



## **Head, TAAT Program Management Unit (Ref: DDG-R4D/TAAT/PMU/01/18)**

**Background:** The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Head, TAAT Program Management Unit**.

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 CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

The Technologies for African Agricultural Transformation (TAAT) is a program initiated by the African Development Bank (AfDB) as part of its Feed Africa Initiative. The main objective of the program is to improve the business of agriculture across Africa by raising agricultural productivity, mitigating risks and promoting diversification and processing in 18 agricultural value chains within 8 Priority Intervention Areas. The program will be implemented by IITA in close collaboration with other CGIAR Centers, FARA, AGRA, national agricultural research and extension systems and private sector partners. It will involve close partnership between the AfDB and other developmental partners such as the World Bank, BMGF, USAID and others. This position shall be part of the Program Management Unit (PMU) team.

The Program Management Unit (PMU) will oversee day-to-day implementation of project fiduciary and administrative activities; organize the transfer of project resources to the institutions leading the commodity value chains; coordinate the compilation and review of reports from value chains and enablers for submission to the Bank; and elaborate/implement administrative and financial management guidelines/template to be used across.

### **Position Responsibilities**

The tasks of the Head, TAAT Program Management Unit will include:

#### ***Main Responsibility***

- Lead in the implementation of fiduciary, administrative and reporting activities of the Technologies for Africa Agricultural Transformation (TAAT) Program.

#### ***Specific Duties:***

- Oversee the day-to-day implementation of all program administrative activities undertaken within the Program Management Unit.
- In close collaboration and in liaison with the Head of the Program Clearinghouse, ensure that program work plans and budgets are prepared and submitted for review and approvals within agreed deadlines.
- Organize the timely transfer of program resources to the various institutions leading the Commodity value chains and Enablers.
- Coordinate the compilation and review of quarterly and annual technical and financial reports from value chains and Enablers, for timely submission to the Bank.
- Prepare and organize periodic program audits by internal and external auditors and ensure that the reports are compiled and submitted to the Bank on time.
- Elaborate an administrative and financial management manual/template of procedures and processes and ensure its full implementation across the value chains and enablers.

- Ensure that funding eligibility criteria such as the establishment of special bank accounts are followed by the implementing institutions/partners and these institutions/partners accurately and timely account for fund utilization.
- Review the performance of program management unit staff and make contract renewal or non-renewal recommendations.
- Ensure that program procurement is efficiently undertaken and in accordance with Bank rules or institutional procedures where applicable.
- Coordinate all program activities including procurement, financial management, special studies, mid-term and project completion reviews.
- Organize all TAAT stakeholder technical meetings and workshops and liaise with Value Chain Leaders to ensure the presentation and publication of results and outcomes.
- Undertake any other program-related task assigned by the Director General of IITA or his designated representative.

**Educational Qualifications and Experience:**

- An advanced Postgraduate degree preferably at the PhD level in Agriculture or a closely related field.
- A minimum of 10 years project management experience; 5 of which are in an African setting.

**Core Competencies**

- Proven skills in successful project coordination and management; Experience in the management of an AfDB project will be a clear advantage
- Demonstrated success in working with multi-disciplinary teams and partnerships in a cross-cultural environment;
- Excellent social skills, including a collaborative style, proactive and innovative attitudes;
- Good experience of collaboration with NARS scientists, private partners and other stakeholders across Africa;
- Good planning and organizing capacity; and demonstrated ability to pay attention to details.

**Duty Station:** Cotonou, Benin Republic

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

**Applications:** Applications must include covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, 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, Human Resources Service. Please complete our online application form using this link: <http://www.iita.org/careers>

**Closing Date:** 16<sup>th</sup> February 2018

**IITA is an equal opportunity employer and particularly welcomes applications from women candidates.**

*Please note that only shortlisted candidates will be contacted.*