

VACANCY ANNOUNCEMENT FOR THE POSITION OF THE EXECUTIVE SECRETARY OF AFUR

The African Forum for Utility Regulation (AFUR) is hiring his Executive Secretary. This position is categorized as the most senior management posts in an international organization.

1. AFUR PROFILE

The African Forum for Utility regulators (AFUR) is an initiative based on the provision 110 of the working document of the New Partnership for Africa Development (NEPAD)

The AFUR was officially launched in November 2002 with its own status, as an association of utility regulators. AFUR aims to establish and strengthen effective cooperation among utility regulators on the African continent, as well as its socio-economic development and economic growth.

AFUR mainly focuses on infrastructures regulation-related relevant issues as such (energy, communications, transport, water and sanitation). The other mission of the AFUR is to promote an effective regulatory system which would facilitate the development of infrastructure services in Africa.

The organs of AFUR comprise the following:

- **The General Assembly** is the highest decision making authority of AFUR and is composed of all the Members of AFUR. It elects the chairperson.
- **The Executive Committee** is responsible for the conduct of the affairs of AFUR and consists of the Chairperson, Deputy Chairperson and a maximum of eight other Members elected by the General Assembly.
- **The Executive Secretary** is responsible for ensuring the effective and efficient daily operation of the Secretariat;

AFUR membership is open to any regulation agency, individual and organization from the African continent empowered to handle utility regulation in one's country. AFUR members' operations and activities are governed by AFUR status signed by its members. AFUR actually includes 28 members and 7 observers. Out of the 28 members, 18 are involved in energy sector regulation.

AFUR is based in Pretoria, Republic of South Africa,

Further information on AFUR is available on the Forum website: <http://www.afurnet.org>

2. Position requirements

- Accountable for ensuring the effective and efficient operation of the Secretariat;
- Ensure the stewardship and security of its finances and other assets, including its property and facilities;
- Be responsible to the Treasurer.
- Be responsible for the preparation of the financial budgets for expenditure and forecast budgets for the forum's consideration, and ensures that expenditure is in accordance with the approved budgets.
- Support the work of the executive committee and its sectorial committees.
- Handle meetings minutes
- Be responsible for setting up and organizing an annual programme of AFUR meetings.
- Attend all such meetings, as far as possible
- Ensure the interface between the Forum and other organizations in the continent and abroad.
- Cooperates and liaises with other international organisations on matters of relevance to AFUR.
- Play a role in fundraising for significant projects that advance the Forum's strategy.
- Ensure that the Forum conforms to the requirements of the laws applying to it.
- Be responsible for contracts of employment and all other contracts

3. Qualifications and skills:

Applicants must:

- - Be a citizen of an African Union country member.
- - Be 55 years old at most on January 1, 2010.
- Have an appropriate degree or equivalent in Engineering, Economics or Law field.
- Be fluent in French or English and have a good working knowledge of the other language.
- Have hold in the past a senior-manager position.

- Have proven experience in the field of :
 - o Operations of international, regional organizations;
 - o The management of personnel in a diversified, multi-cultural environment;
 - o The preparation of financial budgets and the management of expenditures;
 - o The organization of meetings and provision of secretariat support for high level committees;
 - o Oversight and management of computer services and information technology;
 - o Utility regulation management, coupled with a strong command of regulation rules;
 - o Search for the financing, partnership with agencies of funding and preparation of reports intended to donors.

4. Working conditions:

The salary level that will be offered will depend on the successful applicant's experience and qualifications, and will be broadly comparable to those of similar posts in other international organizations. Should you have any queries or require further information related to salary, contact:

jbassi@anare.ci and akafrancis90@yahoo.fr

5. How to apply:

All applicants wishing to be considered for this position are required to supply the following documents:

- a. A written and signed application;
- b. A birth certificate or any related document
- c. A nationality certificate or any related document
- d. A detailed CV describing the applicant's professional experience;
- e. Certificates of experience acquired
- f. Reference letters

6. Submission of Applications

Applications must be submitted by e-mail to the following address:

afur_recruit@yahoo.fr

7. Recruitment process

Recruitment will take place in two steps:

- Short list
- Interview process

8. Short list

The short list is made via file. Three applicants will be shortlisted among the applicants submitting an application file. Only the preselected applicants will be informed of their preselection and invited for an interview.

9. Selection

The applicant selection is made among the shortlisted applicants. Trip fees and additional charges of invited applicants for the final selection will be refunded by AFUR. The applicant will be chosen after interviews.

10. Closing date

All applications must be received by **March 31, 2010**. Any application received after this date will not be considered.

11. Start Date

The chosen candidate will report to the Secretariat headquarters two full weeks before the departure of the incumbent Executive Secretary in order to allow for a transition.