

JOB DESCRIPTION AND SPECIFICATIONS	PROGRAMME OFFICER , NEW PARTNERSHIPS FOR AFRICA'S DEVELOPMENT (NEPAD) (1 POST)
Purpose of Position	The Programme Officer, NEPAD will be responsible to the Programme Director NEPAD for implementation of NEPAD Programmes in Kenya.
Duties and Responsibilities	<p>The Programme Officer, NEPAD will be responsible for:-</p> <ul style="list-style-type: none"> • Drafting agreements, protocols and contracts for negotiation with external and internal partners in NEPAD Programmes; • Documenting agreements, protocols and contracts; • Conducting stakeholder engagement in the implementation of the NEPAD initiatives; • Preparing and disseminating periodic reports on implementation of NEPAD Programmes and activities; • Monitoring and evaluating policies, trends and practices in the country and region in line with implementation of NEPAD programmes; • Developing concept notes and proposals for resource mobilization for NEPAD Programmes and activities; and • Preparing quarterly briefs on the status of NEPAD programmes and activities.
Academic and Professional Qualifications	Be in possession of a degree in Economics / Agricultural Development / Environment or equivalent qualification. A master's degree in a relevant field will be an added advantage.
Work Experience	Have at least 5 years experience as an economist in a senior position in the Public Service or Private Sector.
Skills and Competence	<ul style="list-style-type: none"> • Good writing skills and mastery of English • Knowledge of current Africa's development discourse • Be proficient in Computer applications • Be a strategic thinker • Be a team player • Have good interpersonal relations
Application Process and Deadline.	Candidates meeting the criteria are invited to submit application, detailed curriculum vitae and copies of testimonials to The Chief Executive Officer, NEPAD Kenya Secretariat, P. O. Box 46270, 00100, NAIROBI not later than 29 th November, 2013