VACANCY ANNOUNCEMENT: PROGRAMME OFFICER: GENDER: NO.VA/NPCA/16/03

The African Union Commission has signed a grant with the African Development Bank (the Bank) and the African Development Fund (the Fund), on behalf of the NEPAD Agency and the Regional Economic Communities (RECs) – to support the implementation of the Programme for Infrastructure Development in Africa (PIDA) – through the PIDA Capacity Building Project (PIDA CAP), Project I.D. No. P-Z1-KF0-021 (the “Project”), pursuant to the terms of the Protocol of Agreement Letter of Agreement dated 29 January 2014 between the Bank and the AU Commission for a technical assistance grant.

The NEPAD Agency, as the executing agency for the PIDA Priority Action Plan (PAP), is mandated to coordinate and operationalise the RECs Capacity Building Programme for effective implementation of the PIDA priority action plan (PAP).

The implementation of the PIDA Programme will be anchored on the effort of RECs and their member states to make bankable, over 400 projects (i.e. PAP2020), generated from the approved 51 PIDA Programmes/Projects.

The PIDA Capacity Building Project will focus initially on PIDA PAP2020 - a “Shortlist” of short to medium term priority projects - consisting of 16 to 150 PIDA priority projects agreed with RECs, with the remaining projects, forming the “pipeline” from which to draw technical sound projects into the priority “Shortlist”.

The NEPAD Planning and Coordinating Agency invites applicants who are citizens of African Union Member States for the post of Programme Officer: Gender.

A. Post

Job Title: Programme Officer: Gender
Duty Station: NEPAD Planning and Coordinating Agency, Midrand, Johannesburg, South Africa
Supervisor: Head, Regional Integration and Trade Division
B. Objective

In recognition of the importance of gender equality, and inclusiveness in infrastructure development in Africa, that the Capacity Building Programme (PIDA CAP) for regional and continental infrastructure development in Africa (PIDA) - under the coordination of NEPAD as executing agency for the PIDA priority action plan (PIDA PAP), seeks the services of a Programme Officer: Gender – to advise the NEPAD Agency and the capacity building Project Coordinating Unit, of appropriate policies and strategies and actions/activities, required to mainstream gender, in PIDA’s implementation.

Under the supervision of the Head, Regional Integration and Trade Division ISBU or his or her delegate, the Programme Officer: Gender shall support the project implementation activities of the PIDA capacity building project.

Specifically, the incumbent shall have the following key performance areas:

C. Key Performance Areas

1. Conduct gender analysis to inform the Programme design and implementation.
2. Provide advice to Programme implementers on how to promote gender equality in Programme activities.
3. Mainstream gender in all aspects of the Programme including in the development of regional protocols and policies.
4. Contribute to the development and implementation of a gender responsive monitoring framework for the Programme.
5. Convene regional experts to discuss the promotion of gender equality in infrastructure development and contribute to building regional knowledge base in the area.
6. Conduct training of the Programme team in NEPAD and other NEPAD staff and in the RECs on mainstreaming gender in infrastructure development.
7. Work with Programme staff in NEPAD and the RECs to identify new opportunities and entry points for the promotion of gender equality.
8. Document lessons learnt and emerging good practice on RECs and RMC and NEPAD approaches in mainstreaming gender in infrastructure.
9. Perform any other duties as may be assigned.

D. Required Skills and Competencies

The Programme Officer: Gender shall have the following required skills and competencies:

i. Strong quantitative and analytical skills.
ii. Sound knowledge and experience in project implementation, and/or project management.
iii. Knowledge and experience in data collection and application of statistical tools.
iv. Knowledge and experience in developing, or actively participated in monitoring and evaluation (M&E) activities - in a project implementation environment.
v. Experience in public sector management or working modalities in Africa, either at national or regional or international level.
vi. Excellent written and oral communication and reporting skills.
vii. Ability to work under minimal supervision with sound judgment, and tight deadline delivery.
viii. High level of integrity and accountability, flexible approaches to work coupled with enthusiasm, commitment and energetic.
ix. Ability to leverage limited resources and staff for maximum impact.
x. Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.
xi. Creative thinking and problem solving skills.
xii. Good organisational, planning and time management skills.
xiii. Sound analytical skills.
xiv. Ability to work in a multi-cultural and multi-national environment.

F. **Education and Experience**: The Programme Officer: Gender shall have a minimum qualification of a Bachelor’s degree in sociology, gender studies or equivalent; and shall have at least 5 years’ experience in gender mainstreaming, preferably in national, regional or continental context.

G. **Other relevant skills**

i. Knowledge and proven experience of project preparation and development.

ii. Demonstrate knowledge and experience of development policy in the African context, or developing world context at national, regional, international, or development finance institution level.

iii. Ability to conduct independent research on global and regional economic, social and development issues.

iv. Strong drafting and analytical skills and proven ability to produce reports and concept papers on developmental issues.

v. Demonstrate ability to initiate, develop and complete programme of work, and assess implications and formulate recommendations.

vi. Knowledge, understanding and application of gender mainstreaming concepts.

vii. Knowledge of the African Union and NEPAD.

viii. Excellent working knowledge of computer applications (Microsoft office).

H. **Tenure of Appointment**

The appointment will be made on an initial contract period of one (1) year. The appointment will be renewable upon satisfactory assessment of performance.

I. **Applications** should be forwarded utilizing “Arial” font 11.5: To apply, please submit the following:

- A motivation letter stating reasons for seeking this vacant position and employment with NEPAD.
- Detailed and updated curriculum vitae (CV), not exceeding five (5) pages, and indicating your nationality and gender.
- Three (3) referees with knowledge of the candidate’s work, furnishing full contact details, telephone and email addresses.
- Certified copies of degrees and diplomas.
J. **Remuneration:** Indicative lump sum pay of US$73,686.53 per annum or US$6,140.53 per month inclusive of other entitlements e.g. medical aid (80% contribution by NEPAD) and 22 days annual leave.

K. **Language requirements**

Proficiency in one of the following (English, French, Portuguese and Arabic) African Union working languages is a requirement. Knowledge of one or more, of the other AU working languages, will be an advantage.

L. **Applications** must be received not later than **Monday, 30 May 2016** and should be addressed to:

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Head of Human Resources  
NEPAD Planning and Coordinating Agency  
P O Box 218; Midrand, 1685  
Johannesburg  
South Africa  
Email: hr@nepad.org; rebeccao@nepad.org
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Please note that only shortlisted candidates will be contacted.

The New Partnership for Africa’s Development (NEPAD) is a vision and strategic framework for Africa’s renewal that is based on a shared understanding that it is imperative to eradicate poverty and position African countries on the road to sustained economic growth and development. NEPAD Agency works closely with the African Union Commission (AUC), regional economic communities, national governments, research institutions and civil society organisations in its efforts to eradicate poverty in Africa whilst also voicing Africa’s concerns at the global level. For more information go to: [www.nepad.org](http://www.nepad.org)