



TERMS OF REFERENCE FOR THE
RECRUITMENT OF CORE STAFF
OF THE INTERREGIONAL
COORDINATION CENTRE

Level : EXECUTIVE MANAGEMENT

Job title : Executive Director

Grade : D2

Status : International staff

Duty station : Yaoundé/Cameroun

Recruitment notice reference : N... /CIC/DAF/BRH/15

Type of contract : Fixed-Term Contract (4 years renewable once)

Age limit : Not beyond 50

1. Duties and responsibilities

Under the supervision of the Management Succession Committee, the Executive Director shall mainly be responsible for:

- Preparing the Centre's action plans and activity reports;
- Submitting to Top Management's Annual Meeting, mid-term and annual reports on the Centre's activities as well as special reports where circumstances so require;
- Ensuring the accomplishment of the missions defined in Article 3 of the Supplementary Protocol to the Memorandum of Understanding;
- Preparing Top Management's Annual Meetings;
- Appointing the Centre's staff at the initiative of the parties;
- Recruiting support staff assigned to the Centre's domestic duties;
- Preparing and executing the Centre's budget;
- Implementing the resource mobilisation strategy; and
- Representing the Centre in all legal matters.

1- Qualifications and skills required:

- Must be a West and Central African national;
- Must be a senior officer of the defence or security forces or a civilian senior official ;
- Hold at least a university degree in law, political science, international relations, economics or in a relevant field;
- Have at least 20 years professional experience including 10 at top management level in an institution handling maritime, civilian or military issues;
- Have proven experience in an international organisation/mission ;
- Have good knowledge of security challenges in the West and Central African maritime space;
- Participation in the Yaoundé process would be an added advantage;
- Have very good knowledge of the areas of expertise and policies of various stakeholders involved in the maritime sector;
- Have expertise in the preparation and formulation of strategies to fight crimes at sea;
- Have strong capacity to build professional networks and foster partnerships;
- Have good command of analysis, interpretation and sharing of strategic communication;
- Be well-versed in coordinating works;
- Be well-versed in staff management;
- Have good command of computer tools Word, Excel, Powerpoint/internet ;
- Have excellent knowledge of English and French (Spanish or Portuguese would be an added advantage) ;
- Demonstrate proven leadership, integrity and moral uprightness;
- Be able to work in a multicultural environment; and
- Be prepared to undertake frequent travels.

2- Application dossier

- Curriculum Vitae ;
- Cover letter addressed to the current Chair of Top Management's Annual Meetings;
- Certified copies of certificates;
- Medical certificate of three (03) months standing issued by a qualified medical practitioner*
- Certificate of no criminal record of three (03) months standing*; and
- Citizenship certificate.

* Solely for selected candidates

Level : ADMINISTRATION AND FINANCE DIVISION

Job title : 'Head of Division'

Grade : P5

Status : International staff

Duty station : Yaoundé/ Cameroon

Recruitment notice reference : N... /CIC/DAF/BRH/15

Type of contract : Fixed-Term Contract (3 years renewable twice)

Age limit : Not beyond 50

1- Duties and responsibilities :

Under the supervision of the Executive Director, the **Head of the Administration and Finance Division** shall mainly be responsible for:

- Supervising the administration and smooth functioning of the Centre ;
- Preparing the draft annual budget in conjunction with the other divisions ;
- Ensuring the preparation and monitoring the implementation of the budget ;
- Preparing budget implementation reports;
- Supervising the application of the Centre's financial regulations;
- Studying mechanisms for funding the Centre's activities;
- Ensuring Human Resource management;
- Ensuring the management of the Centre's assets;
- Ensuring the technical maintenance of equipment and materials dedicated or attached to the Centre ;
- Monitoring the procurement of material for enhancing the fight against crimes at sea in conjunction with the other divisions ;
- Ensuring that the Centre's works are properly carried out by companies ;
- Managing the fleet of technical maintenance equipment ;
- Preparing and monitoring the organisation of the Centre's statutory and non-statutory meetings ;
- Supervising the conference and protocol units;
- Defining and implementing the resource mobilisation strategy;
- Preparing and organising partners' and contributing third-states' conferences in conjunction with the Political Affairs and International Cooperation Division;
- Supporting the ad hoc Administration and Finance committee comprising Finance Directors of the three institutions for the adoption of the Centre's budget by the Top Management's Annual Meeting;
- Preparing the TOR for assistants and consultants working for the Division; and
- Carrying out any other task assigned in the interest of the Division.

2- Qualifications and Skills required:

- Must be a West and Central African national;
- Hold at least a university degree in management, accounting, administration, economics, finance or in a relevant field
- Have at least 10 years working experience including 06 at top management level in an institution handling maritime, civilian or military issues;
- Have proven experience in an international organisation/mission ;
- Have good knowledge of security challenges in the West and Central African maritime space;
- Participation in the Yaoundé process would be an added advantage;
- Have good experience in human resource management;
- Have strong capacity in financial management preparation and monitoring;
- Have good knowledge of accounting softwares;
- Have good knowledge of accounting, administrative and financial systems;
- Have good knowledge in accounting and financial control ;
- Have good knowledge in asset management;
- Have good knowledge of administrative and financial writing;
- Have good capacity in financial plan preparation;
- Be prepared to undertake frequent travels;
- Be able to work in a multicultural environment and under pressure ;
- Have good command of English and French;
- Demonstrate integrity and moral uprightness;
- Be prepared to carry out any other task assigned in the interest of the Division.

3- Application dossier

- Curriculum Vitae ;
- Cover letter addressed to the current Chair of Top Management's Annual Meetings;
- Certified copies of certificates are required;
- Medical certificate of three (03) months standing issued by a qualified medical practitioner[□]

- Certificate of no criminal record of three (03) months standing* ; and
- Citizenship certificate.

[□] Solely for selected candidates

Level : TRAINING AND INSTRUCTION DIVISION

Job title : 'Head of Division'

Grade : P5

Status : International staff

Duty station : Yaoundé/ Cameroun

Recruitment notice reference: N... /CIC/DAF/BRH/15

Type of contract : Fixed-Term Contract (3 years renewable twice)

Age limit : Not beyond 50

1- Duties and responsibilities :

Under the supervision of the Executive Director, the Head of Training and Instruction Division shall mainly be responsible for:

- Initiating and/or ensuring the harmonisation of doctrines and concepts of employment in force in the two regions ;
- Identifying training and instruction needs and planning exercises as well as specific training with support from partners;
- Initiating and monitoring the development of standard operating procedures for training;
- Taking stock of maritime training centres in the two regions and encouraging the creation of new centres where necessary;
- Initiating the creation within the Centre of a teaching committee for designing, developing and harmonising training curricula and programmes, and ensuring their sustainability;
- Granting the status of centre of excellence to some existing training centres ;
- Coordinating training in the civilian, military and police/gendarmerie components in the maritime sector;
- Coordinating multinational exercises proposed by partners;
- Contributing to the development of standard programmes in training institutions and monitoring them;
- Proposing areas of coordination for joint exercises in conjunction with CRESMAC and CRESMAO ;
- Acquiring material for enhancing the fight against crimes at sea in the Centre in conjunction with the information and communication management and Administration and Finance Divisions;
- Monitoring the acquisition of material for enhancing the fight against crimes at sea by Member States and regional centres in conjunction with Information and Communication Management Division;
- Developing a database and a pool of civilian, military and police/gendarmerie experts trained in the maritime field;
- Preparing TOR of assistants and consultants involved in the Division; and
- Carrying out any task assigned in the interest of the Division.

2- Qualifications and skills required:

- Must be a West and Central African national;
- Have at least a university degree in naval and maritime field or in a relevant field;
- Be a senior naval officer;
- Have at least 10 years working experience including 06 at top management level in an institution handling maritime, civilian or military issues;
- Have good knowledge of security challenges in the West and Central African maritime space;
- Participation in the Yaoundé process would be an added advantage;
- Have a trainer's experience from a maritime or training centre;
- Participation in multinational exercises;
- Have good knowledge of operational planning;
- Have good command of Office suite (Word, Excel, Powerpoint) and Internet ;
- Have good command of English and French ;
- Be prepared to undertake frequent travels;
- Demonstrate proven leadership, integrity and moral uprightness.
- Be able to work in a multicultural environment and under pressure ; and
- Be prepared to carry out any other task in the interest of the Division..

3- -Composition du dossier de candidature

- Curriculum Vitae ;
- Cover letter addressed to the current Chair of Top Management's Annual Meetings;
- Certified copies of certificates are required;
- Medical certificate of three (03) months standing issued by a qualified medical practitioner *;
- Certificate of no criminal record of three (03) months standing* and;
- Citizenship certificate.