



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](http://www.akademiya2063.org).

### Vacancy Details

---

|                        |                                    |
|------------------------|------------------------------------|
| <b>Vacancy Number:</b> | RW23001/ SN23002                   |
| <b>Position Title:</b> | Project Officer                    |
| <b>Department:</b>     | Policy Innovation                  |
| <b>Location:</b>       | Kigali (Rwanda) or Dakar (Senegal) |
| <b>Duration:</b>       | One (1) year renewable             |

## Position Summary

---

The objective of the Digitally Enabled Resilience and Nutrition Policy Innovations (DERPIn) Project, is to foster the capacity and agility of government planners and private sector operators, including smallholder farmers and their organizations, to craft adapted and impactful policies and programs to advance food system transformation and enhance resilience to future shocks. It does so through a combination of digitally enabled, customizable tools, data, and analytical products to cater to the needs of a broad range of stakeholders within and outside of government. DERPIn is financially supported by The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), the implementing agency of the Federal Republic of Germany for technical and international cooperation. AKADEMIYA2063 is looking to hire a highly capable Project Officer to support the implementation of the DERPIn project. This position is a one-year, fixed-term appointment and is renewable contingent upon continued satisfactory performance and project funding. This position will be based in Kigali (Rwanda) or Dakar (Senegal) and interested applicants **must already have the appropriate authorization to work in either of those locations.**

## Duties and Responsibilities

---

- Work with the project leader and colleagues on the development of a project work plan and monitoring of activities.
- Manage calendars and plan deliverables and activities to alert staff and collaborators who are working on the project to ensure timely delivery of products and project deliverables and milestones.
- Contribute to the development of a procurement plan and closely monitor and manage procurement activities for the project
- Draft and facilitate sub-agreements with partners/project collaborators
- Work with the legal officer to draft NDAs and facilitate their signature and comply with countries' regulatory frameworks for field data collection, data ownership, digital tools private policies and terms of use.
- Ensure timely submission of financial and technical reports from partners/sub-grantees
- Manage contracts and consultancies
- Work with the Department of Communications to ensure that communication outputs align with the project communication plan
- Lead the compilation of content for the annual and semi-annual reports and liaise with the communication team
- Communicate and respond to requests by project partners and collaborators and manage these partnerships

- 
- Plan and take the lead in organizing project-related events such as meetings, trainings, workshops
  - Prepare high-quality presentation materials on the project's activities and progress and present these at internal and external meetings and events
  - Contribute to the drafting of written project outputs (briefing papers, research reports)
  - Contribute to the project's outreach to various external audiences including the donor community, government officials, and international and national research agencies.
  - Work with the accountant and applicable F&A Staff to monitor level of effort and expenditure of resources against the project budget
  - Other duties as assigned or required

### Selection Criteria

---

- Minimum of a bachelor's degree in Business Administration, Program Management, or a related field
- Experience with coordination or management of research projects/programs
- Project Management certification - desirable
- Experience in development and implementation of project management systems and tools
- Demonstrated experience in interacting with stakeholders (donors, governments, non-governmental organizations, and research organizations), preferably in an international environment
- Demonstrated ability to handle multiple tasks and produce completed products on time
- Team-oriented spirit and strong interpersonal skills, including flexibility, problem-solving, working, and negotiating under tight timelines and complex circumstances
- Ability to work independently and in interdisciplinary and multicultural teams
- Proactive, dependable, and a high attention to detail
- Demonstrated ability to organize and implement trainings and workshops
- Some prior understanding of resilience and the use of technology and digital tools in the agricultural sector – desirable
- Proficiency in English (essential) and French (desirable)

### Submission of Applications

---

If you are interested in this position, please send your detailed CV, and cover letter, in English, by **May 3, 2023**, to [careers@akademiya2063.org](mailto: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
-