



Panafrican farmers' organization
Organisation panafricaine des agriculteurs
المنظمة الإفريقية للفلاحين

Notice of recruitment of the Chief Executive Officer of the Pan-African Farmers Organization (PAFO)

The Pan-African Farmers Organization (PAFO) is launching a recruitment notice for the position of Chief Executive Officer of PAFO. This position is classified in the category of senior management of an international no-governmental organization.

I. Presentation of PAFO

PAFO was created in October 2010 by its constituent assembly under the sponsorship of the African Union. This constitutive assembly was the culmination of a process begun several years ago in collaboration with the five regional networks of Farmers' Organizations.

PAFO is recognized as the representative body of African farmers' organizations at the highest continental level. It brings the voice of dozens of millions African farmers integrated into nearly 70 national organizations, unions, federations, cooperatives, associations, etc., present in almost 50 African countries, and united in five regional networks operating at the heart of African agriculture.

PAFO Members are five (5) regional organizations of small farmers in Africa which are: EAFF (Eastern African Farmers Federation) PROPAC (Regional Platform of Peasant Organizations and Producers in Central Africa); ROPPA (Network of Peasant Organizations and Agricultural Producers of West Africa); SACAU (Southern African Confederation of Agricultural Unions); and UMNAGRI (Maghrebian and North African Farmers Union).

The governing bodies of PAFO are organized by the Constitution of PAFO as follows:

- i. The General Assembly (GA), composed of all member organizations of networks PAFO, which appoints the Board of Directors and elects its Chairman;
- ii. The Board, chaired by the President, who is responsible for the conduct of PAFO;
- iii. The Executive Secretariat, led by a CEO, is responsible for daily management and the policies implementation of the organization;

The headquarters of PAFO is based in Kigali, Rwanda. PAFO is registered in Rwanda as an international non-governmental organization and is certified by the Rwanda Governance Board to operate legally and establish its headquarters in Rwanda under number 001/RGB/19.

Additional information on Pan-African Farmers Organization can be found on <http://www.pafo-africa.org/>

II. Responsibilities of the position

Under the authority of the Board, the Chief Executive Officer is the Coordinator of the Executive Secretariat of PAFO; as such he is responsible for:

1. The implementation of policies and programs of PAFO;
2. The administrative and financial procedures in accordance with PAFO;
3. Ensure the management of financial resources and assets of PAFO;
4. Ensure the preparation of annual budget estimates and implementation of approved budgets;
5. Facilitate the organization of the statutory meetings;
6. Ensure the holding of the minutes of Board meetings (ex-officio);
7. Support the work of the various meetings and events of PAFO;
8. Ensure the preparation and implementation of annual programs for meetings of PAFO;
9. Prepare and make available to the board and General Assembly, all needed documentation including annual reports and financial statements of PAFO;
10. Linking PAFO and other international organizations on issues of common interest;
11. Search Partners for fund-raising;
12. Ensure that the operation of PAFO is consistent with the laws of the host country;

13. Work permanently in the achievement of PAFO mission and objectives in line with the PAFO Strategic Plan;
14. Ensure the administration of PAFO in terms of financial and human resources;
15. Studying the various technical problems that are submitted by the Board and related to the development of agricultural sectors in Africa;
16. Propose solutions to problems that members face in carrying out their activities and the implementation of their partnership relations;
17. Assist the President of PAFO in the management of the representation and communication of PAFO;
18. Ensure the conservation of archives of PAFO.

III. Qualification and skills:

The candidate must:

1. Hold an African nationality and be a citizen of an African country;
2. Be 35 years old and at least 55 years; Have a relevant university degree, at least MBA/MSC (at least five years' university) or equivalent in agricultural economics or social sciences, management sciences or equivalent;
3. Have a perfect knowledge of English and French and knowledge of Arabic and /or Portuguese and/or Spanish would be an advantage;
4. Demonstrate a proven track record of at least five (5) years to a position of high responsibility in an important organization of the same nature:
 - In Agricultural Economics and management of an organization important for both financial and human resources, particularly in an international context;
 - In staff management in a diverse and multicultural and stressing environment;
 - In preparation of annual budgets and execution of approved budgets
 - In organization of international meetings;
5. Have a capacity or experience in mobilization of resources, research funding, partnerships with funding agencies and developing reports for donors.
6. Supervision and management of information technology;
7. Have a conceptual, methodical, analytical and monitoring skills;

8. Be demanding in objectives and results;
9. Be dynamic, collaborative, and open-minded;
10. Act with integrity and rigor;
11. Demonstrate autonomy in work; Have a sense of general interest;
12. Be healthy and have a physical resistance to frequent travel abroad;
13. Have writing skills and oral expression;
14. Have a good knowledge of tools and common software (Word, Excel, and PowerPoint).

IV. Contract Period

The contract will be concluded for a period of 02 years' renewable depending on performances after evaluation of the Board.

V. Remuneration:

The level of compensation to be offered will depend on the experience of the candidate and his qualifications, and will be comparable to similar positions in other international organizations of a similar nature.

VI. Application

All candidates seeking this position are required to submit an application containing the following:

1. A letter of motivation, in English and French, signed by the candidate addressed to the President of the Board;
2. An extract of birth certificate or other document equivalent;
3. A certificate of nationality or document equivalent;
4. A copy of criminal record certificate from the country of nationality and country of residence;
5. A copy of highest degree;
6. Detailed curriculum vitae, including certificates of experience and the credentials of the candidate (work certificates);
7. Letters of recommendation;

VII. Steps of recruitment

Recruitment will take place in two (2) phases:

- A pre-selection phase on record;
- A phase of selection interviews of shortlisted candidates.

VIII. Preselection

Three candidates will be shortlisted from the candidates who submitted an application. Only shortlisted candidates will be informed of their screening and will be invited during the board meeting.

IX. Selection

Candidate selection will be made among the shortlisted candidates. Travel expenses and other charges, of candidates invited for final selection will be supported by PAFO if not organized virtually.

The Chief Executive Officer will be selected after interviews.

X. Deadline for submissions

All requests for applications must be submitted before **20 December 2021** at the latest.

Any application received after this date will not be considered.

XI. Take office of candidate

The function will be taken immediately.

XII. Place of residence

Kigali in Rwanda.

XIII. Submission of Application

Applications must be submitted to the PAFO headquarters under **closed envelopes** bearing the title “**Application to the position of the PAFO Chief Executive Officer**”; Address: Bibare, Street KG125, House No. 13, Kimironko. Or by email headed “**Application to the position of the PAFO Chief Executive Officer** to the address: president@pafo-africa.org, and to copy the email addresses; ceo@pafo-africa.org; info@pafo-africa.org.