CALL FOR APPLICATIONS FOR THE FOLLOWING POSITIONS:

1. **Project Manager** - Ref. 05/SE-CORAF/2020

2. **M&E Assistant** - Ref. 06/SE-CORAF/2020

3. **Accountant** - Ref. 07/SE-CORAF/2020

**Opening date: 31 January 2020**

**Closing date: 14 February 2020**

Under the Comprehensive Africa Agriculture Development Programme (CAADP) Ex Pillar IV Africa Regional and Sub-regional Organizations for Agricultural Research and Innovation (CAADP-XP4) project coordinated by the West and Central Africa Council for Agricultural Research and Development/Conseil Ouest et Centre Africain pour la Recherche et le Développement Agricoles (CORAF).

CORAF is a not for profit international Association of National Agricultural Research Systems (NARS) from 23 countries in West and Central Africa. CORAF harnesses partnerships to drive agricultural innovation in view of achieving prosperity and food and nutrition security in West and Central Africa. Under the auspices of the Regional Economic Communities of West and Central Africa (ECOWAS and CAEC, respectively), CORAF designs programs that contribute to the attainment of the goals of the Comprehensive Africa Agriculture Development Programme (CAADP). For more information about CORAF, please visit [www.coraf.org](http://www.coraf.org).

The Development Smart Innovation through Research in Agriculture (DeSIRA) is an EU initiative aimed at deploying science and innovation to achieve an inclusive, sustainable and climate relevant transformation of agriculture and related food systems in partner countries across the globe. This initiative is aligned to the Strategic Approach to EU Agricultural Research and Innovation (EC, 2016) that supports transition pathways towards resilient, sustainable and climate relevant farming systems and value chains. DeSIRA has three pillars:

i) Innovation in agriculture – in-country and specific research and innovation activities leading to sustainable agricultural development, following priorities identified by EU delegations and member states;

ii) Research infrastructure conducive to innovation – support to the “architecture and governance framework”, through global/regional as well as European organizations and networks GFAR, GFRAS, CGIAR, FARA, ASARECA, CCARDESA, CORAF, FORAGRO/IICA, EFARD, AFAAS, AGRINATURA, EUFRAS, TAP, etc.; and

iii) Knowledge and evidence to feed development policies – support to – and influencing - policy development through specific tools and data production.
Under DeSIRA, the EU has decided to provide support to the international governance for agricultural research and innovation. This specific Action will support the African continental and sub-regional organisations for agricultural research and innovation: FARA, AFAAS, ASARECA, CCARDESA, and CORAF. The project goal of is to contribute to the implementation of Agenda 2030. It will contribute progressively to the achievement of Sustainable Development Goal 2 (zero hunger) and to the action to combat climate change and its impacts (SDG 13). It promotes progress towards ending poverty (SDG 1), gender equality (SDG 5), decent work and economic growth (SDG 8), and responsible consumption and production (SDG 12). The project will additionally contribute to Agenda 2063 and the Malabo Declaration of the African Union (AU).

The overall objective is to enable agricultural research and innovation, including extension services, to contribute effectively to food and nutrition security; economic development and climate mitigation in Africa. This will be achieved by improving the capacity, effectiveness and positioning of the Regional and Sub regional Agriculture research and extension organizations as well as National-Agriculture-Research-Systems, and by promoting collaboration and knowledge sharing among the organizations.

The specific objective is to improve the capacities of CORAF to strengthen and support agricultural knowledge and innovation partners at all levels in West and Central Africa to transform agriculture and food systems and to influence policy formulation through effective linkages to and use of climate relevant science, knowledge and innovation.

The following outputs are envisaged:

Output 1: Strengthen the capacities of the individual continental and regional organizations in technical and organizational capacities in coordination, multi-stakeholder program management, resource mobilization, fiduciary processes and MEL for Africa agricultural transformation

Output 2: Multi-stakeholder Partnerships for Innovation established and in operation

Output 3: Policies in support of climate relevant agriculture and food systems transformation formulated; investments increased, advocacy and market linkages strengthened

Output 4: Knowledge Management: Knowledge Management & Communication for decision support, sharing innovation and advocacy related to climate relevant agriculture transformation

Output 5: Effective Planning, Coordination, Monitoring, Evaluation, Learning (MEL) & Reporting

The direct beneficiaries of this Action are: CORAF and its constituencies. These two categories of organisations constitute the anchor framework for the implementation of the Action. The ultimate beneficiaries comprise resource poor and smallholder farmers, agro-processors, rural youth and women entrepreneurs, individual producers and producer organizations/groups, cooperatives, agricultural training centres and research institutions and pastoralists as well as the marginalized and vulnerable communities in West and Central Africa.
CORAF seeks to hire a Project Manager, M&E Assistant and Account for the CAADP-XP4 project and invites applications from suitably qualified candidates. The positions will be based at CORAF’s Executive Secretariat in Dakar, Senegal with frequent travel.

1. **Project Manager - Ref. 05/SE-CORAF/2020**

The CAADP-XP4 manager will report to CORAF’s Director of Research and Innovation. Specific responsibilities will include, but not be limited to, the following:

- Under the supervision of the Director of Research and Innovation, the Manager will be responsible for the management of project objectives and activities through planning, implementation and technical expertise, monitoring of progress and ensuring proper evaluation of outputs, outcomes and impacts, financial accountability and technical reporting.

- The Manager will work very closely with project partners from several different institutions, CORAF’s professional and support staff, the donor and other affiliated organizations. S/he will foster a collaborative, supportive and well-coordinated project team across several partner organizations and countries. S/he will ensure effective communication within the project as well with relevant external parties. S/he must be able to ensure high-quality research delivery and promote gender equity within the project as well as in its outcomes and impacts.

- The Manager will: (i) ensure coherence, soundness, timeliness and cost-effectiveness of interventions to achieve the specific objectives of the program; (ii) design and manage interventions that aim to build the capacity of various institutions of the National Agricultural Research System including public organizations, private businesses and researchers in West Africa; (iii) and provide managerial and technical oversight and support to project team and collaborators;

- The Manager will serve as the primary point of contact with EU and IFAD as well as implementing partners; contribute to advocacy and lobbying for resource mobilization, investments by both the public and the private sector; and contribute to ensuring effective overall contract management, quality assurance, reporting, and communications;

- The Manager will coordinate organization of cost-effective and high impact planning meetings and training workshops; and ensure reporting, monitoring and evaluating progress towards project milestones and quality and timely reporting to IFAD

**Candidate Profile**

The successful candidate will have the following profile:

- An advanced degree (MSc or PhD) in agriculture sciences or related field (e.g., agronomy, agricultural economics, extension etc.).
• With a proven record of program management acquired through a minimum of 5 years of demonstrated capacity to lead in an international, multidisciplinary, and cross-cultural environment.
• Work experience in Western and Central Africa and prior professional experience interacting with donors, national government departments and non-governmental organizations are distinct advantages.
• Conversant with CAADP framework and linkages with the Regional Economic Communities
• Familiarity with UNFCCC goals, objectives and implementation framework
• Proven experience in engaging policy makers
• Experience in results-based management and IFAD procedures will be an advantage.
• Excellent skills in writing and editing scientific literature and/or ‘general’ material, computer literacy and full familiarity with the Microsoft Office® Suite of software required.
• The candidate must be willing to travel regularly in the region.
• Fluency in either French or English with working knowledge of the other is highly desirable.

2. Monitoring, Evaluation and Learning Assistant - Ref. 06/SE-CORAF/2020

The CAADP-XP4 M&E Assistant will report to the Manager CAADP-XP4. Specific responsibilities will include, but not be limited to, the following:

• Alongside the Senior M&E specialist, develop a robust M&E framework including determining the different reports to be generated from the M&E system, their respective frequency and the means of disseminating to stakeholders;
• Monitor CAADP-XP4 key performance Indicators according to the timeframe;
• Monitor project implementation across the region and ensure data quality
• Assess the effectiveness and efficiency of project activities, outputs and outcomes;
• Ensure alignment of the CAADP-XP4 M&E framework and outputs to overall CORAF planning and annual work plans;
• Routinely update the data in the CORAF database and ensure the database is always up to date;
• Contribute to the production of periodic technical reports;
• Participate in facilitating management and sharing knowledge;
• Support capacity building initiatives related to the project
• Perform other duties as may be assigned by the supervisor.

Candidate Profile
The successful candidate will have the following profile:

• A degree in Monitoring and Evaluation, Statistics or an appropriate discipline with relevant short course training in M&E
At least five (5) years of practical experience in managing and monitoring donor-funded research projects such as the IFAD, EU, USAID, WORLD BANK etc.

Knowledgeable in performance indicators analysis, logical framework approach, cost-benefit analysis and impact assessment approaches.

Experience in results-based management and IFAD procedures will be an advantage.

Excellent skills in writing and editing reports, computer literacy and full familiarity with the Microsoft Office® Suite of software required.

The candidate must be willing to travel regularly in the region.

Fluency in either French or English with working knowledge of the other is highly desirable.

Able to work under pressure in a multicultural environment

3. Accountant - Ref. 07/SE-CORAF/2020

The CAADP-XP4 Accountant will report to the Project Manager under the supervision of the CORAF Chief Accountant. Specific responsibilities will include, but not be limited to, the following:

- Maintain in real time the general, analytical and budgetary accounts of the project;
- Record various resource and expenditure operations as required by the agreement;
- Undertake monthly analysis of accounts;
- Monitor markets and commitments;
- Undertake monthly bank reconciliation of accounts;
- Maintain and update the fixed assets file (entries, exits, assignments, disposals);
- Prepare financial reports;
- Perform monthly reconciliations between the fixed assets file and the accounts;
- Actively participate in closing the accounts;
- Assist the Chief Accountant as may be required;

Candidate Profile

The successful candidate will have the following profile:

- Hold a minimum BAC + 3 years diploma in Accounting, Management or Finance (License, DUT, BTS or any other equivalent diploma);
- Professional experience of at least 5 years in keeping accounts;
- Have a good knowledge of project accounting operations and donor procedures (IFAD, European Union, USAID, IDRC, World Bank, African Development Bank, etc.);
- Mastery of accounting and project management software; knowledge of TOMPRO software would be an advantage;
- Very good knowledge of accounting procedures and principles in accordance with SYSCOHADA standards;
- Conversant with standard software such as Excel, Word, Power Point, Access, etc. ;
- Ability to work under pressure and to carry out several tasks at the same time
- Ability to work in a multicultural environment
- Fluency in either French or English with working knowledge of the other is highly desirable.
Eligibility, application procedure and deadline

The above positions are open to nationals of West and Central Africa which NARS is member of CORAF, with competitive pay and benefits. These are fixed-term appointments for two years with a probationary period of six months, renewable subject to funding availability and performance of the incumbent. CORAF is an equal opportunity employer. Applications from women are strongly encouraged.

The position will be available on or before 1st April 2020.

Applications should comprise a cover letter, a detailed CV including names and contact details (e-mail addresses and telephone) of three (3) references addressed to the Executive Director CORAF, 7 Avenue Bourguiba, Dakar, SENEGAL and sent to rh@coraf.org no later than February 14, 2020 at 17.30 GMT.

Only shortlisted candidates will be contacted for an interview.