring and coordination.

Key Skills & Competencies

- Proficiency in computer applications and financial and statistical packages.
- Fluency in written and spoken English and demonstrated competence in French or Portuguese or Arabic.
- Excellent research, reporting, organization and management skills.
- Ability to network, build and maintain strong relationships.
- Strong interpersonal and team building skills; written and oral communication skills.
- Critical thinking, analytical skills, initiative and creativity
- Public Speaking and Training Skills.
- Project development, monitoring and evaluation as well as report writing skills.
- Ability to work independently and productively in multicultural team environment.
- Ability to work under pressure and meet deadlines.

Remuneration

An attractive remuneration package commensurate with qualifications and experience will be offered.

Submission of Application

If your background, experience, competence match the qualifications, please send a cover letter and a detailed C.V and include your current remuneration, testimonials and give full contact details of 3 referees including day time telephone number(s) to:

The Executive Director, African Academy of Sciences
P.O. Box 24916, Nairobi 00502, KENYA
Tel: +254 725 290 145
Email: b.abegaz@aasciences.org

Deadline for Submission: 25 March 2014

NB: Only Shortlisted Applicants will be contacted

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Website: www.aasciences.org