



TERMS OF REFERENCE FOR THE
RECRUITMENT OF CORE STAFF
OF THE INTERREGIONAL
COORDINATION CENTRE

Level : EXECUTIVE MANAGEMENT

Job title : Executive Director

Grade : D2

Status : International staff

Duty station : Yaoundé/Cameroun

Recruitment notice reference : N... /CIC/DAF/BRH/15

Type of contract : Fixed-Term Contract (4 years renewable once)

Age limit : Not beyond 50

1. Duties and responsibilities

Under the supervision of the Management Succession Committee, the Executive Director shall mainly be responsible for:

- Preparing the Centre's action plans and activity reports;
- Submitting to Top Management's Annual Meeting, mid-term and annual reports on the Centre's activities as well as special reports where circumstances so require;
- Ensuring the accomplishment of the missions defined in Article 3 of the Supplementary Protocol to the Memorandum of Understanding;
- Preparing Top Management's Annual Meetings;
- Appointing the Centre's staff at the initiative of the parties;
- Recruiting support staff assigned to the Centre's domestic duties;
- Preparing and executing the Centre's budget;
- Implementing the resource mobilisation strategy; and
- Representing the Centre in all legal matters.

1- Qualifications and skills required:

- Must be a West and Central African national;
- Must be a senior officer of the defence or security forces or a civilian senior official ;
- Hold at least a university degree in law, political science, international relations, economics or in a relevant field;
- Have at least 20 years professional experience including 10 at top management level in an institution handling maritime, civilian or military issues;
- Have proven experience in an international organisation/mission ;
- Have good knowledge of security challenges in the West and Central African maritime space;
- Participation in the Yaoundé process would be an added advantage;
- Have very good knowledge of the areas of expertise and policies of various stakeholders involved in the maritime sector;
- Have expertise in the preparation and formulation of strategies to fight crimes at sea;
- Have strong capacity to build professional networks and foster partnerships;
- Have good command of analysis, interpretation and sharing of strategic communication;
- Be well-versed in coordinating works;
- Be well-versed in staff management;
- Have good command of computer tools Word, Excel, Powerpoint/internet ;
- Have excellent knowledge of English and French (Spanish or Portuguese would be an added advantage) ;
- Demonstrate proven leadership, integrity and moral uprightness;
- Be able to work in a multicultural environment; and
- Be prepared to undertake frequent travels.

2- Application dossier

- Curriculum Vitae ;
- Cover letter addressed to the current Chair of Top Management's Annual Meetings;
- Certified copies of certificates;
- Medical certificate of three (03) months standing issued by a qualified medical practitioner*
- Certificate of no criminal record of three (03) months standing*; and
- Citizenship certificate.

* Solely for selected candidates

