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HUMAN RESOURCE MANAGEMENT

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OFFICE CIRCULAR

HEAD OF THE PRIVATE SECTOR SUPPORT PROJECT, (GRADE A4), CLUB DU SAHEL

Closing date for applications: 23 December 1999

*The OECD is an equal opportunity employer
and encourages applications from female candidates*

Background

The Private Sector Support Project is a project under the responsibility of the OECD's Club du Sahel. The project's objectives are:

1. Support the training and development process of the Enterprise Networks in Africa, with the objectives of (1) developing business and investment between Network members and outside partners and (2) improving the business climate at both national and regional levels.
2. Serve as an interface for the Networks with international business circles and co-operation agencies.

With initial support from joint funding provided by the United States (USAID), Canada (CIDA) and France (French Ministry of Co-operation), a first network—the West African Enterprise Network (WAEN) - was created in 1993 and today comprises 350 businessmen and women in 13 French- and English-speaking countries of West Africa.

In 1998, thanks to support from a large number of Swiss, Belgian, French and US co-operation agencies and the World Bank, the concept was extended to other regions of sub-Saharan Africa, while at the same time WAEN continued to receive the backing needed for its long-term sustainability. Two new regional networks were created in 1998: one in East Africa (EAEN), composed of six national networks (*in Tanzania, Kenya, Uganda, Ethiopia, Rwanda and Burundi*); the other in Southern Africa (SAEN), composed of 11 national networks (*including those in Botswana, Mozambique, Madagascar, Mauritius, Malawi, Namibia, Zimbabwe, Zambia, South Africa, Lesotho and Swaziland*).

Today the representatives of these three Networks have voiced a determination to pursue their activities and identify common interests, so that all of the networks can be interconnected through systems to exchange information and co-ordinate joint actions at pan-African level. At the same time, they have specified the support they would like and have confirmed their desire to take on greater responsibilities in order to achieve autonomy in the medium term. In this context, a new and final programme of work for the project has been decided, lasting a total of 36 months (January 2000 - December 2002), at the close of which the project will be terminated as the Networks will enjoy full financial autonomy.

Overall role and responsibility

To this end, the OECD is proposing to fill a temporary A4 Grade post in the Club du Sahel Secretariat in Paris. The appointment would initially be for 12 months but could be renewed until 31 December 2002, i.e. a total of approximately 36 months, corresponding to the time frame of the project. The expert appointed to the post would serve in a project head capacity. Reporting to the Director of the Club du Sahel Secretariat, the post-holder will be responsible for implementing the project's programme of work, as approved by the Steering Committee.

Under the responsibility of the Director of the Club du Sahel Secretariat, the person appointed would also report to the Project's Steering Committee, which oversees technical aspects of the project.

Main functions

1. Act continuously as a "catalyst", a "facilitator" and a partner in a programme designed to support and oversee the initiatives of the three Enterprise Networks in Africa—at national, regional and pan-African level—in order to help them achieve financial autonomy within the projected amount of time (36 months).
2. Implement the programme of work, as approved by the Steering Committee and corresponding to the terminal phase of the project. Programme objectives will be to: (1) take specific actions to meet the direct needs of members and Network organisers at regional level (business ties, capacity building, etc.); (2) develop mechanisms to generate revenue on a sustained basis, in order to establish the principle of the system's financial autonomy; (3) lobby in a manner that truly serves the interests of the Networks' members; and (4) the interconnection the three Regional Networks and plan concerted actions at pan-African level.
3. Monitor and evaluate the project: ensure that the analysis produced by the Networks leads to practical actions whose impact can be assessed; and measure, using appropriate performance appraisal criteria instituted jointly with the Networks, the results obtained in creating mechanisms by which the Networks can generate their own resources and ensure their organisational sustainability.

Main qualifications and essential skills

The successful applicant will possess:

1. Extensive knowledge of issues concerning the development of the African private sector in general and of African enterprises in particular, along with proven analytical skills and the ability to propose improvements in the mechanisms set up to develop the private sector in Africa, with special emphasis on the creation and bringing together of businesses, the promotion of foreign partnership and investment, international financing mechanisms serving the African private sector, etc.
2. Practical experience acquired in the public or semi-public sector, trade organisations and an African entrepreneurial environment, and a track record of establishing business contacts and industrial and commercial partnerships between African firms and those in the North.
3. Extensive knowledge of African business circles and trade organisations, and of the very specific environment of African enterprise.

Additional qualifications are:

1. Management and administrative skills, along with proven experience of international lobbying techniques that can be harnessed to have an influence—in the field or in international fora—on economic decision-making processes, and especially those affecting enterprise in Africa.
 2. A keen sense of communication about issues involving Africa (organising seminars, workshops, working groups, teaching and training) and interpersonal relationships; a sense of diplomacy and the ability to seek consensus.
 3. Full spoken fluency in English and French and an excellent written mastery of one of these two languages.
- N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply Choose *one* of the following methods only:

1. The online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. *list of publications where appropriate. Copies of diplomas, qualifications etc are **not** required at this stage.*

What to include Your application must include:

1. the vacancy reference number, nationality, sex, and date of birth
2. a summary indicating why you feel your qualifications and experience correspond to the job requirements. It should address the qualifications and competences outlined in the vacancy notice.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the Vacancy Notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated the place of work is Paris. For some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.