



The African Academy of Sciences

Program Officer

The African Academy of Sciences (AAS) is a non-governmental, continent-wide, honorific, autonomous, and professional organization based in Karen, Nairobi, Kenya. AAS is looking for suitably qualified individual to fill the position of **Program Officer** in its Headquarters in Nairobi, Kenya. Reporting to and under the overall guidance of the Executive Director, the Program Officer shall support the development, coordination and oversight of its various programs.

Duties and Responsibilities include:

- Develop and schedule program work plan in accordance with required specifications and funding levels
- Prepare and/or assist in the preparation of proposals for funding from sponsors and funding partners.
- Prepare donor periodic reports, financial statements and records on activities, progress, status or other special reports.
- Develop and facilitate workshops, meetings or conferences; trainings coordinate logistics, scheduling and participant communications.
- Write reports of meetings and prepare background briefings for developing thematic programs.
- Ability to work independently and productively in multicultural team environment.

Qualifications & Experience

- A PhD degree from a recognized university in the fields of the social, management or basic sciences, but preferably one that has qualifications in more than one area of specialization.
- A minimum of at least 2 years in program management, planning, monitoring and coordination.

Key Skills & Competencies

- Proficiency in computer applications and financial and statistical packages.
- Fluency in written and spoken English and demonstrated competency in French or Portuguese or Arabic.
- Excellent research, reporting, organization and management skills.
- Ability to network, build and maintain strong relationships.
- Strong interpersonal and team building skills; written and oral communication skills.
- Critical thinking, analytical skills, initiative and creativity
- Public Speaking and Training Skills.
- Project development, monitoring and evaluation as well as report writing skills.
- Ability to work under pressure and meet deadlines.

An attractive remuneration package commensurate with qualifications and experience will be offered. If your background, experience, competence match the qualifications, please send a cover letter and a detailed C.V and include your current remuneration, testimonials and give full contact details of 3 referees including day time telephone number(s) to:

The Executive Director, African Academy of Sciences

P.O. Box 14798-00800 NAIROBI, Kenya

Tel: - 254-2-84401/2/3/4/5 Fax: 254-2-884406 E-mail: aas@aasciences.org

*To reach the Academy on or before **15 February 2012**; and only short-listed candidates will be contacted.*