



African Evaluation Association  
Association Africaine d'Evaluation

# **Terms of reference**

## **Recruitment of a Chief of Secretariat**

**NOVEMBER 2019**

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## **1. African Evaluation Association**

The African Evaluation Association (AfrEA) was founded in 1999 in response to a growing demand for information sharing, advocacy and advanced evaluation capacity building in Africa.

AfrEA is a bilingual association (English and French), and serves as an umbrella body for Voluntary Organizations for Professional Evaluation (VOPEs) networks.

AfrEA has three categories of members numbered as follows: 39 national associations and networks of monitoring and evaluation (M&E), 12 International Institutions, and 113 individual members.

AfrEA's head office, located in Accra, Ghana, is also a resource for individuals in countries where national bodies or VOPEs are absent. Through AfrEA, VOPEs are increasing their national and global visibility.

The governance structure currently consists of the following entities:

- (a) The General Assembly;
- (b) The Board and its Committees;
- (c) The Executive Committee;
- (d) The Secretariat.

The core AfrEA's objectives are to:

- Support evaluations that contribute to real and sustained development in Africa;
- Promote Africa-rooted and Africa-led evaluations through sharing African perspectives;
- Encourage the development and documentation of high quality evaluation practice and theory;
- Support the establishment and growth of national evaluation associations or VOPEs;
- Facilitate capacity building, networking and sharing of evaluation theories, techniques and tools among evaluators, policymakers, researchers and development specialists;
- Empower members to influence national M&E policy in their countries and represent Africa on the global stage of M&E a notion becoming prevalent across Africa.

One of the pivotal roles that AfrEA plays, in international evaluation is that of hosting Its Biennial International Conference.

Nine conferences were held at Nairobi in Kenya (1999 and 2002), Cape Town in South Africa (2004), Niamey in Niger (2007), Cairo in Egypt (2009), Accra in Ghana (2012), Yaoundé in Cameroon (2014), Kampala in Uganda (2016) and Abidjan in Côte d'Ivoire (2019).

The 10<sup>th</sup> AfrEA Conference shall be held in Ethiopia in 2021.

The conferences provide a forum for networking, knowledge sharing and capacity building activities for member associations, individuals, funders, partners and stakeholders related to the evaluation discipline, globally, but Africa focused.

AfrEA is not only in partnership with bilateral and multilateral organizations in the world, it is also an active partner in IOCE and EvalPartners.

In line with its strategic plan and an effective Secretariat, AfrEA will embark fully in a constant promotion of the culture of evaluation and preparation of the forthcoming 10<sup>th</sup> AfrEA Conference.

## **2. Scope of Work**

The African Evaluation Association (AfrEA) is seeking a Chief of Secretariat who is passionate and talented about strengthening and expanding the organization's services to the Evaluation community.

The Employee will serve as the Chief of Secretariat of the African Evaluation Association (AfrEA) headquartered in Accra in the Republic of Ghana and subject to the general supervision and direction of the employer acting through the Board of Directors.

The employee shall perform such duties as are customarily performed by one holding such a position, including but not limited to the duties as stated in this terms of reference.

## **3. Duties and responsibilities**

The ideal candidate will have excellent people and communication skills in order to develop, build and maintain strong relationships with members and other key stakeholders who may have divergent opinions.

The Chief of Secretariat should have proven management skills, and be a collaborative team builder who will empower and support the Board of Directors and the VOPEs, utilizing his/her collective skills and experience.

The employee, working closely with the Board of Directors of AfrEA and its standing committees, shall:

- a) At all material times, faithfully and to the best of his/her professional ability, talent and experience, perform all duties that shall be required. The Employee in this regard is responsible for ensuring that he/she as well as other employees of the employer comply with all directives, policies, procedures, guidelines, applicable laws, rules and regulations of AfrEA;
- b) Ensure that AfrEA's organizational structure, operational policies and other business processes are sound and effectively able to deliver on the strategic objectives that are defined by the Board of AfrEA;
- c) Increase the levels of member participation in Association programs and activities;
- d) Lead the organization and the management oversight of AfrEA's, day to day activities, conferences and events, exercise authority over personnel and human resource matters and also strengthen performance management by tracking key performance indicators;
- e) Maintain an updated and interactive membership database system of AfrEA's membership;
- f) Lead AfrEA Secretariat's internal management committees as the mechanism for ensuring aligned internal leadership and implementation;
- g) Effectively manage operational and financial matters in order to deliver the mandate of AfrEA, including seeking additional authority from the Board of Directors of AfrEA as and when necessary to address risks that arise proactively and effectively;
- h) Maintain a positive working environment that facilitates collaboration and information sharing that is conducive to attracting, retaining and motivating diverse talent;
- i) Present annual financial budgets for the Board of Directors of AfrEA for approval that link operational work plans routinely throughout the fiscal year, multi-year resource projections for the transparent management of AfrEA's resources;
- j) Oversees the management and implementation of the AfrEA's annual financial budgets and all AfrEA's contracts in accordance with its procurement guidelines and practices;
- k) Represent AfrEA, whenever requested by the Board of Directors of AfrEA at the highest level such as government and other organizations that are partners and

collaborators of AfrEA and ensuring that its role within the global development and evaluation framework is fully understood through direct engagement with policy makers as well as an execution of an effective media strategy;

- l) In close collaboration with the Board Executive Committee ensure that effective and efficient fiduciary controls are in place to monitor the use of AfrEA's resources;
- m) Ensure the monitoring and evaluation of AfrEA's programmes, performance and the provision of accurate analysis, routine reporting on the impact and performance of AfrEA's grant portfolio;
- n) Ensure that the AfrEA website and online platforms and products are functional and regularly updated, including the monthly newsletter;
- o) Build and maintain effective alliances and operational collaborations with public and private partners, national associations, networks, United Nations' and African Union Agencies, bilateral donors and other non-governmental organizations;
- p) Oversee, advance and develop new funding streams for AfrEA by ensuring a broadening of its donor base as well as responding to reporting requirements with its resource partners;
- q) Report to the Board of Directors of AfrEA on the operational, administrative and financial standing of AfrEA at each Board or Executive Committee meeting;
- r) Communicate the Board of Directors of AfrEA decisions to AfrEA's members, staff and other relevant stake holders.

#### **4. Duration of Employment**

The term of this employment is two year subject to funds availability. There will be a probationary period of 3 months. The Board will conduct an annual performance evaluation.

#### **5. Duty station**

The employee will be physically settled in Accra, Ghana. Services are generally provided in an office setting, but the position requires some travel and occasional weekend responsibilities.

#### **6. Reporting**

The employee will report to the Board of Directors of AfrEA headed by its President, who by him/ herself or by his/her representative shall give directives, guide and

approve work undertaken and submitted by the employee on behalf of the Board of Directors of AfrEA throughout the duration of he/her contract.

## **7. Qualifications and Experience**

The Employee should have the following profile:

- Holding at least a Master degree in monitoring and evaluation, economics, social studies, management, development or similar field;
- Proven 5 years of experience in monitoring and evaluation, the management of non-governmental Organization and having experience in project management;
- Experience in fund raising including writing funding proposals;
- Capability to work under pressure and within budget limits;
- Excellent written and oral communication skills in English **and** French;
- Demonstrated leadership skills in empowering staff and board to play strong roles to achieve organizational goals;
- Demonstrated team-building skills, including facilitation of groups, meetings and processes among stakeholders with diverse viewpoints;
- Excellent social media communication skills;
- Enthusiastic, can-do attitude with excellent attention to detail and effective follow-through;
- Experience working with a board and staff to develop and successfully implement a mission-driven strategic plan and annual operating plans which are monitored for progress according to plan;
- Experience creating and analyzing financial reports and managing a budget and staff, including monitoring progress toward goals with necessary accountability systems;
- Experience in public speaking with an engaging speaking style;
- Knowledge of nonprofit compliance laws and regulations;
- Be a national of an African country

- Be a member of a Voluntary Organization for professional Evaluation (VOPE) could be an asset.

## **8. Invitation to Submit and Deadline**

AfrEA invites interested applicants to submit:

1. Cover letter including salary expectations;
2. CV with details on the previous jobs;
3. Copy of Education Certificates;
4. Proof of previous post of responsibility;
5. Two references of the recent Employers;
6. Knowledge/skills in evaluation matters (tools, enabling environment, capacity building, etc.).

To the following email addresses: **rnabbumba@gmail.com** cc to **samkou@yahoo.com** and cc **ikiwango@gmail.com** with a subject line: **AfrEA – Chief of Secretariat.**

- Please attach resume, titled as: “***Last Name – First Name AfrEA-Resume***”
- Please attach cover letter, titled as: “***Last Name – First Name AfrEA-Cover***”
- Please attach other documents, titled as: “***Last Name – First Name AfrEA-Additional N°1, 2, 3,***”

The submissions must be received not later than **18<sup>th</sup> November, 2019 by 5:00 PM (Time GMT)**

For any additional clarification, kindly contact the AfrEA at: **info@afrea.org**

**Only selected candidates will be contacted.**

**Female candidates are strongly encouraged to apply.**