Vacancy Announcement No.:	**AAS/PO/24/01**
Position Title:	**Programme Officer**
Department	**Programmes**
Position Location:	**Nairobi, Kenya**
Reporting to	**Manager, Programmes**
Organization	**African Academy of Sciences**
Duration:	**Fixed Term – 3 Years**
Closing date:	**11th April 2023**

ORGANISATION OVERIEW

The African Academy of Sciences (AAS) is a non-aligned, non-political, not-for-profit pan African organisation headquartered in Nairobi, Kenya, whose vision is to see transformed lives on the African continent through science. Our tripartite mandate is recognising excellence through the AAS' highly prestigious fellowship and award schemes, providing advisory and think tank functions for shaping Africa's Science, Technology, and Innovation (STI) strategies and policies and implementing key STI programmes addressing Africa's developmental challenges. The current strategy for the AAS focuses on five strategic areas: Environment and climate change, health and wellbeing, natural sciences, policy and governance and social sciences and humanities. The AAS's mission is to leverage resources through excellence and thought leadership for sustainable development.

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall supervision of the Executive Director and the direct supervision of the Programme Manager, the incumbent is to support the delivery of a vibrant research leadership capacity development programme of the African Academy of Sciences (AAS). The Programme Officer (PO) will support the Programme Manager in the development, implementation and publication and dissemination of knowledge products focusing on various aspects of the docket. The knowledge products shall be produced using data generated from results in implementation of programmes to determine the status of research support in Africa. Additionally, the incumbent shall liaise with comparative research networks, as well as thematic and issue-specific research programmes, special initiatives, and projects to advance discourses on the advancement of research support in Africa. Specifically the incumbent shall undertake the tasks as follows:

Duties and Responsibilities

- Leveraging sector-specific knowledge and skills in the effective implementation of programmes and the development of new initiatives
- Support the development and implementation of pre-award, award, and post-award processes
- Mainstreaming gender, equity, diversity, and inclusion strategies within the programmes work
- Designing and implementing risks assessment and management strategies for the programmes

- Work with GFGP (Good Financial Grant Practises) team to ensure integration and update of good finance grant practice by programme beneficiaries, budget control and reviews, management and scientific meetings, open-access publishing, capacity development interventions, community and public engagement, research management, impact measurement and reporting Financial and programmatic reporting, initiate, develop and support the management of new projects and programmes for the realisation of other scientific activities of the AAS Financial and programmatic reporting, initiate, develop and, support the management of new projects and programmes for the realisation of other scientific activities of the AAS
- Promote contacts with researchers, professional associations and regional organisations
- Develop research and funding proposals on themes connected to the incumbent's areas of expertise as may be requested by the line manager
- and where appropriate, liaise with funding organisations under the direction of both the line and senior managers of the AAS

The incumbent will also be expected to work in close collaboration with other AAS programmes through the provision of operational and research support for the achievement of the AAS' overall strategic goals.

Main Duties and Responsibilities

1. Assist in the provision of secretariat support to relevant steering groups
2. Assist the Programme Managers in utilising the outputs, networks and relationships created through the AAS programmes to support the Academy's strategic objectives.
3. Contribute, as required, to the development of evidence-based positions on research and innovation policy issues linked to the scheme
4. Support the establishment of systems to enable the Academy to maintain and derive value from contact with past beneficiaries or alumni, and to manage these relationships where appropriate
5. Contribute to the effective use of the AAS information management systems
6. Contribute to a culture of continuous improvement at the AAS and to support line manager in achieving other teams, departmental and organisational objectives, as required

Research support

7. Work in close collaboration with the AAS M&E team to identify, collate, track, assess quality, analyse and validate, and report on programme-related data
8. Prepare reports, articles and presentations during programme inception meetings, annual grantee meetings and site visits
9. Track and perform relevant analyses on various aspects of programme implementation to identify and address important challenges to ensure effective and efficient programme delivery

Programme Support

10. Represent the AAS at internal and external meetings when required

11. Work in close collaboration with the AAS Communications Team to develop a media and campaign strategy for work to ensure maximum exposure and coverage on the continent and beyond and to generate keen interest from potential stakeholders
12. Work in close collaboration with the AAS Communications Team to ensure all content (reports, images, videos, social media posts) is relevant and updated on a timely basis
13. Supervise relevant administrative team duties in support of the project work
14. Work with the AAS Procurement Team to monitor deliverables (including supplies), and being the contact person for clients on project components of programmes work
15. Plan and organise relevant workshops and other activities in furtherance of the objectives of the programme
16. Work with the AAS M&E team to develop and implement an M&E framework for the programme
17. Support the development a risk management framework for the programme, including developing and maintaining a risk register for the programme and a system to document, track and ensure programme issues and challenges are resolved in a timely manner
18. Support other AAS programmes and departments in the delivery of their mandate especially for cross-cutting programmatic activities when requested

Required Qualifications

- Higher degree, Masters or PhD in a relevant related research field in Natural or applied science or Engineering Sciences, or Health Sciences or obtained from a recognized institution.
- Demonstrable research leadership qualities and experience in the implementation of key research work for priority programme agendas
- A proven record of research capabilities in research as demonstrated by peer-reviewed publications and other quality knowledge products
- At least 5 years' experience working in university teaching and research/research leadership capacity development programme design and implementation in Africa
- Knowledge of funding/how research is funded/grants or research management
- A professional qualification and relevant experience in large scale programme/project management or training in research administration, ethics, leadership or related will be an added advantage
- Excellent presentation and public speaking skills
- Proficiency in standard office and collaboration tools such as Microsoft Office, SharePoint
- Project/ Programme management skills (essential)

Language

- Excellent knowledge of English (written and spoken) and working language in French or Portuguese of Arabic (written and/or spoken).

DESIRABLE QUALIFICATIONS

Work Experience

- Experience within intergovernmental or international organizations, or university or within government in the natural of applied science sector in different regions of the world.

- Minimum of 5 years of progressively responsible and relevant professional work experience in the field of monitoring and evaluation of projects and programmes for effectiveness and impact

Skills /Competencies

- Sound judgment and decision-making skills.
- Capacity to build, develop and maintain partnerships and coordinate with universities, research institutions multi stakeholders and partners.
- Familiarity with the work and general functioning of the African Union, international organizations and /or the UN system

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 filled application form from the AAS website

AAS Job Application Form.doc

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 **Programme Officer,** by **11 April 2023 17:00HRS EAT**. Only shortlisted candidates will be contacted.

Website: www.aasciences.africa