

Conseil Ouest et Centre Africain pour la
Recherche et le Développement
Agricoles



West and Central African Council for
Agricultural Research and
Development

CORAF/WECARD
Director of Programmes
FULL-TIME POSITION – Based in Dakar, Senegal

REF:02/SE-CW/DP/2012

Call opening: 25th January, 2012

Call closing: 25th February, 2012

CONTEXT

The West and Central African Council for Agricultural Research and Development (CORAF/WECARD), constituted by National Agricultural Research Systems (NARS) in 22 countries, is one of the four Sub-regional Organizations (SROs) in Africa under the Forum for Agricultural Research in Africa (FARA). CORAF/WECARD's vision and mission aim for a sustained reduction in poverty and food insecurity through improvements to the competitiveness, productivity and markets of the agricultural system in West and Central Africa (WCA).

To respond more effectively and efficiently to emerging challenges and opportunities in the agricultural sector, CORAF/WECARD revised its 2007-2014 Strategic Plan in 2006. The revised plan (2007-2016), completed and endorsed by the CORAF/WECARD General Assembly in May, 2007, aims to contribute to the achievement of the primary goal of the Comprehensive Africa Agriculture Development Programme [CAADP], of agriculture-led development that eliminates hunger, reduces poverty and food insecurity. This will be achieved through the implementation of the agricultural policies of the Regional Economic Communities of West and Central Africa (ECOWAS, UEMOA, ECCAS and CEMAC).

CORAF/WECARD's Operational Plan (2008-2013), designed to implement the revised Strategic Plan is underpinned by a centrally managed and programme-based approach. Currently, there are eight Programmes in the Portfolio and this number may increase or decrease as demands and needs vary. The Programmes fall into the following three broad research categories each managed by a Programme Manager, all based at the Executive secretariat:

Technical research – around five Programmes: [1] Livestock, Fisheries and Aquaculture; [2] Staple Crops; [3] Non-staple Crops; [4] Natural Resource Management; and [5] Biotechnology and Biosafety - which use an integrated research approach based on systems and commodities, but employing new holistic and participatory methodologies.

Policy research – around one Programme: [6] Policy, Markets, Trade, Institutions and Socio-economic - which, through research, identifies and responds to key issues preventing achievement of improved markets, competitiveness and productivity.

Efficient research delivery – around two Programmes: [7] Knowledge Management and [8] Capacity Strengthening and Coordination – which facilitate improved access to information and knowledge management, including research into mechanisms and methodologies.

The eight Programme Managers are answerable to a Director of Programmes.

VACANCY

The present vacancy is for the position of **Director of Programmes** whom, under the supervision of the Executive Director and in collaboration with relevant Directions/Units of the Executive Secretariat, will guide, support and manage CORAF/WECARD's portfolio of Programme Managers and programmes and provide support to CORAF/WECARD's Executive Director, Scientific and Technical committee, and Governing Board, in the management and coordination of the Association.

The following main requirements are essential in the effective execution of the duties and responsibilities of the position:

- Ability to promote the vision, mission and strategic goals of CORAF/WECARD, and demonstrate integrity by adhering to the Association's core values and ethical standards;
- Ability to provide advisory and technical support to the implementation, monitoring, and improvement of the CORAF/WECARD Strategic Plan (2007-2016) and Operational Plan (2008-2013), leading to the effective implementation of all CORAF/WECARD programmes;
- Ability to work with, coordinate and inspire, multi-disciplinary and multi-cultural teams in a multi-partner environment, and to engage in both local and high level policy dialogue with clients;
- Capability to facilitate knowledge building and results-based management with within the context of CORAF/WECARD agenda and new aid environment;
- Ability to represent CORAF/WECARD in consultations with governments, multilateral and bilateral partners, and civil society;
- Ability to articulate issues to CORAF/WECARD senior management, high-level government officials and development partners succinctly and diplomatically;
- Capacity to provide peer review, quality assurance and mentoring support to colleagues and contribute time and intellect to the broader collegiate work environment;
- Willingness to contribute to maintaining a constructive working environment and excellent relationships with internal and external clients;
- Capacity and willingness to travel extensively within the sub-region and internationally;
- Capacity to hit the ground running.

DUTIES and RESPONSIBILITIES

More specifically, the **Director of Programmes** will be responsible for the following duties:

- Lead, support, guide, coordinate and manage the establishment and implementation of the CORAF/WECARD Strategic and Operational Plans;
- Coordinate and manage the scientific and technical programmes, projects, research initiatives, and scientific reviews of CORAF/WECARD activities;
- Facilitate inter-programme coordination and ensure team building and human resources mobilisation;
- Ensure, in collaboration with the Scientific and Technical Committee (STC), quality assurance in sub-regional agricultural research and development activities, including the contents of scientific publications;
- Contribute to advocacy and lobbying for resource mobilisation, investments in agricultural research and development as well as support to NARS members;
- Represent CORAF/WECARD technical Programmes externally, including strengthening external relations, strategic alliances and partnerships between CORAF/WECARD and its stakeholders;
- Coordinate strategic planning as well as financial resource allocation and management;
- Coordinate Programme monitoring, evaluation, and impact assessment;
- Manage the Competitive Research Grant Scheme;
- Prepare meetings of the Scientific and Technical Committee (STC) and serve as secretary to the STC;
- Perform any other related duties as may be requested by the Executive Director to ensure the efficient management of the Executive Secretariat to achieve the objectives of and mission of CORAF/WECARD.

COMPETENCIES

The following demonstrated competencies are necessary:

Professionalism

- Knowledge of CORAF/WECARD and its operations, philosophy and approaches, with an understanding of national, regional, international agricultural research priorities relative to CORAF/WECARD programmes and initiatives.
- Capacity to manage institutional and organisational development and change processes and familiarity with both the practice and theory of change management;
- Strong background and experience in international agricultural research for development issues, particularly in rural regions of West and Central Africa, including the ability to identify, analyse, and participate in their resolution;
- Experience in agricultural research, extension and agricultural and rural advisory services, education, and capacity building, including knowledge to understand related themes, concepts and approaches;
- Ability to support and lead negotiations with high-level government officials and development partners, and flexibility and adaptability to influences and issues that arise during implementation of the Operational Plan;
- Experience in results-based management and skills in conducting data collection using various methods, their management and analysis;

- Familiarity with different stages of the project/programme cycle—design, implementation, supervisions, monitoring and evaluation, and participatory methodologies;
- Experience of using an analytical approach to evaluate research options through accessing internet-based information/database resources;
- Familiarity with social and gender perspectives and the ability to ensure that these are mainstreamed during implementation of CORAF/WECARD's Strategy.

Technical/functional competencies

- **Planner and Organiser/Decision-Maker:** You will have excellent judgment capacity with an ability to think strategically in assessing and responding to new challenges and opportunities in agricultural research and development. You will be able to identify and set clear priorities within a boundless and often challenging agenda and develop clear goals that are consistent with agreed strategies, with an ability to adjust priorities as required, allocate appropriate amount of time and resources for completing work, foresee risks, and allow for contingencies when planning. You should be conscientious and efficient in meeting commitments, observing deadlines and delivering results.
- **Team Worker/Builder:** You will have excellent organizational skills that will help you to develop a close and effective working relationship with clients at all levels. You will have the ability to place team agenda before personal agenda to achieve organizational goals through collaboration with colleagues, valuing others' ideas and expertise, and a desire to learn from others. You will support and act in accordance with final group decisions even when such decisions may not entirely reflect your own position. You will show willingness to share credit for team accomplishments and to accept joint responsibility for team shortcomings. You will have the ability both to lead and to work effectively in multi-disciplinary teams in a multi-partner environment.
- **Leader/Performer:** You will have excellent management skills and be able to deploy them in a multicultural setting and inspire teams to work together to achieve CORAF/WECARD programmes' objectives. You will have the ability to delegate, facilitate, and mentor Programme Managers, and to support programme development and organizational, institutional and governance changes.
- **Communicator with strong inter-personal skills:** You will demonstrate excellent written and verbal communication skills including the ability to set out a coherent argument in presentations and group interactions. You will have the ability to present coherent and convincing analysis in discussions with CORAF/WECARD senior management, high level government officials and development partners. You will have excellent listening skills and competence in accurately interpreting messages from others and responding appropriately, with an ability to tailor language, tone, style and format to match audience; and demonstrate openness in sharing information and keeping colleagues and partners informed.
- **Facilitator of change:** You will balance a responsive and proactive approach to meeting CORAF/WECARD gender equality, social inclusion and empowerment priorities in close collaboration with clients.
- **Model of integrity, trustworthy and confidence:** You will champion CORAF/WECARD core values – Subsidiarity in delegating responsibility to the lowest appropriate level, Delivery of the required results and impact through effective and efficient use of resources, Accountability to stakeholders for the use of resources and delivery of results, and Participation of all stakeholders in the

planning, implementation, monitoring and evaluation of activities, results and objectives.

Accountability

- Take ownership of all responsibilities and honour commitments. Deliver outputs within prescribed time, cost and quality standards; operate in compliance with organizational regulations and rules. You should be able to support subordinates, provide oversight and take responsibility for delegated assignments. You should be able to take responsibility for own limitations and those of the Programmes Division, where applicable.

Creativity

- Actively seek to improve Programmes or services; offer new and different options to solve problems or meet client needs; promote and persuade others to consider new ideas; take calculated risks on new and unusual ideas; think "outside the box"; take an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client orientation

- Consider all those to whom services are provided to be "clients" and seek to see things from clients' point of view; establish and maintain productive partnerships with clients by gaining their trust and respect; identify clients' needs and match them to appropriate solutions; monitor on-going developments inside and outside the clients' environment to keep informed and anticipate problems; keep clients informed of progress or setbacks in initiatives; meet timeline for delivery of products and services to clients.

Commitment to Continuous Learning

- Keep abreast of new developments in profession; demonstrates interest to seek for professional and personal development; contribute to the learning of colleagues and subordinates; show willingness to learn from others; seek feedback to learn and improve.

Technological awareness

- Keep abreast of new technologies. Understand applicability limitation of technology to the work of the organisation and actively seek to apply technology to appropriate tasks. Show willingness to learn new technologies.

QUALIFICATIONS

Education and experience

- A Doctorate degree in an agriculturally related field; formal management qualifications would be an asset.
- At least 15 years of relevant professional experience working on agricultural research in West and Central Africa. This will include at least 10 years of senior management experience with a national, sub-regional or regional agricultural research organisation.
- Knowledge of current issues, challenges, and opportunities in agricultural research and rural development.

Languages

- Bilingual with the ability to write and communicate effectively in French and English.

Other skills

- Innovative and creative in management and management style, undertake and complete initiatives, and establish good partnership networks; ability to work

independently in a range of environments and situations; propensity for working in multi-disciplinary and multi-country teams; strong diplomacy, persuasion and negotiation skills, and ability to get your point across to senior government and development partner officials, and to be proactive; well-organised with good planning and problem-solving abilities; skills in writing and editing scientific literature and/or 'general' material; computer literate and fully familiar with the Microsoft Office® Suite of software; ability to remember people's names and position.

WORKING WITH CORAF/WECARD

- CORAF/WECARD is not just looking to fill a vacancy. Whenever it recruits, it is looking for individuals who share its values, are adaptable and resourceful, and who will complement the team and contribute to the development of the Organisation.
- Salary and remuneration will depend on the skills, experience and track record of the successful applicant, and will be internationally competitive.
- CORAF/WECARD invests heavily in creating a culture of quality, professionalism, mutual support and team work. It creates opportunities for continuing formal and informal professional development and training.

NATIONALITY

- The candidate must be a national of one of the 22 countries covered by CORAF/WECARD.

LOCATION

- The Director of Programmes will be based at the CORAF/WECARD Secretariat in Dakar, Senegal.

HIERARCHY

- The Director of Programmes will report directly to the Executive Director of CORAF/WECARD and comply with the reporting requirements of CORAF/WECARD for its senior management.

DURATION

A contract with an initial period of twenty four months will be proposed. The contract may be renewed based on satisfactory performance.

APPLICATION PROCEDURE

Interested candidates please send via e-mail a covering letter and a detailed CV, which must also include the names and contact details of three referees.

The application should be addressed to the Executive Director of CORAF/WECARD, Executive Secretariat, 7 Avenue Bourguiba, BP 48 Dakar-RP, Senegal, and e-mailed to proposals@coraf.org

The application should be received at the CORAF/WECARD Secretariat no later than **mid-night on the 25th February, 2012. Only short-listed candidates will be contacted for interview.**

As required by CORAF/WECARD, the selected candidate will undertake and pass a medical clearance prior to acceptance by CORAF/WECARD.

Further information about CORAF/WECARD can be found at: www.coraf.org

Applications from women are strongly encouraged