



The African Academy of Sciences

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JOB OPPORTUNITY

The African Academy of Sciences (AAS), a continent-wide, honorific, autonomous, professional organization, wishes to invite African Scientists to fill the following position, based at its secretariat in Nairobi, Kenya

EXECUTIVE DIRECTOR

The Executive Director serves as the Chief Executive of the Academy in accordance with Academy policies and directives. He/she recommends and participates in the formulation of new policies and makes decisions within existing policies as approved by the Governing Council. He/she is responsible for setting strategy and vision, building culture and values, team-building, fund raising and capital allocation.

He/she manages the operational, financial and technical performance of the organization; maintain an environment conducive to professional growth and staff development and manage the relationship between donors (s) and potential donors provide leadership and guidance to staff and serves as the principal contact with donors(s) and grantees.

The Executive Director of Academy works closely with the Secretary General and the AAS President to ensure that Academy goals, objectives, and deadlines are met. He/she has direct supervision of all activities undertaken on behalf of Academy and has final staff responsibility for all Academy programs. He/she is responsible for the smooth and efficient running and management of the secretariat, with regard to institution building, research and programme development and has supervisory responsibilities over all departmental functions and with specific accountability for the responsibilities listed below.

The Executive Director will serve as the Chief Executive of the Academy with the following responsibilities:

1. Develop annual programme work plans and budget;
2. Oversee management of grants and contracts awarded by AAS, ensure grant deliverables are met and programs are in compliance with contracted terms;
3. Prepare periodic technical, financial and annual reports on project activities to the AAS Governing organs and the donors as appropriate;
4. Prepare and submit high-quality proposals to local and international donors for funding.
5. Prepare and implement comprehensive fundraising strategies to meet agreed funding targets;
6. In liaison with the Secretary General, coordinate activities related to the recruitment, nomination and induction procedures of AAS Fellows, having regard to gender and regional equality;
7. Assist the AAS President in mobilizing funds to the Endowment Fund;
8. Provide guidance on the development of AAS Strategic Plans thus enable the translation of broad objectives into specific activities;
9. Oversee Academy financial operations and production, printing, and distribution of Academy publications.
10. Ensure Academy headquarters is adequately staffed and equipped to render services required by the Academy;
11. Keep Academy Officers and membership informed of the condition and operation of the Academy.

QUALIFICATIONS AND REMUNERATION

The right candidate will be an internationally recognized scientist with proven achievements in academic and science management. He must be a PhD-degree holder (or equivalent) for the past 15 years and must have held a high level leadership position in an academic or research institution at director or chief executive level. Long experience as Director of regional and research development institutions with fundraising experience will be an added advantage. The candidate must be a team leader who can motivate others to work hard and in harmony. An attractive remuneration package commensurate with qualifications and experience will be offered. Applications, which should include an updated c.v. and contact details of three references should be sent to: -

The Secretary General, the African Academy of Sciences, P.O. Box 24916, NAIROBI, Kenya, Tel: - 254-2-884401/2/3/4/5, Fax: 254-2-884406, E-mail: aas@africanonline.co.ke

TO REACH THE ACADEMY NOT LATER THAN APRIL 30, 2005