

ADVERTISEMENT FOR THE POSITION OF EXECUTIVE DIRECTOR

Vacancy Announcement No:	AAS/ED/25/01
Position Title:	Executive Director
Department	Executive Director's Office
Position Location:	Nairobi, Kenya
Reporting to	President AAS
Organization	African Academy of Sciences
Duration:	3 years Renewable once upon satisfactory performance and at the discretion of the Governing Council
Opening Date:	5th May 2025
Closing date:	4th July 2025

Organisation Overview

The African Academy of Sciences (AAS) is a non-aligned, non-political, not-for-profit pan African organisation headquartered in Nairobi, Kenya. The new **vision** of the AAS Strategic Plan 2023 – 2027 is “*Transforming lives through Science, Technology and Innovation*”. Our **mission** is to leverage Science, Technology and Innovation for sustainable socioeconomic development and the **values** driving the implementation of the mission and the vision statements are Integrity, Diversity, Excellence, Empathy, Collaboration, and Fairness.

The tripartite mandate of the AAS include: 1) ensuring the provision of an enabling environment that cultivates learning and that enhances growth for sustainable development in Africa; 2) nurturing, expanding, and building partnership engagements and enhancing AAS brand visibility to transform STI in Africa to address developmental challenges and take advantage of available opportunities; and 3) supporting the best STI people, institutions, and programmes to undertake relevant research and foster knowledge sharing and skill development in the digital age.

The 2023- 2027 strategic plan of the AAS focuses on five strategic focus areas. These are: environmental and climate change, health and well-being, natural sciences, policy and governance, and social sciences and humanities.

Position Overview

It is within the above context that AAS is looking for a **suitable, dynamic, visionary** and **impactful** Executive Director who will provide leadership and a **new strategic direction** for AAS's programs to achieve the Academy's vision, mission and objectives for driving a scientific, technological and innovative continental agenda for Africa. The Executive Director works under the guidance of the President and Governing Council of the AAS. The position is responsible for the programmatic and operational management of the organisation. The incumbent will sustainably drive the mandate of the AAS through the secretariat team and report directly to the President and the Governing Council.

Principal Duties and Responsibilities

1. Strategic Management and Leadership

Under the supervision of the Governing council, the ED shall:

- Lead the development and implementation of the overall AAS strategy. Develop the annual business plans and performance targets that are aligned to AAS goals;
- Work with the President and the Governing Council to develop sustainable strategies and policies for the AAS. Lead the engagement with all stakeholders to sustain the AAS vision. Lead the management team in realising the AAS vision for the overall programmes agenda.
- Implement policy direction by capacitating the AAS to become Africa's strategic advisory body and think tank. Shape strategies and policies by implementing key science, technology and innovation programmes. Provide oversight to all finance and administrative services to ensure compliance with organisation financial, grants, contracts and donor requirements. Lead the team in designing policies that contribute to creating an environment where partnerships can thrive and ensure AAS has an effective framework for creating and maintaining relationships.

2. Programmatic Management:

Under the oversight of the Governing Council, the ED shall:

- Provide management and financial oversight of all programmes activities, training and technical assistance.
- Supervise the implementation of all Programme activities; ensuring that performance schedules are observed, and outputs are completed and delivered according to schedule and within budget.
- Present requests for the approval of new programmes and report regularly on the progress of on-going programmes to the Governing Council;
- Work in liaison with the various stakeholders to ensure that programmes and activities approved by the Governing Council are appropriately implemented;
- Mobilise funds for the Academy. This includes engaging with African governments, International governments, philanthropists and donors through AAS's fundraising efforts to drive the agenda of the Academy.
- Keep abreast of the trends within the donor environment to ensure funding diversification initiatives both locally and internationally to strengthen program funding and organisation stability
- Provide regular reports to the Governing Council on programmes, funding, operations and activities.
- Foster a learning environment among the team members to encourage innovation and sharing of ideas.
- Ensure appropriate training and capacity building activities for program staff members to support high-quality program implementation.

3. Sustainability and Membership Recruitment:

Under the oversight of the Governing Council, the ED shall:

- Coordinate AAS Fellows and affiliates' recruitment, nomination, evaluation, and induction procedures.
- Build a strong global advocacy strategy for the Academy to ensure its visibility and credibility.

- Work to secure long-term commitments from our global partners.
- Participate in international meetings, make strategic visits to key stakeholders and show continued interest in those that contact the Academy;
- Cultivate and maintain relationships with key policy decision-makers within donors, partners, governments, and other relevant regional and international bodies to secure AAS's ability to influence policy decisions favouring its strategic agenda.
- Serve as the principal liaison officer for the Academy and keep in contact with the scientific community and donor agencies.

4. Academy Administration

- Ensure that the academy accounts are audited annually;
- Oversee the management of human resources within the AAS.
- Maintain oversight on developing and implementing management information systems.
- Develop a risk management framework that must be adhered to when approved by the Governing Council.
- Provide management leadership in staff supervision, performance appraisals, hiring and mentoring employees to ensure quality and retention of core program staff.

Qualifications And Attributes

The successful candidate should have the following qualifications and attributes:

- Degree from a recognised university.
- A relevant PhD earned from a recognized University with a record of scholarship.
- Clear demonstration of the attraction of research project grants.
- An established record and history of leading, building and managing a successful organisation or institution.
- The ability to raise funds and build sustainably beneficial networks with governments, major scientific communities, the private sector, institutions of higher learning and relevant NGO/Foundation.
- Ability to build a self-sustaining Academy.
- Excellent managerial and leadership skills.
- At least 7 years' experience in a senior leadership role.

Language

Knowledge of other African Union languages (e.g., Arabic, French, and Portuguese) will be an advantage.

Additional Information

This is a fixed term engagement. The successful candidate will be engaged full time (40 hours/ week) for a period of 3 years working at the AAS offices in Nairobi, Kenya.

All applicants **must** submit a duly filled **[job application form](#)** from the AAS website. Interested candidates are encouraged to submit their application and include: one-page cover letter, curriculum vitae/ resume.

Applications should be sent to **recruitment@aasciences.africa** with the subject **Executive Director** by **4th July 2025 17:00HRS EAT**. Only shortlisted candidates will be contacted.

Website: **www.aasciences.africa**