



## **AFRICAN FORUM AND NETWORK ON DEBT AND DEVELOPMENT (AFRODAD)**

*The African Forum and Network on Debt and Development (AFRODAD) a regional organization working on debt and development issues in Africa, seeks to recruit forward minded individuals to the following position:*

### **POLICY ADVISOR (DEBT, PRIVATE FINANCE AND ARBITRATION)**

The policy advisor would provide leadership and management at the strategic level to the Debt Portfolio (both Domestic and External, Publicly Supported Private Finance (PSPF), and Fair and Transparent Arbitration (FTA)) by assuming overall responsibility for AFRODAD's Research and Advocacy on Debt, policy influencing and campaign work and ensuring linkages with partners' programme and policy work.

### **DESCRIPTION OF TASKS AND OPERATIONS**

The Policy Advisor is responsible for:

1. Leadership of the Debt Portfolio in Planning, Design and Implementation of Programmes.
2. Representation and Profile Raising of AFRODAD'S work on Domestic and External Debt.
3. Shared Learning, Capacity Building and Programme Quality Assurance
4. Debt Policy Research, Advocacy and Campaigning.
5. Management of the Debt Portfolio.
6. Corporate Management – as member of management team and resource
7. Mobilisation and Allocation committees.

Specifically, the Policy Advisor

- Designs, directs, and manages portfolio-wide processes of program development such as strategic planning, programme design, annual work plans, monitoring and evaluation framework as defined in the strategic plan.
- Oversees the implementation of thematic programs through the staff assigned, and ensures compliance to the established timelines and outcomes.
- Identifies opportunities for improvement and resolves any discrepancies in their thematic area and keeps the Executive Director informed of any new developments.

- Develops annual budgets for the portfolio; ensures effective and efficient implementation of plans; monitors relevant budgets; and ensures timely and quality reporting on programme implementation.
- Drafts proposals for fundraising of their portfolio in coordination with the Finance Manager and Executive Director.
- Ensures the preparation and maintenance of reports of their portfolio as are necessary.
- Recommends changes in programs, especially those that do not result into maximum impacts for the organization
- The policy advisor is the lead person in representing AFRODAD at external meetings, consultations, workshops, and other events falling under his/her respective theme. Serves as the primary contact for the organization on Debt with the outside world including government and intergovernmental agencies.
- Is responsible for the regional and international articulation and activities of the portfolio including building synergies across the thematic projects
- Manages the Debt portfolio including other staff in the Debt portfolio

#### **REQUIRED QUALIFICATIONS AND SKILLS**

1. A relevant postgraduate degree in Social Sciences such as Economics, Development Studies, International Affairs, and/or Law, preferably with a PhD.
2. Proven Research and Policy Analysis training and experience.
3. At least five years experience working on debt and development issues.
4. Demonstrable project management and organizational skills appropriate for a highly multi-tasked environment and supervising other technical staff.
5. Significant relevant experience in project management or research administration, and responsibility for managing budgets.
6. Minimum of five years' experience in managing and supervising staff.
7. Excellent interpersonal communication and teamwork skills.
8. Excellent written English skills and experience with drafting documents, such as Policy Briefs, project plans, reports and grant agreements.
9. High degree of familiarity with office productivity software (email, word processing, spreadsheets, Web etc).
10. Additional African language skills (French and Portuguese) is an added advantage.

*Candidates from West Africa, Central Africa and East Africa are particularly encouraged to apply.*

*Interested candidates are requested to please fill in the bioform which can be downloaded from the top of the vacancies page and sent to Action Appointments at [tracy@actionappointments.co.za](mailto:tracy@actionappointments.co.za) together with an updated CV and a letter of motivation format stating clearly why you feel you have the skills and experience required for this role. Please send all your documents in word format.*

**Closing date: Monday 15<sup>th</sup> July 2013**