**VACANCY ANNOUNCEMENT: AUDA-NEPAD - COMESA REQUEST FOR APPLICATION FOR THE POSITION OF DONOR COORDINATION OFFICER, THE COMMON MARKET, VA/AUDA-NEPAD/22/41**

The African Union (AU) established as a unique Pan African continental body, is charged with spearheading Africa’s rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The New Partnership for Africa’s Development (NEPAD) is a programme of the African Union adopted in 2001 in Lusaka, Zambia, aimed primarily at poverty alleviation and promotion of economic growth and sustainable development in Africa. As a consequence of the integration of NEPAD into the structures and processes of the African Union, the NEPAD Planning and Coordinating Agency (NPCA) has been established by the Decision of the 14th AU Assembly of February 2010 as the technical body of the African Union, in replacement of the NEPAD Secretariat.

NEPAD Agency has transformed into the African Union Development Agency. The aim of the African Union reforms is to streamline and improve effectiveness and efficiency in delivering the implementation of AU decisions, policies and programmes across all AU organs and institutions. One the recommendations of the reforms is to transform the technical body of the AU, the NEPAD Agency into the African Union Development Agency (AUDA-NEPAD). The decision was made during the 31st Ordinary Session of the Assembly of African Union Heads of State and Government in Nouakchott, Mauritania, African Heads of State and Government, in July 2018.

AUDA-NEPAD is an African-owned and led continental agency, spearheading Agenda 2063. The decision on the African Union Development Agency is an affirmation by Member States of their commitment to own an instrument that will champion development support to countries and regional bodies in advancing their priorities through the implementation of Agenda 2063.

1. To coordinate and execute priority regional and continental projects to promote regional integration towards the accelerated realisation of Agenda 2063;
2. To strengthen capacity of African Union Member States and regional bodies;
3. To advance knowledge-based advisory support,
4. To undertake the full range of resource mobilisation, and
5. To serve as the continent’s technical interface with all Africa’s development stakeholders and development partners

In line with Objective 2, and with support and collaboration from our development partners and regional economic communities, the AUDA-NEPAD came up with a programme to support the capacity of regional bodies to effectively implement their respective integration agenda, as aligned to Agenda 2063. In this regard, a comprehensive programme, “energize Africa” was developed to support the deployment experience staff as fellows, to enhance the capacity of RECs.

Based on the Host Agreement between the Government of the Republic of South Africa and the African Union for AUDA-NEPAD to serve as the interim AU Office Operating outside the African Union Headquarters, AUDA-NEPAD in conjunction with Common Market for Eastern and Southern Africa (COMESA) hereby invites applicants who are citizens of African Union Member States and resides in the COMESA Region for the following position:

**Post**

**Job Title: Energize Fellow: Donor Coordination Officer**

**Position Level: Young Professional**

**Duty Station: COMESA Secretariat Headquarters, Lusaka, Zambia**

**Supervisor: Resource Mobilization & International Cooperation Head**

1. **Key Performance Areas**

Under the supervision of the Resource Mobilization & International Cooperation Head, the Energize Fellow will support the Resource Mobilization & International Cooperation Division/Unit and will be responsible for the following duties:

Specifically, the incumbent will provide technical the Unit in performing the following duties:

1. Developing and maintaining positive relationships with existing and potential donors/development partners.
2. Coordinating communication and reporting processes between the organization and donors/development partners.
3. Conducting regular meetings with donors to discuss new programmes, project progress, challenges, and opportunities for enhanced cooperation/partnerships.
4. Assisting with proposal writing processes in mobilizing financial and non-financial resources
5. Ensuring compliance with donor requirements and reporting deadlines, in line with the respective partnership agreements.
6. Collaborating with internal teams to gather relevant data and information for donor reports.
7. Providing briefings and updates to senior management on donor engagement and overall partnership status.
8. Representing the organization in donor meetings, conferences, and workshops, when need arise and with the approval of supervising authority.
9. Perform any other duties, as may assigned from time to time.
10. **Job requirements**

**Required Skills and Competencies**

* Ability to build and maintain positive relationships with diverse stakeholders, including donors, government agencies, international bodies and development partner organizations.
* Strong verbal and written communication skills, including the ability to prepare clear and concise briefing notes, reports and presentations.
* Ability to identify new funding opportunities and partnerships that align with the organization’s strategic objectives.
* Capacity to address challenges in donor coordination and project implementation effectively.
* Flexibility to work in a dynamic, multi-cultural and changing environment.

1. **Education and Experience:**

Candidates must have a minimum qualification of Degree Bachelor's degree in any of the following professions: International Relations, International Trade Law, Development Studies, Finance and Business Studies.

A minimum of two (2) years relevant professional experience at policy formulation and implementation level. Experience in donor coordination, programme formulation and implementation. Knowledge of project cycle management and experience of working with donors/development partners. Have very good knowledge of the structure and functioning of the COMESA region’s economies.

1. **Other relevant skills**
   * 1. Proven experience in donor coordination, fundraising, or related roles.
     2. Strong understanding of donor landscape, funding mechanisms, and reporting requirements.
     3. Excellent communication and interpersonal skills.
     4. Ability to work independently and collaboratively within a multicultural team.
     5. Strong organizational and time-management skills
     6. Be proactive
     7. Pay attention to detail
     8. Be Innovative and creative
     9. Be organized and able to multi-task
     10. Have a teamwork spirit
     11. Openness
     12. Problem solver
2. **Language requirement**: Proficiency in one of the following African Union working languages is a requirement; English, French, Portuguese and Arabic. Knowledge of one or more of the other AU working languages would be an added advantage.
3. **Tenure of Appointment:** The appointment will be made on an AU short term contract for a period of one (1) year, of which the three (3) months will be considered as a probationary period.
4. **Gender Mainstreaming:** The African Union Development Agency is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.
5. **Applications** should be forwarded utilizing ‘’Arial’’ font 11.5**:** To apply, please submit the following:
6. A motivation letter stating reasons for seeking employment with the African Union Development Agency;
7. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender;
8. Three (3) referees with good knowledge of the candidate’s work, furnishing full contact details, telephone, fax and e-mail addresses;
9. Certified copies of degrees and diplomas.
10. **Remuneration:** An all-inclusivegross salary of US$ 20,102.70 per annum.
11. **Applications** should reach the address below not later than Monday 17 May 2024

Email: [amohammed@comesa.int](mailto:amohammed@comesa.int) and copy to [jfanjanirina@comesa.int](mailto:jfanjanirina@comesa.int).

**Please note that only shortlisted candidates will be contacted*.***

The African Union Development Agency (AUDA-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. AUDA-NEPAD works closely with the African Union Commission (AUC), regional economic communities, national governments, research institutions and civil society organizations 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)