



OACPS/41/141/23
AFRH Dept [IAF/rnt]

VERBAL NOTE

The Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS) presents its compliments to the Embassies and Missions of the Member States and has the honour to announce the vacancy of Executive Director of the Trust and Endowment Fund (OACPS ETF) (Grade P5)

Applicants should apply on the OACPS Website via the below link

<https://acpaccount.bamboohr.com/careers/91>

Applications must be accompanied by an updated curriculum vitae completed in the following format: <https://europass.cedefop.europa.eu/editors/en/cv/compose>
Applications in another format will be treated as incomplete and will not be considered for further evaluation.

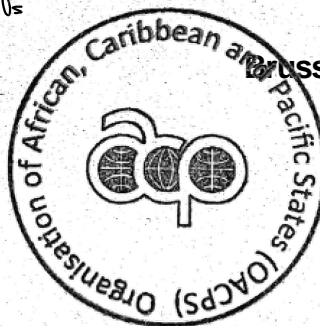
Applicants must provide copies of degrees, diplomas, certificates and any other documents attesting to their competence and professional experience.

Please note that only shortlisted applicants will be contacted at a later stage.

The Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS) is at the disposal of the OACPS Missions for any further information, and avails itself of this opportunity to renew to the Embassies and Missions of the Member States the assurances of its highest consideration. Ns

Brussels, 23 October , 2023

To OACPS Embassies and Missions



Post Title: **Executive Director of the Trust and Endowment Fund (OACPS ETF)**

Grade: **P5**

Organisational Unit : **Board of Directors of the OACPS ETF Management Committee**

Supervisor: **Chair of the Board of Directors**

Duty Station: **OACPS headquarters in Brussels (Belgium), with the possibility of assignment to the Grand Duchy of Luxembourg**

Posting period: **13 October, 2023 to 12 November, 2023**

Post Number: **ACP/02/10/23/AFHR/HR/RNT**

No. of Vacancies: **1**

Organisational Context

The Executive Director is the Chief Operating Officer of the OACPS ETF. He/she is responsible for the overall administration and management of the Fund's administrative and operational functions. Under the supervision of the Board of Directors of the OACPS ETF Management Committee, the Executive Director designs the Fund's strategic plan and assumes responsibility for its implementation and for the outcomes.

The Executive Director maintains close relations with various national, regional, and international stakeholders that make a significant contribution to the mission and activities of the OACPS ETF.

The Executive Director sets the tone for the internal and external interactions of the Financial Planning and Investment Unit (FPIU) of the OACPS ETF by way of his/her high ethical standards and his/her values of integrity and fairness. He/she acts in the best interests of the OACPS ETF in all circumstances and ensures that all the employees and subcontractors of the Fund embrace the same culture.

The Executive Director reports directly to the Board of Directors. As the Fund's Chief Operating Officer, the Executive Director works closely with the Chair of the Board of Directors.

Under the supervision of the Board of Directors, the Executive Director recruits the members of the FPIU team to ensure that the mission of the Fund is carried out effectively and that its objectives are fully achieved.

To gain a deeper understanding of the specific nature of the OACPS ETF, the Executive Director must have a good knowledge of the structure of the OACPS, its objectives, and its priorities.

Functions / Key Results Expected

Summary of Key Functions:

1. Financial, people and systems management
2. Strategic direction and execution
3. Mobilising partners and resources and working with the Board of Directors

1. Financial, people and systems management, with a focus on the following outcomes:

Operations management

- Reliability of the organisational structure, operational policies and working processes of the OACPS ETF to ensure the effective achievement of the strategic objectives defined by the Board of Directors;
- Strengthening results management by monitoring key performance indicators;
- Creating a positive working environment that facilitates collaboration and information sharing and helps to attract, retain and motivate diverse talent;
- Effective management of operational and financial issues in carrying out the activities of the OACPS ETF, in particular by seeking the authorisation of the Board of Directors if necessary to deal proactively and effectively with any risks that may arise.

Financial management

- Submitting annual budgets for approval by the Board of Directors in line with the Fund's action plan, as well as regular multi-year resource forecasts throughout the financial year to ensure the transparent management of resources;
- Working closely with the finance department to ensure the transparency and efficiency of the financial and administrative functions of the OACPS ETF and its resource management;
- Overseeing the management and implementation of all the contracts of the Fund and ensuring the use of institutional procurement systems and practices that are cost-effective and focused on the core mission of the OACPS ETF;
- Facilitating internal and external audits of the OACPS ETF.

Official representation

- Representing the OACPS ETF before any competent authority (in particular the Luxembourg authorities) at the request of the Chair of the Board of Directors.

2. Strategic direction and execution, with a focus on the following outcomes:

- Implementing and monitoring the strategic plan of the Fund, and ensuring that new operational models and instruments are put in place to achieve the strategic objectives;
- Representing the OACPS ETF at the highest level and ensuring that its role in the global financial system is well understood through direct contact with decision-makers and the development of an effective media strategy;
- Implementing rigorous fiduciary controls to monitor the use of the resources of the OACPS ETF, under the supervision of the Board of Directors;
- Developing rigorous management and communication systems to ensure timely implementation and strict compliance with the decisions of the Board of Directors and other bodies of the OACPS ETF;
- Setting up a rigorous system for monitoring and evaluating the programmes and outcomes of the OACPS ETF, as well as producing regular reports on the impact and outcomes of the Fund.

3. Mobilising partners and resources and collaborating with the Board of Directors, with a focus on the following outcomes:

Mobilising partners

- Forming and maintaining effective alliances and good operational collaboration with public and private partners, such as governments (including OACPS Member States), regional bodies, bilateral donors, and the private sector;
- Representing the OACPS ETF and its activities with all external stakeholders to establish effective partnerships for support to the Fund;
- Strengthening the access of OACPS countries to innovative and cost-effective products and services for improved availability of sustainable, high-quality services tailored to their specific needs;
- Developing a plan for effective communication with all stakeholders.

Sustainable mobilisation of resources

- Establishing an effective mechanism for replenishing the resources of the OACPS ETF;

- Diversifying the Fund's sources of funding by broadening the donor base and encouraging partners to invest more in the products offered by the OACPS ETF;
 - Ensuring the credibility of the OACPS ETF so that public and private donors have full confidence in the Fund's activities and impact, thereby ensuring predictable long-term funding.
- **Collaboration with the Board of Directors**
- Drawing up rules of procedure for the operations of the Board of Directors when it is set up and as it develops;
 - Reporting on operational, administrative, and financial matters concerning the OACPS ETF at each meeting of the Board of Directors;
 - Informing the Board of Directors in a timely manner of major strategic issues and material operational difficulties encountered by the FPIU in carrying on its duties;
 - Representing the FPIU I at the meetings of the Board of Directors and acting as secretary. Documents are prepared and distributed efficiently in accordance with the texts and procedures put in place by the Board of Directors;
 - Communicating the decisions of the Board to FPIU staff and other stakeholders;
 - Supporting the Chair of the Board of Directors in developing and strengthening the overall governance of the OACPS ETF.

Impact of Results

Key outcomes have an impact on the effectiveness and efficiency of the OACPS ETF in terms of generating more resources for the financing of OACPS projects/programmes and the operation of the OACPS Secretariat, on the one hand, and consolidating and strengthening cooperation with all stakeholders involved in development financing, on the other hand.

Competencies

Corporate Competencies:

Ability to demonstrate and promote the highest level of diplomacy, tact, integrity, impartiality, fairness, and incorruptibility in all matters relating to work and status.

Functional Competencies:

Good knowledge of financial and investment vehicles, development financing, and the financial environment in the Grand Duchy of Luxembourg;

Familiarity with different partnership models, both in terms of funding and programme implementation;

Ability to work effectively with stakeholders at the national, regional and international level;

Excellent written skills (drafting reports and analytical accounts) and effective oral communication skills in English and French;

Open-mindedness and dynamism, as well as ability to work independently in a multicultural environment;

Ability to tolerate stress and work pressure (meeting tight deadlines);

Resourcefulness in developing innovative fund-raising mechanisms.

Managerial Competencies:

Effective management and supervisory skills (material and human resource management);

Strong analytical, planning, organisational, problem-solving, coordination and negotiation skills.

Behavioural Competencies:

Good interpersonal skills (for good working relationships with partners);

Flexibility and adaptability.

Qualifications

A Master's degree or equivalent, at a minimum, in economics, international finance, project management, business administration or other related fields. Knowledge of results-based management is an asset.

Work experience

A minimum of ten (10) years' work experience in international finance, investment fund management and/or resource mobilisation, and a minimum of 5 years' experience in a similar position. Good knowledge of the financial environment, particularly development finance.

Language Requirements

Fluency in English and French. A working knowledge of Spanish and/or Portuguese would be an added advantage. Good computer skills.

Special Notice

The appointment to this position is for an initial period of 3 years and renewal thereof is subject to the needs of the OACPS Endowment Trust Fund and availability of the post or funds.

Applications for this post should be sent **by e-mail to: hr@acp.int and must reach the Secretariat by mid night on the 12 November, 2023.**

Applications must be accompanied by an updated curriculum vitae completed in the following format: <https://europass.cedefop.europa.eu/editors/en/cv/compose>. Applications in another format will be treated as incomplete and will not be considered for further evaluation.

Applicants must provide copies of degrees, diplomas, certificates and any other documents attesting to their competence and professional experience.

Only shortlisted candidates will be contacted and those under serious consideration will be subject to reference checks.