

MANO RIVER UNION TRAINING PROJECT



GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)

Moto: Excellence in leadership, management and administration

Suitably qualified and experienced candidates are invited to apply for the under-mentioned posts.

BACKGROUND After more than a decade of conflict in the Mano River Union sub-region with devastating consequences in human and material terms, the gradual return of peace and security has raised new hopes for the future of the sub-region and for its people, with increasing signs of long-term stability, buttressed by strong international support. However, as the Member States of the Union (Sierra Leone, Liberia & Guinea) embark on consolidating peace and security and improving the standards of living of their people, the lack of human and institutional capacity may delay the process. Against this background and with funding from the African Capacity Building Foundation (ACBF), the MRU Secretariat is in the process of implementing a Mano River Union Training Project that will provide high-level training to senior civil servants and policy makers in the area of policy analysis and development management to strengthen their capacity for effective development planning and implementation, particularly within the context of post-conflict recovery. A Project Implementation Unit to be guided by a Steering Committee comprising one representative from each Member State and the MRU Secretary General will be established within the MRU Secretariat in Freetown, Sierra Leone. The project is for a duration of 4 years.

A. Project Director

I. Qualifications and Experience

- a) An advanced degree in a relevant field (Public Administration, Economics, Business Administration or the equivalent) from an internationally recognized University/Institution;
- b) Minimum working experience of 15 years, 7 of which should be in a training institution, with general managerial and negotiating skills. Being involved in or associated with a similar project will be an added advantage;
- c) A broad knowledge of the Mano River Union and its constituent Member States, and at least 5 years of experience working in an international, a regional or a sub-regional organization;
- d) Excellent interpersonal and communications skills, both written and verbal; with leadership qualities of guiding a professional team, and the ability to manage a wide range of training activities, including the organization of workshops, seminars and other training activities;
- e) Working experience in the mobilization of donor resources, both financial and technical;
- f) Fluency in English. A working knowledge of French will be an added advantage;
- g) Computer literate: Word, Excel and Power Point.

II. Duties

- a) Undertake an initial needs assessment, including a review of capacity building lessons in the public sectors to ensure that programmes are driven by needs and demand and to determine the realistic number and technical level of trainees;
- b) Create and maintain a database of qualified training providers likely to contribute to the successful implementation of the project;
- c) Ensure adequate project coordination and management; provide overall leadership and facilitate and moderate training programmes;
- d) Prepare quarterly and annual progress reports, annual work plan and budget, specifying training and other project activities;
- e) Create sustainable local training capacity by collaborating with supporting local training institutions; develop and maintain linkages with training institutions in and outside the sub-region;
- f) Establish an internal mechanism for the monitoring and evaluation of all project activities including: the training process, the performance of training providers, contractors, consultants and services delivery;
- g) Establish and maintain close working relationship with recipient countries, particularly through national focal points in order to improve coordination and maintain an overview of evolving donor activities in the MRU sub-region so as to avoid overlapping training activities;
- h) Carry out any other tasks that may be required for the successful implementation of the project.



B. Training Officer

I. Qualifications and Experience

- a) An advanced degree in Public Administration, Human Resources Management or the equivalent in a related field from an internationally recognized University/Institution;
- b) Extensive working experience and a proven track record in a similar position, with a minimum of 5 years working experience in an international Institution, a regional or sub-regional organization and the ability to undertake a wide range of training activities and be a good team player;
- c) A broad knowledge of the Mano River Union and its Member States, with specific background in the training of senior civil servants and policy-makers;
- d) Fluency in English. A working knowledge of French will be an advantage;
- e) Computer literate: Word, Access, Excel and Power Point.

II. Duties

The Training Officer will play a crucial role in the training activities of the project. Under the direct supervision of the Project Director, he/she will:

- a) Assist in the overall implementation of the project, including planning, monitoring, evaluation, organization of workshops/Seminars and other training activities; preparation of training modules, annual work plans, quarterly and annual progress reports;
- b) Work closely with supporting local training institutions, national focal points and resource persons for the effective implementation of training activities;
- c) In collaboration with the national focal points, carry out needs assessment in terms of the number and levels of trainees, the areas of training;
- d) Develop detailed course outlines, elaborate training programmes in collaboration with national focal points, local training institutions and resource persons;
- e) Identify and prepare relevant training activities on a yearly basis;
- f) Closely monitor and evaluate training in terms of quality of performance, outputs and impact in order to measure progress and achievements;
- g) Maintain close working relationship with the local training institutions in order to create the enabling environment for strengthening their capacities;
- h) Carry out any other related tasks that may be assigned by the Project Director.

C. Administrative/Finance Officer

I. Qualifications and Experience

- a) A degree in Accounting, Finance or the equivalent in a related field from an internationally recognized University/Institution;
- b) Considerable financial, administrative, procurement, logistics and management skills and experience;
- c) Extensive working experience and a proven track record in a similar position, with a minimum of 5 years working experience and be a good team player;
- d) Have a good knowledge of procurement and disbursement procedures of funding institutions;
- e) Demonstrate a proven competence in the use of computer (Word, Excel, Access, Power Point and software applications including accounting software);
- f) Be fluent in English. A working knowledge of French will be an advantage.

II. Duties

Under the direct supervision of the Project Director, he/she will:

- a) Be responsible for the day-to-day financial, accounting and administrative management of the project, including the preparation of operating budget, financial reports and the efficient supervision of support staff;
- b) Ensure the proper management, utilization and inventory of project assets and supplies;
- c) Be in charge of disbursement for approved expenditure and prepare and maintain records and accounts adequate to reflect the operations, resources and expenditure of the project;
- d) Maintain a sound financial and budgetary system including a financial database to monitor and control expenditures in line with generally accepted accounting and administrative principles and practices and ensure that Grant resources are transparently accounted for;
- e) Any other administrative and/or accounting duties that the Project Director may assign from time to time.

Closing date: November 30, 2005

Interested candidates should contact:

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