

Eastern and Southern Africa Higher Education Centers of Excellence Project (ACE II)

JOB ADVERTISEMENT

1. Project Background

Launched in October 2016 and financed by the World Bank, the ACE II Project supports the governments of eight participating countries – Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania, Uganda, and Zambia – in strengthening the selected 24 African Centers of Excellence (ACEs) to deliver quality post-graduate education and build collaborative research capacity in the regional priority areas (Industry, Agriculture, Health, Education and Applied Statistics). With the view of achieving the above described vision and objective, the ACE II operation is implementing activities structured into the following three components: (i) strengthening 24 selected ACEs to provide quality post-graduate training, research, and innovation in priority areas; (ii) supporting regional initiatives of scholarships and building ACE capacity in industrial partnership; and (iii) overall project coordination and management.

1.1 Project components

Component 1: Strengthening African Centers of Excellence (ACEs) in Regional Priority Areas (US\$140 million): Under this component, each of the 24-specialized regional centers receives up to US\$6 million to carry out approved implementation plan on a regional priority area. All these ACEs are expected to perform the following tasks:

- a. build institutional capacity to provide quality post-graduate education with relevance to the labor market;
- b. build institutional capacity to conduct high quality applied research, relevant to addressing a key development challenge/priority;
- c. develop and enhance partnerships with other academic institutions (national, regional and international) to pursue academic excellence;
- d. develop and enhance partnerships with industry and the private sector to generate greater impact;
- e. improve governance and management of the institution and set up a role model for other higher education institutions; and
- f. deliver outreach, and create an impact, to society by delivering excellent teaching and producing high quality applied research.

Component 2: Capacity Building Support to ACEs through Regional Interventions (US\$3 million): Under this component, areas of support include:

- a. capacity development to address key institutional inadequacies such as partnership development with the private sector;
- b. Competitive scholarships to award top future talents and encourage regional student mobility.

Component 3: Facilitation, Coordination and Administration of Project Implementation (US\$5 million): Under this component, the main role of the RFU/IUCEA is to ensure effective project implementation, and oversee, administer, and coordinate M&E activities across the ACEs to ensure their achievement of the agreed results.

1.2 Project Governance

The ACE II Project has the following project governance structure at the institutional, national and regional levels:

- a. **African Centers of Excellence (ACEs).** The project's activities will principally be implemented by the ACEs with support from their respective host universities. The individual ACE, headed by a center leader and a deputy center leader, is responsible for strategic planning, implementation, financial management, M&E, and reporting.
- b. **National Steering Committee (NSC).** Implementation support and supervision of the project at the national level is provided by the NSC. The NSC tends to be headed by the country's permanent secretary of the ministry in charge of education and may consist of members from government agencies as well as the private sector.
- c. **Regional Facilitation Unit (RFU).** The RFU will coordinate and facilitate the project implementation at the ACEs, provide capacity building support to the ACEs, and further implement regional initiatives in Component 2. The Inter-University Council for East Africa (IUCEA) is the ACE II Regional Facilitation Unit.
- d. **Regional Steering Committee (RSC).** The project will operate under the overall guidance and strategic oversight of the RSC whose main task is to set guidelines for the project and to ensure that the ACEs achieve the project's development objectives and to monitor the performance of the RFU.

1.3 Regional Facilitation Unit (Inter- University Council for East Africa)

IUCEA is an Institution of the East African Community (EAC), whose mandate is to coordinate the development of higher education and research, including establishment of centers for advanced study. The main objectives of IUCEA are to (i) facilitate networking among universities in East Africa, and with universities outside the region; (ii) provide a forum for discussion on a wide range of academic and other matters relating to higher education in East Africa; and (iii) facilitate maintenance of internationally comparable education standards in East Africa to promote the region's global competitiveness in higher education.

As RFU for the ACE II Project, IUCEA is governed by agreed Terms of Reference and legally bound by the Financing Agreement signed between IUCEA and the World Bank for ACE II.

2. Call for applications

In order to fulfil its ACE II mandate, the IUCEA Secretariat as the host of the Regional Facilitation Unit of ACE II hereby invites applications from qualified candidates from ACE II participating countries and beyond, for the post of **Project Coordinator** with the following terms of reference:

Grade: P4

Job Reports to: Executive Secretary of IUCEA

Job Supervises: Information and Communication Officer, Monitoring and Evaluation (M&E), Procurement Assistant, Audit Assistant, Project Accountant, other project staff and consultants and technical experts hired by the ACE II Project.

Job Purpose: To ensure that the project is properly managed and coordinated for successful implementation in accordance with the objectives and Terms of Reference of the Regional Facilitation Unit (RFU), the job holder will provide strategic leadership, effective management, and technical guidance when relevant in coordinating implementation of all ACE II Project activities and resources management. With the assistance of the Information and Communication Officer, s/he will also be the focal point for stakeholders (the governments of the participating countries, the World Bank, interested institutions, media etc.). S/He will be responsible for the production of quality outputs undertaken and financed under ACEs, and for proper management of accountability and reporting of the project funds.

Duties and Responsibilities

- i. Lead in the overall delivery of the ACE II Project, in accordance with the Project Appraisal Document (PAD), ACE II Operational Manual, the Grant Agreement, and all other relevant World Bank operational policies and guidelines.
- ii. Manage day-to-day project activities at the RFU, including support and guidance to the RFU staff.
- iii. Prepare the RFU annual work plans and procurement plans and oversee their execution, and reporting on the same, for both Components 2 and 3 of the ACE II Project.
- iv. Facilitate preparation of satisfactory quarterly project M&E reports based on the project's results framework.
- v. Ensure that the required project financial reports are prepared and submitted on time. These includes the quarterly unaudited interim financial reports and annual audit report.
- vi. Facilitate ACEs to prepare timely annual work plans and procurement plans.
- vii. Directly manage and execute activities under Component 2 as per agreement with the World Bank.
- viii. Schedule periodic meetings with each ACE to establish project implementation progress and matters arising, which may need attention of the Regional Steering Committee (RSC) and or the World Bank Project Team.
- ix. Plan for RSC meetings, and ensure that these take place as expected.
- x. Represent IUCEA/project in various forums as authorized by the Executive Secretary.
- xi. Manage overall financial and procurement functions of the project as per the project's grant agreement.
- xii. Facilitate timely execution of the agreed upon project procurement plan.
- xiii. Plan for the biannual workshops for the ACEs.
- xiv. Manage all project operational activities that are required to effectively facilitate the preparation and operation of the ACE II Project.
- xv. Facilitate and support knowledge management, sharing and networking among the ACEs and other partner institutions.
- xvi. Coordinate relevant meetings with national and regional higher education agencies linked to the ACE II Project.
- xvii. Prepare and submit periodic project reports in accordance with the ACE II project results framework and M&E reports, for submission to Regional Steering Committee and the World Bank.
- xviii. Support preparation for, and participate in, the project's implementation support mission jointly with the World Bank.
- xix. Facilitate periodic review of the project operational manual, and ensure this is updated and shared with the ACEs as required.
- xx. Facilitate bi-annual ACEs satisfaction survey of the RFU services.
- xxi. Organize and attend regular ACE II Project management meetings with the World Bank.

- xxii. Undertake any other functions related to the successful implementation of the ACE II Project as directed by the IUCEA Executive Secretary.

Key Performance Indicators

- i. Timely implementation of annual work plans and procurement plan. At least 70 percent of the plans are satisfactorily executed.
- ii. Satisfactory quarterly M&E reports as per the results framework.
- iii. Timely preparation and submission of the required financial reports.
- iv. Convening of RSC meetings and ACE II Project technical and advisory workshops as required.
- v. Satisfaction surveys of ACEs conducted.
- vi. Knowledge sharing meetings held.
- vii. Periodic reports on substantial matters arising from specific ACEs contribute to ACE II Project implementation support mission's reports and documentation.

Minimum Job Requirements

(a) Academic Qualifications

A minimum of Master's Degree with preference for PhDs in STEM fields with added Master's Degree in Project Planning and Management or a Postgraduate Diploma in Project Planning and Management from a recognized institution.

(b) Work Experience

At least 15 years working experience in an academic or research institution or other related international organization. S/He must have served at least 8 years at a senior position in programme/project management, preferably managing training and capacity building programmes/projects management, with track record of delivering key outputs in a timely manner.

(c) Key competencies

- i. Leadership, conceptual, analytical, and problem-solving skills.
- ii. Team player, who can guide and support co-workers.
- iii. Experience in project/programme management.
- iv. Experience in managing training and capacity building programs preferred.
- v. Knowledge of programme/project monitoring and evaluation, as well as financial management and procurement.
- vi. Conversant with higher education and research dynamics in Eastern and Southern African sub-regions, and globally.
- vii. Excellent interpersonal, negotiation, communication and report writing skills.
- viii. Ability to dialogue with government, international agencies and civil society leaders.
- ix. Strong IT skills (Word, Excel, Power pint Presentation – PPT).
- x. Additional language skills – Portuguese/French – is an advantage.
- xi. Familiarity with implementation of World Bank projects is an advantage.
- xii. Experience with donor funded project management and reporting procedures.
- xiii. Ability to work in challenging multi-cultural environment.
- xiv. Time management, attention to detail.

3. Tenure and Remuneration

The successful applicant for Project Coordinator shall serve for one term of 3 years and 6 months, the initial life span of the project. A comprehensive remuneration package commensurate with the P4 Job Grade of the East African Community for Project staff and

Diplomatic status shall be offered to the suitable candidate. Additional details on these packages may be obtained from the undersigned.

4. Age Limit: Not more than 55 years.

5. Notification

The successful candidate shall be notified of his/her appointment by the second week of March 2018.

6. Submission of Applications

The deadline for submission of applications to the IUCEA Secretariat is **9th February 2018**. Application letters should be accompanied with the following documents:

- (i) Certified copies of the applicants' degree awards
- (ii) Up to date and comprehensive Curriculum Vitae
- (iii) Addresses of three referees, one of which should be of the current immediate supervisor.

Applications marked **“APPLICATION FOR THE POST OF ACEII PROJECT COORDINATOR** in hard copy or electronic be addressed to:

**The Executive Secretary
Inter-University Council for East Africa
Plot M833, Kigobe Road
Kampala, Kyambogo
P.O. Box 7110, Kampala, Uganda
Tel: +256 773181662
E-mail: recruit@iucea.org with copy to exsec@iucea.org**