

JOB VACANCIES – ACP SECRETARIAT, BRUSSELS - BELGIUM

The Secretariat of the African Caribbean and Pacific States (ACP) announces for the information of the public the following vacancies at the Secretariat;

1. EXPERT IN CHARGE OF GLOBAL ECONOMIC AND FINANCIAL MATTERS, MACROECONOMIC ISSUES AND BUDGET SUPPORT - GRADE P4

Main duties

Under the direct supervision of the Assistant Secretary General for the Department of Macro-Economics, Development Finance and Intra-ACP Programming, the Expert in charge of Global Economics, Financial Matters and Macro-Economic and Budget Support will "perform the following duties:

A. Multilateral Macroeconomic and Finance Issues

1. Foster consultation with ACP Member States and the European Commission on the global economic and finance developments.
2. Foster consultations between member states and key actors on finance and economic issues in particular the Bretton-Woods Institutions (the World Bank and the IMF), EIB and the regional development banks, and the United Nations Agencies.
3. Preparations (papers, programme, speakers, invitations, venue etc.) for the meetings of the Bodies of the ACP Group on matters pertaining to macroeconomics and finance issues.
4. Strategies and concrete initiatives to improve the overall quality of the preparations and inputs into the meetings referred to in 3 above.
5. Strengthening of the coordination (both in terms of intensity and quality) with the responsible sectoral/thematic entities concerned: the European Commission for all matters pertaining to macroeconomic and finance.
6. Implement periodic reviews on the debt cancellation and debt sustainability programmes.
7. Facilitate analytical work on the financing and achievement of the millennium development goals and macro-economic issues including structural adjustment.
8. Prepare, implement and monitor the work programme of the ACP Development Finance Committee (DFC) and the ACP-EC DFC on these matters.
9. Monitoring of support programmes on macroeconomic and structural reforms, their adaptation to the specific situation in each ACP Member State and their sensitivity to the social conditions, culture and environment of the States.

B. Macro-Economic and Sector Budgetary Support

1. Preparations (papers, programme, speakers, invitations, venue etc.) for the meetings of the Bodies of the ACP Group on matters pertaining to macro-economic and sector budgetary support as cooperation modality (aid delivery method) under the Cotonou Agreement.
2. Strategies and concrete initiatives to improve the overall quality of the preparations and inputs into the meetings referred to in 1 above.
3. Strengthening of the coordination (both in terms of intensity and quality) with the responsible methodological/thematic entities concerned in the European Commission for all matters pertaining to macro-economic and sector budgetary support.
4. Promotion of the concept and concrete operationalisations of Sector Wide Approaches (SWAs) to the ACP Group and Member States.
5. Appraisal of proposals for intra-ACP programmes on their compatibility with and integration in sectoral and thematic strategies and programmes of the member states to ensure their development relevance and sustainability.
6. Monitoring of the debt reduction programme on community participation in the HIPC initiative and follow up of its implementation.
7. Assist in European Development Funds (EDF) programming with regard to integration of macroeconomic and sector budgetary support

c. Performs other duties as required

Requisite Qualifications

1. A Masters degree or equivalent in Economics}Finance, Business Administration or Commerce;
2. At least five years of relevant professional experience at national service or in an International Organisation(s);
3. A good command of English or French or Portuguese and a working knowledge of one of the other two languages:
4. Computer literacy is a prerequisite with practical experience in Microsoft packages.

2. INTRA-ACP PROJECTS PORTFOLIO MANAGEMENT AND QUALITY SUPPORT OFFICER - GRADE P4

Main duties:

Under the general supervision of the Assistant Secretary General of the MDFIP Department, the Intra-ACP Projects Portfolio Management and Quality Support Officer will be responsible for the following:

A. Overall portfolio monitoring, tracking and consolidating of the Intra-ACP Projects/Programmes for which the Secretary-General of the ACP Secretariat is the Regional Authorizing Officer (RAO):

1. Production of project portfolio management plans' and reports for integration in the Secretariat's overall work plans, programme, progress and other reports;
2. Design, operationalization and maintenance of the results oriented portfolio management database of Intra-ACP projects;
3. Design, development, operationalization and updating of the results based/performance monitoring and reporting system (including formats, reporting flows and procedures) of Intra-ACP projects covering the whole reporting flow from implementing/executing entities to financing sources;
4. Preparation of regular consolidated progress and other reports on the different aspects of intra-ACP projects portfolio management as required by both internal and external parties;
5. Advise management on any measures necessary to ensure optimum overall commitment and expenditures rates of the combined Intra-ACP projects portfolio, overall and by sector and theme, in accordance with the agreements, plans and strategies;
6. Coordination of the timely organisation of mid-term reviews and end-of-project evaluations of the Intra-ACP projects in close coordination with the S&T Operations Departments;
7. Coordination of special, ad hoc or interim evaluations of individual projects or clusters of projects as may be required;
8. Dissemination of lessons learned and good/ best practices from implementation of Intra-ACP projects between the projects and amongst the Member States;

B. European Development Funds (EDF) procedures and quality support to all ACP Secretariat Departments, units and other bodies within the ACP Group as may be assigned:

1. The Preparation and launching of Tender dossiers in all their steps (individual contract forecast, procurement notice, organisation of the Selection/Evaluation Committees, contract notification and award, riders, etc.);
2. Realisation of Selection/Evaluation Committees and the drafting of Selection/Opening/Evaluation reports;
3. Drafting and management of Programme estimates;
4. Drafting and/or finalization of Terms of Reference (both for short term experts and for technical assistants);
5. Preparation and launching of Call for proposals for Grants carried out directly by the ACP Secretariat Departments or by the Project Management Units;
6. Analysis and advice on project/programme documents (identification, formulation, feasibility studies) and activity and technical reports (inception, interim and final reports, monitoring, evaluation and audit reports etc.) according to the Project Cycle Management methodology, as well as on the finalisation of Financial and Contribution Agreements;
7. Prepare position papers on subject matters related to EDF procedures;
8. Update the ACP Secretariat experts on new EDF procedures (contractual/financial and programme estimates);
9. Participate, when required, to Steering Committees organised by the Technical Departments, and provide support to the ACP, Secretariat experts in monitoring the PMUs implementation activities.

C. Performs other duties as required.

Requisite Qualifications

1. University degree or equivalent in Economics, Finance, Law, Management, International Relations and/or in related areas;
2. At least five years of professional experience in handling EDF projects and programmes at procedural and implementation levels; preferably for ACP member states.
3. A good command of English or French or Portuguese and a working knowledge of one of the other two languages;
4. Computer literacy is a prerequisite with practical experience in Microsoft packages.

3. MIGRATION, LABOUR AND EMPLOYMENT OFFICER - GRADE P3

Main duties

Under the direct supervision of the Head of the Culture, Gender, Migration and Labour Section, the main sectoral responsibilities of the Migration, Labour and Employment Officer are related to the functions and activities of the sub-section concerned which in accordance with the Department's strategic and annual work plans include, amongst others:

A. Labour and Employment:

1. Supervising and monitoring the execution of the Cotonou Agreement regarding intra-ACP cooperation in areas labour, productivity and employment;
2. Preparations (papers, programme, speakers, invitations, venue etc.) for the meetings of the Bodies of the ACP Group on matters pertaining to labour and employment;
3. Strategies and concrete initiatives to improve the overall quality of the preparations and inputs into the meeting of the Bodies of the ACP Group;
4. Strengthening of the coordination (both in terms of intensity and quality) with the responsible sectoral entities concerned in the European Commission and the European Economic and Social Committee for all matters pertaining to labour and employment under the Cotonou agreement;
5. Following up the preparation and signing of a Memorandum of Understanding between the ACP Secretariat and International Labour Organisation (ILO);
6. Reviewing and promoting progress in the ACP and ACP-ILO cooperation arrangements, including ILO operations and exchange programmes with ACP States;
7. Following up the preparation of intra-ACP cooperation project proposals on social dialogue and child labour in collaboration with the ILO and the European Commission;
8. Monitoring and enhancing an optimal balance between increased labour productivity and expanded employment opportunities in ACP States;
9. Following up activities on Corporate Social Responsibility (CSR), particularly the European Multi-Stakeholder Forum (MSF) on CSR;

10. Any other tasks as may be assigned.

B. Migration:

1. Following-up the implementation of the provisions of the Cotonou Agreement concerning migration (Article 13) and encouraging a dialogue between the ACP Group on intra-ACP migration and the European Union on the issue of ACP migrants on EU territory;
2. Programming and Implementation of 10th EDF intra-ACP projects;
3. Preparations (papers, programme, speakers, invitations, venue etc.) for the meetings of the Bodies of the ACP Group on matters pertaining to migration;
4. Strategies and concrete initiatives to improve the overall quality of the preparations and inputs into the meetings, of the Bodies of the ACP Group;
5. Preparing and following up the Memorandum of Understanding between the ACP Secretariat and the International Office of Migration (IOM);
6. Monitoring and follow-up on the Intra-ACP Facility on Migration;
7. Assisting in facilitating studies and research schemes targeting the assessment of the impact of migration flows for ACP States;
8. Following-up and implementation of the recommendations of the study on the Migration and Mobility of ACP Nationals within Europe;
9. Monitoring and follow-up of the resolutions, and recommendations of the 1st Meeting of ACP Ministers in charge of Migration and Mobility of 12 - 14 April 2006;
10. Follow-up of the Global Forum on Migration and Development and develop tools to enhance ACP participation in the process;
11. Follow-up of the United Nations High Level Dialogue on International Migration and Development (New York, 14 – 15 September 2006);
12. Preparations for the intra-ACP Programming: under the 10th EDF (TCF) related to migration;
13. Any other tasks as may be assigned.

C. Performs other duties as required

Requisite qualifications

1. University degree or equivalent in Political/Social Sciences, Economics, Law, International Relations and/or in related areas;
2. At least five years of relevant professional experience;
3. Good command of English or French or Portuguese and a working knowledge of one of the other two languages;
4. Computer literacy is a prerequisite with practical experience in Microsoft packages

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3. EDUCATION, SCIENCE & TECHNOLOGY AND INFORMATION SOCIETY OFFICER- GRADE P3

Main duties

Under the direct supervision of the Head of the Health, Education, Science & Technology, and Information Society Section, the main sectoral responsibilities of the Education, Science & Technology and Information Society Officer are related to the main functions and activities of the sub-section concerned which in accordance with the Department's strategic and annual work plans include, amongst others:

A. Education and Science & Technology:

1. Monitoring and follow-up of the implementation of the Cotonou Agreement with respect to intra-ACP cooperation in the areas of education, science and technology;
2. Programming and implementation of EDF intra-ACP projects;
3. Monitoring and following up the implementation of the Programme for Science and Technology (S&T) Innovations, and Capacity Building in ACP Countries;
4. Preparations (papers, programmes, agendas, speakers, invitations, venue etc.) for the meetings of the Bodies of the ACP Group on matters pertaining to education, science and technology.
5. Strengthening of the coordination (both in terms of intensity and quality) with the responsible sectoral entities concerned in the European Commission for all matters pertaining to education, science & technology under the Cotonou agreement;
6. Following up the Plan of Action as endorsed by the ACP-EU Research for Development Forum, with the view of establishing and strengthening partnerships between ACP and EU research institutions;
7. Monitoring and following up the implementation of the Cooperation Programme in Higher Education-EDULINK;
8. Monitoring and following up the implementation of the Education for All and Worst Forms of Child Labour Project;
9. Monitoring and following up the implementation of the Collaborative PhD Programme in Economics for Sub-Saharan Africa by the African Economic Research Consortium (AERC);
10. Monitoring and following up the implementation of the intra-ACP EDF funded ACP Window of the Erasmus Mundus Programme;
11. Following up the review and implementation of the Memorandum of Understanding between the ACP Secretariat and UNESCO;
12. Any other tasks as may be assigned.

B. Information Society, including ICT:

1. Preparations (papers, programme, speakers, invitations, venue etc.) for the meetings of the Bodies of the ACP Group on matters pertaining to telecommunication and information society, including ICT;
2. Strengthening of the coordination (both in terms of intensity and quality) with the responsible sectoral entities, concerned in the European Commission for all matters pertaining to telecommunication and information society, including ICT under the Cotonou;
3. Monitoring and following up the development and implementation of AIIACP ICT Programme;
4. Follow up the Plan of Action of the World Summit on Information Society (WSIS) held in Geneva, Switzerland (December 2003) and Tunis (November 2005) with respect to the aspirations of ACP States;
5. Any other tasks as may be assigned.

C. Performs other duties as required.

Requisite qualifications

1. University degree or equivalent in Political / Social Sciences, Education, Economics, Law, International Relations and/or in related areas;
2. At least five years of relevant professional experience;
3. Good command of English or French or Portuguese and a working knowledge of one of the other two languages;
4. Computer literacy is a prerequisite with practical experience in Microsoft packages

5. ENVIRONMENT AND CLIMATE CHANGE PROGRAMME OFFICER - GRADE P3

Under the direct supervision of the Head of the Agriculture, Environment, Climate Change and Natural Resources Section, in the Department of Sustainable Economic Development and Trade, the Environment and Climate Change Programme Officer will perform the following sectoral responsibilities:

A. General:

1. The cluster of planned activities and expected results related to ACP Secretariat Key Result Area 3.5 on the Environment, Climate Change and Natural Resources, which aim at contributing to achieve the overall objective of sustainable management of the environment, with special attention for all matters pertaining to climate change.
2. Ensure that the Secretariat's activities under this Key Result Areas are complementary and mutually reinforcing, that they are planned and executed in such way as to strengthen the capacities in ACP regions and countries and to encourage active collaboration with relevant international organizations in bringing about the expected results to achieve the objectives.
3. Attend to all matters pertaining to global warming and climate change. Key Result Sub-Areas of environmental hazard reduction and adaptation are also focused upon.
4. Address with initiatives and activities the lack. of sustainable management of the environment which has resulted in vulnerability of ACP countries to the frequent hazards of drought, desertification, degradation of the environment, floods, loss of biodiversity and increase in the release of green house gasses which contribute to global warming.

B. Specific:

Development of policy and strategy notes and paper on environment, climate change and natural resources and related topics of relevance to / affecting the ACP Group of States and Member States;

Preparations (papers, programme, speakers, invitations, venue etc.) for the meetings of the Bodies of the ACP Group on matters pertaining to environment, climate change and natural resources;

Strategies and concrete initiatives to improve the overall quality of the preparations and inputs into the meetings referred to in the item above;

Ensuring effective implementation and monitoring Of the decisions of the Organs of the Group of ACP Countries in the area of environment, climate change and natural resources;

Strengthening of the coordination (both in terms of intensity and quality) with the responsible sectoral entities concerned in the European Commission for all matters pertaining to environment, climate change and natural resources;

4. Ensuring that environmental, climate change and natural resources considerations are fully integrated into all projects and programmes submitted for support under intra-ACP co-operation;
5. Assuming programme / project cycle management responsibilities for the Intra-ACP Projects and Programmes on environment, climate change and natural resources entrusted to him/her by the Head of Section, with ;particular attention for monitoring and follow-up of these projects and programmes;
6. Continued follow up of the Brussels Framework of Action on the Environment for Sustainable Development in ACP States as endorsed by the 1st ACP Ministers of Environment meeting in December 2004;
7. Reviewing and monitoring of the situation of vulnerable ACP States with respect to the protection of their environment and the effective management of natural resources with the possibility of recommending appropriate action";
8. Assisting the efforts of regional and international organisations working in such areas as climate change, global warming, deforestation drought, and desertification;
9. Monitoring and following up the implementation of Intra -ACP EDF funded projects in natural resources such as the following:
 - a. Capacity Building related to Multilateral Environmental Agreements (MEAs) in ACP countries;
 - b. CITES MIKE Programme Main Phase Implementation 2004-2009;
 - c. ACP-EU Water Facility;
 - d. Intra ACP Support for Forest Law Enforcement, Governance and Trade;
 - e. Strengthening Fishery Products Health Conditions in ACP/OCT Countries (SFP).

c.Any other task as may be assigned.

d.Requisite Qualifications

1. University degree or equivalent in Economics, Finance, Law, Management, International Relations and/or in related areas;
2. At least five years of relevant professional experience at national service or in an International Organisation(s);
3. Good command of English or French or Portuguese and a working knowledge of one of the other two languages;
4. Computer literacy is a prerequisite with practical experience in Microsoft packages.

6. STAFF DEVELOPMENT OFFICER – GRADE P2

Main Duties

Under the direct supervision of the Expert, Human Resources, the Staff Development Officer will perform the following duties:

A. Assists in the identification of training needs and co-ordinates, develops and delivers administration - and mandate-related workshops and training sessions. In particular:

1. Consult Managers and staff to identify individual staff development needs or training needs in new technology or programme activities.
2. Liaises with external consultants.
3. Designs and updates programmes based on the needs of participants, assists in identifying additional resource persons when necessary, prepares the training materials for the course.
4. Sends out invitations and schedules of courses, liaises with course presenters on a regular basis and makes appropriate arrangements for the organisation of training courses.
5. Researches the subject matter to assemble the material and expand knowledge of modern office procedures.
6. At the end of each course, conducts qualitative and quantitative evaluations and prepares a report.
7. Personally delivers some courses to staff as appropriate.
8. Monitors and follows up the training courses.
9. Manage the outcomes of the performance appraisal system for development and training purposes.

B. Organizes and delivers the Induction Training Programme for newly appointed members

1. Organises induction courses for newly appointed ACP staff members when required, prepares the course material for distribution to new appointees and coordinates with the respective Section/Departmental presenters when necessary.
2. Deliver induction courses.
3. At the end of each course, ensures completion of evaluation forms.
4. Conducts participatory group evaluations and debriefings when required.
5. Prepares a course addressed to the new members of the Committee of Ambassadors aimed at informing them about structure and the functioning of the ACP Group and the ACP Secretariat.

C. Performs administrative duties in support of the Training Unit and operational support to the Training Unit's activities.

1. Manage and administer the personnel data base for pay-roll.
2. Assists with the preparation of the annual Training Budget.
3. Works with external consultants (prepares materials for other administration-related workshops, co-ordinates travel arrangements, provides support whilst consultants are in the mission area).

4. Administer the provident fund and health insurance.
5. Manage the data base of applications (unsolicited and others)

D. Performs other duties as required

Requisite Qualifications

1. University degree in either Education/teacher training, Social Sciences, Business Administration or other related fields.
 2. Minimum of four years of professional experience in designing and facilitating training workshops for adults in a business or organization environment at national or international level.
 3. Computer literate with practical experience in preparing and presenting material in Power Point. Knowledge of other Microsoft packages (Word/Excel) will be required.
 4. Excellent oral and written communication skills in English and French with the ability to write training materials and analytical reports. A working knowledge in Portuguese and/or Spanish would be an added advantage.
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In conformity with Article 12 of the Staff Regulations, staffs of the Professional and General Services categories are appointed by the Secretary-General on the recommendation of the Recruitment Advisory Committee chaired by the Assistant Secretary-General, Head of the Department of Administration, Finance and Human Resources.

The salaries attached to the posts, are within the following range:

Grade P4:

Net basic monthly salary: from 4186,00 € (1st step) to 5359,00 € (15th step)
Monthly housing allowance: 1512,00 €.

Grade P3:

Net basic monthly salary: from 3.806,00 € (1st step) to 4.871,00 € (15th step)
Monthly housing allowance: 1.226,00 €.

Grade P2:

Net basic monthly salary: from 3.460,00 € (1st step) to 4.429,00 € (15th step)
Monthly housing allowance: 1.226,00 € .

In addition, there are other advantages, such as: Secretariat contribution to a provident fund, health insurance, tuition fees for dependent children, etc.

In the framework of their functions, members of staff are governed by the Staff Regulations of the Secretariat (ACP/41/017/03 Rev.6) and by any other decision that may be adopted by the competent ACP authorities regarding employment.

Mode of Application

N.B: Only short-listed candidates will be contacted.

All applications must be addressed to the Secretary-General by one of the following means:

1. By post to ACP Secretariat, Avenue Georges Henri 451, 1200 Brussels, Belgium;

2. by fax to + 32 2 735 55 73; or

3. by email to info@acp.int

Applications for these posts must reach the Secretariat not later than **12 May 2008** and must be accompanied by a complete curriculum vitae, certified copies of diplomas, certificates and any other document testifying to the competence and professional experience of the candidates.

Candidates must be nationals of Member States of the ACP Group. Additional information may be obtained from the Secretariat of the African Caribbean and Pacific Group of States, Avenue Georges Henri 451, 1200 Bruxelles. Tel. +32-2-743 06 00 – 16, e-mail: info@acp.int, website: www.acp.int.