



AU/NEPAD West Africa Biosciences Network

Terms of Reference for Staff Recruitment

The following staff positions are being filled at AU/NEPAD West Africa Biosciences Network (WABNet), Dakar, Senegal

Reference: 01/AUNE-PA/10 - Program Officer

This position is to be internationally filled with a qualified candidate from the West Africa sub-region. The successful candidate will be based at the WABNet offices in Dakar, Senegal.

Duties:

Under the supervision of the Director of AU/NEPAD West Africa Biosciences Network (WABNet), the Program Officer will:

- Contribute to the preparation of the AU/NEPAD WABNet programs and projects
- Conduct a regular update on the status of all projects being implemented by WABNet
- Assist the Director of AU/NEPAD WABNet in following-up financial and progress technical reports on the activities of AU/NEPAD WABNet projects
- Ensure timely and precise production of all reports of all projects; and the annual report of WABNet
- Prepares all technical meetings of WABNet, including the preparation of the meetings concept notes
- Support project coordinators and the hubs in the implementation of WABNet projects
- Source and provide requisite research information for the effective implementation of WABNet's projects.
- Perform client liaison services by attending to enquiries from internal and external clients.
- Assist the Director in the marketing and awareness creation of AU/NEPAD Science & technology activities in the sub-region
- Carry out all other tasks entrusted to him by the Director

Candidate's Profile

- Have skills in the conceptualization and preparation of scientific research programs,
- Have science for development analytical capabilities
- Have experience in management of scientific programs,
- Be able to work under pressure in an environment composed of people of various nationalities,
- Have good knowledge of research for development environment in West Africa,

NEPAD West Africa Biosciences Network (WABNet), s/c LNERV Route de Front de Terre-Hann, BP 10707 Dakar-Liberté Telephone +221338590525; +221338590526; Fax: +221338322829; Email: wabnet@nepadbiosafety.net; marcel.nwalozie@nepadbiosafety.net; marcel.nwalozie@gmail.com;

- Be ready to resume duties immediately on appointment.
- Be a citizen of a country in West Africa, **and resident in Senegal**.

Required qualifications

- Have a post graduate degree with at least a Master of Science (M. Sc) in the Material Sciences and or the Life Sciences or any other related discipline
- Have at least a three years experience in conceptualization and preparation of scientific projects
- Excellent mastery of Microsoft suite of software,
- Have a excellent command of the French language and very good knowledge in English or vice versa (Level C)

Duration

A 12 months contract will be will be proposed to the candidate at the first instance. Renewal of the contract will be based on annual performance evaluation.

Application procedure

Applications will include an application letter, detailed curriculum vitae, and the phone numbers and e-mail addresses of at least three references. The application dossier should be sent via email only to the following address:

The Director
AU/NEPAD WABNet
BP 10707 Dakar-Liberté
Phone : +221-338590526
Fax : +221-338322928
Email: wabnet@nepadbiosafety.net; marcel.nwalozie@nepadbiosafety.net

Closing date:

Dossier should reach the Secretariat at the latest on January 31st 2010

Important Notice:

Only short listed applicants will be called for an interview.

Reference : 02/AUNE-SD-AA/10 – Secretary/Administrative Assistant

This position is to be locally filled with a qualified candidate from Senegal or a candidate West Africa sub-region resident in Senegal. The successful candidate will be based at the WABNet offices in Dakar, Senegal.

Duties:

- Assist in managing the AU/NEPAD West Africa Biosciences Network (WABNet) office
- Responsible for transmission of all official correspondence
- Make travel arrangements, and preparing travel documentations, keeping the Admin Officer informed of all issues in this regard
- Receive and sort correspondence, reports and other material and transmit correspondence, documents, etc
- Draft and finalize minute of meetings
- Draft letters on behalf of the Director of AU/NEPAD WABNet

- Layout reports using appropriate software, check information and data for procedural accuracy and formatting
- Provide organizational, administrative and secretariat support to the office
- Receive telephone calls and office visitors for the office and refer them to the appropriate source or respond to enquiries whenever possible
- Assist the Director of AU/NEPAD WABNet in following-up financial reports on the activities of AU/NEPAD WABNet
- Procurement of goods and services, including office stationery, printing of publications, and any other office supplies that may be required and ensure keeping of adequate stock
- Charged with the **logistics** related to the organization of AU/NEPAD WABNet seminars, workshops, conferences, etc.
- Ensuring that all documents of AU/NEPAD WABNet are both English and French languages
- Reconciling and processing all supplier payments
- Manage the office petty cash and account for it on weekly basis
- Perform any other related duties as requested by the supervisor.

Candidate's Profile

- Have skills in office management
- Have some basic accounting skills
- Be able to work under pressure in an environment composed of people of various nationalities,
- Be ready to resume duties immediately on appointment.
- Be a citizen of a country member of West Africa, **and resident in Senegal.**

Required qualifications

- Have a bachelor's degree in Business Administration and or Secretarial Studies or any other related discipline
- Have at least a two years experience in Secretarial and or Administrative duties
- Excellent mastery of Microsoft suite of software,
- Have a excellent command of the French language and very good knowledge in English or vice versa (Level C)

Duration

A 12 months contract will be will be proposed to the candidate at the first instance. Renewal of the contract will be based on annual performance evaluation.

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