

The Food, Agriculture and Natural Resources Policy Analysis Network (FANRPAN) is an African multi-stakeholder network that was established in response to a call by African Ministries of Agriculture for independent research evidence to inform agriculture and food security policy harmonization at regional level (see [www.fanrpan.org](http://www.fanrpan.org) for details).

The FANRPAN Regional Secretariat based in Pretoria, South Africa seeks to appoint three suitable, qualified and highly motivated individuals for the following positions:

<b>Director: Finance and Administration</b>	<b>Director: Communications and Advocacy</b>	<b>Director: Policy and Research</b>
<p>Provides financial, human resource, procurement, protocol and IT functions leadership for the organization, and charts the direction for development, delivery and compliance into a coordinated service platform.</p> <p>Duties include but are not limited to:</p> <p><b>Treasury Accounting Function</b> Responsible for providing financial treasury support ensuring compliance to organisation and donor policies and procedures.</p> <p><b>Programme and Project Grants Accounting</b> Responsible for all Programmes and Projects financial function and compliance with donor and organisation regulations, policies and procedures.</p> <p><b>Corporate Governance, Risk and Compliance</b> Ensures the procedure for appointing Board of Governors and its sub-committees is properly carried out.</p> <p><b>Internal and External Audit Procedures</b></p>	<p>Provides communications and advocacy functions leadership for the organisation and charts the direction for the development, execution, integrity and organisation relevance and excellence by providing strong branding, communication, publications, public relations and event management support and advice.</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> <li>· Contributes to identifying important stakeholder relationships with relevant parties and takes account of the interests of stakeholders in decision making</li> <li>· Coordinates the development and planning of annual communications plan for the organization and in consultation with the CEO and other Directors</li> </ul>	<p>Leads, coordinates and implements research and policy development in all thematic thrusts, and integrates area of specialization into a coordinated service platform resulting in well researched and accurate policy positions for the FANR Sector on a range of subjects.</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> <li>· Represents FANRPAN at meetings, conferences and other forums to promote research and policy development objectives</li> <li>· Contribute to the fundraising activities of the organisation</li> <li>· Provides strategic direction for the development, delivery and implementation of the programme activities</li> <li>· Collaborates with M&amp;E management to define and collect key performance indicators and monitor performance</li> </ul>

<p>Manages the internal and external audit processes, and ensures that audits are carried out timeously.</p> <p><b>Resource Mobilization</b> Contributes the financial input in proposal writing.</p> <p><b>Qualification &amp; work experience requirements</b></p> <ul style="list-style-type: none"> <li>• An MSc/MBA/CPA/CFA or related degree</li> <li>• Membership of a professional body such as ACCA, ICASA, SAICA or any such organization with similar repute</li> <li>• At minimum 10 years NGO experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures that the goals of the Communications and Advocacy function are aligned with the organization strategies and targets</li> <li>• Identifies mechanisms and processes that promote enhanced levels of constructive stakeholder engagement</li> <li>• Leads the development of a resource mobilization strategy and ensure its effective dissemination to FANRPAN nodes</li> </ul> <p><b>Qualification &amp; work experience requirements</b></p> <ul style="list-style-type: none"> <li>• A PhD Communications/Public Relations or relevant field preferred, but a Masters degree in a relevant field with vast experience in communication and resource mobilization will be considered</li> <li>• At least 10 years of relevant professional experience, working in communications and advocacy, media, at a national and/or international level preferable in the NGO sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in relevant technical working and reference groups to provide input on strategies and interventions</li> <li>• Engages with donors, partners and other relevant stakeholders</li> <li>• Ensures that the research and policy development output is communicated to the relevant parties using appropriate media</li> <li>• Produces relevant policy publications</li> <li>• Develops project and research proposals</li> </ul> <p><b>Qualification &amp; work experience requirements</b></p> <ul style="list-style-type: none"> <li>• PhD degree in Agriculture or related discipline</li> <li>• At least 10 years of experience in a similar position with leadership experience</li> <li>• Knowledge of climate change, climate smart agriculture and food systems will be an added advantage</li> <li>• Strong background in NGO environment</li> <li>• Proven experience in writing policy reports</li> <li>• Excellent publication record</li> </ul>
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These positions are on a five year contract, offering a competitive remuneration package.		
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Send your CVs to [admin@fanrpan.org](mailto:admin@fanrpan.org). For detailed Job Descriptions on all the positions go to <http://fanrpan.org/documents/d01621/>. Closing date 11 October 2013.