



## **Regional Administrator, Central Africa Hub (CAH) (Ref. No: DDG-CS/RA/CAH/02/23)**

**Background:** The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Regional Administrator, Central Africa Hub (CAH)**.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of the One CGIAR, a global agriculture research partnership for a food-secure future. Please visit <http://www.iita.org/> for more information on IITA.

### **Position Responsibilities**

Based in Kinshasa, the Regional Administrator's overall responsibility shall be to oversee efficient and effective administrative operations within IITA central Africa Hub (CAH), while ensuring compliance with IITA policies and host country regulations and laws. The Regional Administrator reports to the Hub Director-CAH, Deputy Director General- Corporate Services (DDG-CS), and Director of Finance (DoF).

### **Support to the stations and project sites within IITA CAH (Burundi, Cameroon, Central Africa Republic, DR Congo, Gabon, Rwanda)**

- Work closely and coherently with the Regional Finance Officer, to revise, recommend and implement systems and procedures that improve the efficiency and effectiveness of the administrative functions at stations, project sites, and field offices within CAH.
- Oversee all administrative operations at the Stations and project sites in Central Africa Hub.
- In consort with Country Representatives and Officers-in-charge, co-supervise Station Administrators within CAH stations, project sites, and field site offices.
- Proactively ensure that information is communicated within the station teams and to other stakeholders as appropriate.
- Provide guidance to staff on the interpretation of personnel policies and procedures for the NRS and IRS, including remuneration reviews and monetization policy.
- Assist all stations and coordinate the process of adaptation and localization of IITA policies and procedures in compliance with country-specific regulations, laws, and norms, whilst ensuring that all required internal approvals and due processes are complied with.
- Collaborate with the Hub Director, Country Representatives, and Officers-in-charge in the development and implementation of short, medium, and long-term station infrastructural and preventive maintenance plans.
- Follow up on the implementation of audit recommendations within the CAH stations.
- Identify gaps and build the capacity of administrative staff within CAH stations.
- Work with the Hub Risk Management Committee to implement mitigation plans at the stations, project sites, and field offices.
- Coherently work with the station and HQ Facilities Management Services (FMS) teams to support excellence in facilities, and the management and maintenance of IITA's physical assets in the Hub.

### **Administration of the Central Africa Hub Office (Kinshasa)**

- Provide leadership in the administration of the Station including supervision of all support service staff responsible for human resources, IT/Computer, travel services/protocol, procurement, stores and shipping, general operations, facilities management, equipment and vehicles, general administration, safety, and security.
- Implement and ensure compliance with IITA policies and procedures, and DRC government laws and regulations, while providing guidance and advisory support to staff on such matters.
- Assist the Hub Director to promote relations with key partners including liaison with government agencies and offices as may be requested from time to time.
- Assist the Hub Director to administer IITA's hosting agreement undertaken with the DRC government as well as other agreements with hosted institutions and partners.
- Prepare, manage, and monitor the station's operating budget, administrative cost centers, and the station's full cost recovery system.
- Administer policies and processes to control and maintain physical assets, including property, vehicles, and equipment; monitor asset lifecycles, inventories, locations, maintenance status, and costs.
- Act as HRS representative during IRS recruitment interviews, contract reviews, and probation evaluations as may be requested by HRS from time to time.
- Liaise with appropriate support service unit heads at HQ to arrange services for Kinshasa station as may be required.
- In consort with the Hub Director, lead monthly staff meetings and events that promote team spirit and staff interaction.
- Oversee stations security and evacuations plans ensuring they are kept up-to-date and promote health and safety in all premises where the Kinshasa station operates.
- Maintain effective electronic and manual filing system for records on all administrative functions and services.

### **Support to the One CGIAR Transition Process**

- Assist IITA's Management with creating awareness and understanding within CAH about the one CGIAR transition process.
- Work together with Hub Director, the CGIAR Regional Director, Country Conveners, and other stakeholders in the Hub to facilitate administrative and financial processes of the One CGIAR transition as well as the migration to policies and integrated services.
- Facilitate IITA's and other hosted staff in carrying out their CGIAR Research Initiatives engagements.
- Perform any other job-related duties as may be assigned by the supervisor.

### **Core Competencies:**

- Excellent leadership and management skills, with the ability to identify gaps and build the capacity of administrative and project support staff.
- Strong analytical skills with the ability to pay attention to detail.
- Experience working in any of the IITA CAH countries.
- Experience, good knowledge, and ability to work and build strong partnerships with local organizations, government administrations, and agencies, donors, embassies as well as local partners
- Strong planning and organizational skills with the demonstrable ability to prioritize workload, multi-task, ability to work in a team, work proactively and independently.
- Proven experience in following standard procedures and formulating policies and procedures of not-for-profit multilateral and bilateral institutions.
- Reliability and ability to manage confidential information in an appropriate manner.

- Experience and ability to engage constructively and respectfully with individuals of diverse cultural and socioeconomic backgrounds, abilities, and gender.
- Excellent verbal and written communication skills and strong communication and interpersonal skills with a proven ability to communicate fluently both in oral and written English and French.
- Proficient in using Microsoft Office packages (including Excel, Word, and PowerPoint) and other planning tools.

**Educational Qualifications and Experience:**

- A master's degree in business administration, management, or a related field is highly desirable.
- Proven experience of more than 10 years in a management position with donor-funded international organizations.
- Professional certification in financial management, human resources, or management is an advantage.

**Duty Station:** Kinshasa, Democratic Republic of Congo (DRC)

**General information:** The contract will be for an initial period of two years renewable. IITA offers an internationally competitive remuneration package paid in U.S. Dollars.

**Applications:** Applications must include a cover letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, and names and addresses of three professional referees (which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head of Human Resources. Please complete our online application form using this link: <http://www.iita.org/careers>

**Closing Date:** 16<sup>th</sup> March 2023

**IITA is an equal opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women.**

*While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.*