



AKADEMIYA

The Expertise We Need. The Africa We Want.

VACANCY ANNOUNCEMENT

AKADEMIYA2063 is an Africa-based non-profit research organization with headquarters in Kigali, Rwanda and a regional office in Dakar, Senegal. Inspired by the ambitions of Agenda 2063 and grounded in the recognition of the central importance of strong knowledge and evidence systems, the vision of AKADEMIYA2063 is an Africa with the expertise we need for the Africa we want. This expertise must be responsive to the continent's needs for data and analysis to ensure high-quality policy design and execution. Inclusive, evidence-informed policymaking is key to meeting the continent's development aspirations, creating wealth, and changing livelihoods for the better. AKADEMIYA2063's overall mission is to create, across Africa and led from its headquarters in Rwanda, state-of-the-art technical capacities to support the efforts by the Member States of the African Union to achieve the key goals of the African Union's Agenda 2063 of transforming national economies to boost growth and prosperity. Following from its vision and mission, the main goal of AKADEMIYA2063 is to help meet Africa's needs at the continental, regional and national levels in terms of data, analytics, and mutual learning for the effective implementation of Agenda 2063 and the realization of its outcomes by a critical mass of countries. AKADEMIYA2063 strives to meet its goals through programs organized under five strategic areas—policy innovation, knowledge systems, capacity creation and deployment, operational support and data management, digital products, and technology—as well as partnerships and outreach activities. For more information, visit www.akademiya2063.org.

Vacancy Details

Vacancy Number:	SN23006
Position Title:	Office Manager
Department:	West and Central Africa Regional Office.
Location:	Dakar – Senegal
Duration:	Two (2) years renewable

Position Summary

AKADEMIYA2063 seeks to recruit an Office Manager for its West and Central Africa Regional Office. With dual Reporting duties to the Regional Office Director – ROD - and the Director of Finance & Administration – DFA, the Office Manager plays a key role in the effective and efficient management of the Regional Office operations. The successful candidate will ensure the smooth running of the office' day to day operations, and provide assistance in the overall administration, coordination and management of the office human and financial resources. This position is based in Dakar, Senegal, and **interested applicants must already have the appropriate authorization to work in Senegal.**

Duties and Responsibilities

Specific duties and responsibilities will include but will not be limited to:

Primary Duties and Responsibilities

- The office manager will drive operational excellence to achieve optimal efficiency and costeffectiveness in all functions and operations of the Dakar Regional Office (DRO). He/she will provide oversight for all financial, administrative, and human resources functions of the office, harmonize, and standardize procedures to meet AKADEMIYA2063' internal controls, donor, and audit' requirements, and compliance with Senegalese law.

General Management

- Implement and monitor support services for the DRO.
- Ensure compliance in the application of the organization's policies and procedures with due regard to local laws and regulations.
- Develop, implement, and control local procedures to ensure that administrative, accounting, human resources, procurement, IT Support, travel, and financial management practices are consistent with policies and compliant with AKADEMIYA2063 procedures.
- Build a network of external service providers to ensure the proper execution of administrative services for the office, negotiate contracts and oversee adherence to contractual agreements and contract performance.
- Participate in the roll-out/implementation and follow-up of any new policies and procedures at the local level.
- Act as line manager for local administrative/operations staff (i.e., administrative assistants, facilities coordinator, driver, etc.)
- Act as liaison with headquarters on all finance, admin, and HR-related issues and needs.

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- Keep local security plans up to date, oversee security drills and rehearsals, enforce local workplace health and safety regulations, solving any specific issues generally keeping applicable HQ staff informed.
 - Provide the ROD and HQ with advice, insight, ideas, solutions for improving business processes and tools to make a smarter use of resources and support the implementation of such processes and tools in the DRO.

Financial management

- Prepare monthly/quarterly budget advances requests and monitor expenses for accurate reporting.
- Manage relations with the bank, oversee the DRO's bank accounts, and oversee all transfer procedures (fund requests, approval of requests, payment vouchers)
- Manage fixed assets for the office, including maintenance, replacement, and security (e.g., vehicles, computer equipment, office furnishings, air conditioners, etc.).
- Maintain inventory records and sign off on the physical inventory of fixed assets.
- Maintains a control system and log of the use and expenses (fuel and repairs) for office vehicles.
- Coordinate the travel functions of the office.
- Assist the ROD/DFA with the development of the annual operational budget.
- Act as Certifying Officer within delegated authority

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Any other duties as assigned or required.

Selection Criteria

- University degree or tertiary qualification (or equivalent) in Administration/Management or equivalent professional qualification
- 3 years of management experience
- Excellent multitasking, planning & organizational skills.
- Fluency in spoken and written French and English
- Experience in developing, monitoring, and managing budgets.
- Excellent Knowledge of human resources procedures and principles, procurement and contracting.
- Ability to supervise administrative staff and to effectively communicate with people from different cultures, both orally and in writing
- Proficient in Microsoft Office; word processing & spreadsheet programs.
- Demonstrated flexibility to adjust to multiple individual work styles.
- Attention to detail and ability to work within a team in a multicultural environment.

Submission of Applications

If you are interested in this position, please send your detailed e-mail application, CV, and cover letter, in English, by **April 30th, 2023**, to careers@akademiya2063.org. Please include the position title in the subject line.

Additional Considerations

- Applications received after the closing date will not be considered
 - This Job Description only serves as a guide for the available position. AKADEMIYA2063 reserves the right to change, revise, omit, and add in part / in whole to this document
 - Qualified female candidates are strongly encouraged to apply
 - AKADEMIYA2063 is an equal opportunity employer and offers an attractive and challenging working environment with opportunities for skill enhancement.
 - By sending an application, candidates give consent for their personal data to be processed solely for applicable recruitment procedures.
 - We thank all applicants for their interest in working for AKADEMIYA2063, due to the volume of applications, only shortlisted candidates will be contacted
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