



AKADEMIYA

The Expertise We Need. The Africa We Want.

VACANCY ANNOUNCEMENT

AKADEMIYA2063 is a pan-African non-profit research organization with headquarters in Kigali, Rwanda, and a regional office in Dakar, Senegal. Inspired by the ambitions of the African Union's Agenda 2063 and grounded in the recognition of the central importance of strong knowledge and evidence-based 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 improving livelihoods. 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 Agenda 2063 of transforming national economies to boost economic 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, data management, digital products, and technology as well as innovative partnerships and outreach activities. For more information, visit www.akademiya2063.org.

Vacancy Details

Vacancy Number:	HRM-SN-2026-01
Position Title:	HR Operations Manager
Department:	Office of the Chief of Staff
Location:	Dakar, Senegal (Organization-wide mandate)
Duration:	Two (2) years (renewable, subject to performance and funding)

Position Summary

The HR Operations Manager is responsible for overseeing and managing the operational implementation of the organization's Human Resources function under the strategic oversight of the Chief of Staff. The role ensures effective execution of HR systems, policies, and procedures across all duty stations. The Chief of Staff retains overall responsibility for HR strategy, workforce planning, policy approval, and organizational HR risk management. **This position is based in Dakar, Senegal. Candidates must have the legal right to work in Senegal at the time of application.**

Duties and Responsibilities

Specific duties and responsibilities include but are not limited to:

- Implement HR strategies, policies, and procedures developed under the leadership of the Chief of Staff.
- Oversee daily HR operations including recruitment, onboarding, contract administration, leave management, and employee records.
- Draft and propose HR policies and SOPs for review and approval by the Chief of Staff.
- Lead end-to-end recruitment processes in coordination with hiring managers.
- Coordinate and administer the performance management system and appraisal cycle.
- Oversee implementation and maintenance of the HR Management System (HRMS).
- Ensure accuracy of employee data, contracts, grades, reporting lines, and leave balances.
- Serve as first point of contact for routine HR matters and escalate high-risk cases.
- Coordinate payroll inputs and benefits administration with Finance.
- Supervise HR support staff (HR Assistant, once recruited).
- Collaborate closely with the Country Representative in Senegal on country-level HR matters.

Selection Criteria

- Master's degree in human resources, Business Administration, Law, or related field.
- 7 - 10 years of progressive HR experience, preferably in nonprofit or international organizations.
- Demonstrated experience drafting HR policies, SOPs, and employee handbooks.
- Experience implementing and managing HRMS platforms.
- Strong knowledge of labor law and HR compliance requirements.
- Fluency in English is required; working knowledge of French is a strong asset.
- Strong interpersonal, organizational, and communication skills.
- High level of discretion, professionalism, and sound judgment.

Submission of Applications

If you are interested in this position, please submit your application through this [link](#) by **6:00 PM (Dakar time) on March 23, 2026**. This position is based in Dakar, Senegal. Candidates must have the legal right to work in Senegal at the time of application.

Additional Considerations

- Applications received after the closing date will not be considered.
 - We thank all applicants for their interest in working for AKADEMIYA2063, due to the volume of applications, only shortlisted candidates will be contacted.
 - 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.
-