



VACANCY ANNOUNCEMENT
Programme Assistant
Local Full time position based in Dakar, Senegal

Call opening : 03rd July 2017

Call closing : 20th July 2017

The West and Central African Council for Agricultural Research and Development (CORAF/WECARD) is composed of the National Agricultural Research Systems (NARS) of 23 countries: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tomé et Príncipe, Senegal, Sierra Leone and Togo.

The **Vision** of CORAF/WECARD is “a sustainable reduction in poverty and food insecurity in WCA through an increase in agricultural-led economic growth and sustainable improvement of key aspects of the agricultural research system”.

The **mission** is to ensure “a sustainable improvement of the competitiveness, productivity and markets of the agricultural system of West and Central Africa by meeting the major demands of target groups of the sub-regional research system”.

For further information, please check the website of the Organization: www.coraf.org

Within the framework of the implementation of the Agreement on Priority Research Programmes funded by UEMOA, CORAF/WECARD is recruiting a highly skilled candidate for the position of **Programme Assistant**.

JOB DESCRIPTION

The **Programme Assistant** will be under the authority of the Director of Research and Innovation and will support the Department of Research and Innovation in the implementation of Projects/Programmes related to Livestock, Fisheries and Aquaculture.

RESPONSIBILITIES

Main responsibilities of the successful candidate will include, but not be limited to the following:

- Participate in the development and monitoring of annual work plans and budgets ;
- Contribute to the production of periodic technical reports ;
- Participate in the execution and continuous improvement of the monitoring and evaluation system of Projects and/or Programmes (ensure update of reference files and tables for monitoring performance indicators) ;
- Perform any other duty assigned by the Management.

PROFILE

The successful candidate should have the following qualifications and skills :

- University degree (Bac+5) in Livestock and/or Fisheries production or any other related field ;
- Have strong skills in Zootechnics, Veterinary medicine, Aquaculture and results based monitoring and evaluation ;
- Have at least three (03) years of practical experience in management and monitoring of research projects/programmes ;
- Have demonstrated abilities in designing and developing scientific research programmes ;
- Have strong knowledge of Windows softwares (Word, Excel, Access, PowerPoint, etc.)
- Be able to work under pressure in a multicultural environment ;
- Be 35 years old maximum when applying for the position ;
- Have good knowledge of the research and development environment in West and Central Africa and particularly in the UEMOA ;
- Be a national of one of the member countries of UEMOA (***note that the announcement is for a local position***) ;
- Be well organized with demonstrated writing abilities in English and French ;
- Be able to travel within the subregion when necessary ;
- Have ability of cooperating with others, showing humility and be in a position to learn and develop oneself personally and professionally ;
- Be immediately available

COMPENSATION

This is a locally recruited position and CORAF/WECARD offers competitive terms of employment. CORAF/WECARD is an equal opportunity employer and applications from women are encouraged.

APPLICATION PROCEDURE

The application should comprise a cover letter, a detailed CV, names and contact details (*e-mail addresses, and telephone*) of three (3) references. The letter will be

addressed to CORAF/WECARD Executive Director, CORAF/WECARD Executive Secretariat - 7, Avenue Bourguiba, POBox 48 Dakar RP, Senegal.

Applications will be submitted **by e-mail ONLY** at: rh@coraf.org and should reach CORAF/WECARD Executive Secretariat **no later than 20th July 2017 at 17:30**. **Only shortlisted candidates will be contacted for an interview.**

NB : Please use the reference codes indicated above as your subject in sending the e-mails and application file.