



EXECUTING AGENCY Vacancy Notice

VACANCY NOTICE FOR RECRUITMENT OF AIR TRANSPORT SPECIALIST & PROJECT COORDINATOR FOR THE EXECUTING AGENCY

POSITION INFORMATION

Post Title:	Air Transport Specialist & Project Coordinator, Head of the PIU	<i>VACANCY NOTICE</i>	2020/01/P/030320
<i>Level:</i>	P4	<i>Posting Period:</i>	From March 3 to April 2, 2020
Fixed Term Contract	Three years	<i>Remuneration package (Annual)</i>	Total annual Net Salary: 72,467 USD + any applicable entitlements
Reports to Position	Director Air Transport	<i>Duty station:</i>	<i>Dakar, Senegal</i>
<i>Date of entry on duty:</i>	<i>As soon as possible</i>		
Special Notice:	Fixed term contract of three years, subject to one (1) year period of probation of satisfactory performance.		

THE ORGANIZATION SETTING

AFCAC's main responsibility as the Executing Agency (EA) is to ensure the consistent and full implementation of the Yamoussoukro Decision (YD) and the realization of the Single African Air Transport Market (SAATM) towards contributing to the African Union Agenda 2063. The objective is, amongst others, to facilitate a seamless and smooth operationalization of the SAATM to ensure the sustainable development of air transport and that activities of the Executing Agency (EA) facilitate the growth of the intra-African Air Transport Market.

The EA's role, therefore, ensures the even-handed enforcement of the YD and the EA's regulatory oversight responsibilities across all AU member States and the consistent application of and adherence with the Regulatory and Institutional Legal Instruments of the YD, its Operational Rules and Procedures. It also ensures that the operationalization of the SAATM creates a conducive environment for sustainable development of air transport in Africa.

AFCAC's regulatory oversight responsibilities are not only economic and technical in nature but also span across all AU member States as does its mandate to render technical assistances, in collaboration with Partners to State Parties that subscribes to SAATM to enhance the effective implementation of ICAO's SARPs aimed at sustainable development of air transport.

The Air Transport Officer/Project Coordinator who also doubles as the Head of the Project Implementation Unit (PIU) plays an important role in evaluating the economic impact of the EA's decisions and affirming AFCAC's functions and responsibilities for the YD's implementation across Africa.

She / He provides guidance on methodological issues of economics and econometrics in the application of the YD Institutional and Regulatory Text and responsible for the implementation of the EA's Work Programme including coordination of technical assistance to State Parties that subscribe to SAATM, in collaboration with Partners.

She/He reports directly to the Director Air Transport of the EA.

POSITION ASSIGNMENT:

- The Officer as the Head of the Project Implementation Unit (PIU) will be required to liaise with the AfDB in the discharge of AFCAC's responsibilities arising from Activities funded by the AfDB. And any other Partners or signatories Entities of MoU/MoCs signed with AFCAC. She/he is responsible for leading the Staff of the Project Implementation Unit of the SAATM and work in close collaboration and harmony with the staff of the Air Transport Directorate.
- Ensure the overall efficient management of the PIU and externally funded projects; deliver on the project's outcomes, manage the performance of appointed contractors or service providers on all activities of the EA and ensure that funds are fully as well as accurately liquidated & accounted for satisfactorily to financiers;
- Provide Economic/Technical advice for Enforcement Actions and Policy Initiatives by the EA.
- Participate in AFCAC activities and provide her/his expertise in the field of air transport under the supervision of the Director of Air Transport.

MAJOR DUTIES AND RESPONSIBILITIES

- Supervise the works of Enforcement Officers (Competition or Consumer Protection Officer) in the discharge of their respective responsibilities including Capacity building and/or awareness Programs, investigations, etc. and recommend all necessary measures within the powers conferred on the EA;
- Establish Monitoring and Reporting systems for the Joint Prioritized Action Plan, supervise and manage the implementation of the YD and its Regulatory Instruments and recommend applicable enforcement with effective measures including the development of Operational Rules and Procedures required;
- Contribute to propose reviews of the status of the full implementation of all the provisions of the YD by member States while developing implementing strategies to drive air services liberalization in accordance to YD for the effective establishment of the SAATM at the Continental level.
- Engage stakeholders and providing concise, well-conceived analyses of the developmental impact of the SAATM on economic & job growth, growth in city pairs, cost of travel etc. to reveal underlying trends from all information sources.
- Propose if and when necessary the training that maybe beneficial for senior management of aeronautical authorities or any such senior personnel in State Parties, RECs and other relevant Institutions who are directly involved in the implementation of the YD are reasonably trained in the understanding of their global responsibilities in relation to the Decision;
- Contribute towards institutionalizing a Performance-based management system to achieve the Annual targets of the Work Programme of the EA.
- Responsible for Regular Activities and Financial Reports to the AfDB. on implementation of approved Work Program
- Carry out any other related duties as may be assigned

QUALIFICATIONS AND EXPERIENCE

- Advanced University degree or equivalent academic qualifications in civil aviation with a specialization in economics of air transport, air law or air transport management.

PROFESSIONAL EXPERIENCES

Essential

- At least ten (10) or more years of experience at a professional level in a civil aviation administration, or a similar aviation related organization which should include experience of the regulation of international civil aviation or air transport services.
- **At least 8 years of proven** leadership experience at Senior managerial level on Project Planning, Management and with proven ability to plan, coordinate and direct the work programme of a multi-disciplinary team and International/Regional Projects.

- Extensive experience in the development of policies and procedures in the field of economic regulation of air transport in collaboration with government agencies regulating air transport.
- Experience in business planning, building cohesive teams and directing them towards the achievement of identified goals within approved budgets and agreed timelines.
- Experience working with International/Regional Financial and development Partners
- Experience of corporate performance management in the public or private sector.

REQUIRED EXPERTISE AND SKILLS

- Sound Knowledge of the management of assistance projects/programs and in organizing meetings, at regional or international levels.
- Good knowledge and practical experience of the YD and the various AU Resolutions on air transport, Agenda 2063, African Common Civil Aviation Policy (AFCAP), etc.
- knowledge of ICAO Assembly Resolutions, Policies of the ICAO Council and other relevant Manuals on air transport and facilitation.
- Good verbal and written communication skills.
- Mobility and willingness to travel sometimes at short notice.
- Fluent reading, writing and speaking abilities in one of the AFCAC languages and working knowledge of the other is desirable.
- Excellent interpersonal and problem-solving skills.

COMPETENCIES

1. **Professionalism:** Good knowledge of the African Union functions and that of AFCAC's responsibilities as the Specialized Agency of the AU for all civil aviation matters and Executing Agency of the YD. Good knowledge of the strategic issues facing the air transport sector in Africa in both the economic and legal fields, and where the African approach to them may differ from other international air transport market and/or international aviation organisations.
2. **Adaptability:** Ability to prepare clear, concise and accurate documentation, including articulate written and oral reports, in a fast-paced environment. Knowledge of office automation equipment and contemporary computer software.
3. **Team builder:** Demonstrable professional competence and mastery Project Coordination and leadership to the Staff of the PIU; a conscientious and efficient approach towards meeting commitments, observing deadlines and achieving results; persistence when faced with difficult challenges; an ability to remain calm in stressful situations.
4. **Communication:** Speak and write clearly and effectively; listen to others and correctly interpret messages from others responding appropriately; ask questions to clarify, and exhibit interest in having two-way communication; tailor language, tone, style and format to match an audience; demonstrate openness in sharing information and keep State, Stakeholders etc.
5. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
6. **Accountability:** Takes ownership and honours commitments and delivers outputs within the prescribed time, cost and quality & standards expected; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes personal responsibilities for delegated assignments and/or for his/her own shortcomings as well as of those within her/his Team, where applicable.
7. **Creativity:** Actively seeks to improve programme or services; offers new and different options to solve problems or meet client expectations or needs; promotes and persuades others to consider new ideas: takes calculated risk on new and unusual ideas; thinks "outside the box" takes an interest in new ideas or ways of doing things and not bound by current thinking or traditional approaches.

PERFORMANCE INDICATORS

- Effectiveness on Project Management and Coordination of the work programme of the Executing Agency and Activities financed by Partners;
- Effectiveness of coordination work with States, RECs and Service providers and other Partners to support the implementation of the YD and full operationalization of the SAATM;
- Effectiveness in coordinating the activities of the EA, following up on tasks derived from meetings and timely submission of reports and recommendations;
- Regularity of progress review, follow up and quality of recommendations on the establishment of SAATM and implementation of the provisions of the YD and its regulatory and Operational Instruments;
- Quality and Regularity of Financial and other Reports and documentation

OPERATIONAL LINKS

- Air Transport Director
- Other AFCAC and PIU staff
- Focal Persons of Financial Partners

EXTERNAL LINKS

- African Union
- African Civil Aviation Organizations;
- RECs,
- AFRAA,
- IATA - Africa
- ICAO
- Various Stakeholder

HOW TO APPLY

Interested candidates must complete on-line application form. To apply, please visit AFCAC's website at: www.afcac.org.

NOTICE TO CANDIDATES

Only the most successful candidates will be contacted for further assessment.