



AFERA Association des Fonds d'Entretien Routier Africains		ARMFA African Road Maintenance Association
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AFRICAN ROAD MAINTENANCE FUNDS ASSOCIATION

EXECUTIVE SECRETARY:

The African Road Maintenance Funds Association (ARMFA) is a non-political and a non-profit making association that was founded in the year 2003 in Libreville, Gabon. ARMFA's main objective is to form a platform and a network for experience and information sharing on best road maintenance practices in Africa; to discuss and find opportunities on funding options; to promote and strengthen links between members of African Roads Funds; so that Road Funds achieve sustainability in funding and functions.

ARMFA is composed of 34 countries (English, French and Portuguese speakers). To ensure a coordinated management of ARMFA, member countries have been clustered into four regional focal groups that include the West African Focal Group; the Southern African Focal Group; the Central African Focal Group and the East African Focal Group. Each of these focal groups meet regularly to discuss issues of mutual interest for their respective regions, which they later on in the year come together and share during the association's annual conference, whose resolutions are then presented for discussion and adoption at the association's Annual General Meeting.

With almost 15 years representing the interests of Road Funds, ARMFA has successfully positioned itself as the key institution representing the Road Funds at the African and International level and now aims to build on its achievements by recruiting an **Executive Secretary**, to be based at the ARMFA Secretariat in **Addis Ababa, Ethiopia**.

KEY RESPONSIBILITIES:

Under the guidance of the ARMA Executive Committee, the Executive Secretary will:

1. Provide leadership in implementing the ARMFA Strategic Plan, including developing annual work plans and their budgets and monitoring and evaluating their implementation.
2. Lead and manage the ARMFA Secretariat, ensuring efficient and effective programmatic, financial, administrative and communications management and motivating a lean team of members of staff.
3. Develop and implement policy advocacy strategies on key issues affecting the ARMFA members, ensuring integration of Members into the ARMFA policy formulation, implementation and monitoring;
4. Liaise and network with the key African and International policy organs, including the AU, World Bank, SSATP, Regional trading blocks, Sectoral Councils and Committees, among others;
5. Mobilize resources to implement the ARMFA Strategic Plan, including cultivating partnerships with key development partners supporting the ARMFA Agenda and developing strategies to generate other sources of revenue besides membership subscriptions and donors.
6. Enhance ARMFA's mandate by developing and implementing strategies to increase and widen ARMFA's membership.
7. Increase ARMFA's visibility through ensuring development and implementation of an ARMFA Communication Strategy
8. Ensure proper governance of the organization through maintaining a close working

relationship with the Executive Committee and by implementing the decisions of the Committee.

9. Cultivate strategic partnerships and alliances to move the ARMFA agenda forward with organizations across all regions in Africa and internationally.
10. Mobilize knowledge from national, regional and international best practices in fostering road funds participation in policy formulation and regional integration.
11. All other activities that would be required to foster the interests of ARMFA, in line with the ARMFA's mandate and strategic objectives.

SELECTION CRITERIA

(including desirable skills, knowledge and experience):

In order to perform the above tasks effectively, the candidate should have the following qualifications and key competences:

- a) A minimum Master's degree in Economics, Law, Business Administration, International Trade/Relations, Engineering or related fields;
- b) At least ten (10) years of progressively responsible experience in the public and private sector, with 5 of them in senior management. Experience working with Membership Organizations will be an added advantage.
- c) Experience in advocacy and representing the interest of the road funds especially to public policy makers;
- d) Strong operational experience and ability to contribute to strategic thinking and to integrate strategies and policies into ARMFA programs;
- e) Excellent interpersonal and communication skills and demonstrated ability to communicate ideas effectively;
- f) Strong leadership skills including the ability to mentor, coach and to work effectively in multicultural environment, both as a team leader and team member;
- g) Strong analytical skills and ability to produce high quality reports and briefs on key road matters
- h) Excellent computer skills: Word, Excel, PowerPoint etc;
- i) Language skills: proficiency in written and spoken English and/or French is a must. Those who are bilingual will have an added advantage.
- j) Nationality – The position is open to nationals of all member Countries

HOW TO APPLY:

Applicants should submit their application, clearly indicating how they meet the requirements of the position, plus a detailed CV, stating their current position, remuneration, email and telephone contacts and 3 references

Your application should be sent via email to armfa.secretariat@gmail.com with a copy to jruwa@krb.go.ke , alubohoha@gmail.com, kfsolotraore@gmail.com and presidence.amera@gmail.com, to reach the ARMFA Secretariat **by October 17th 2018**. Only applicants who fully meet the selection criteria and are being considered for interview will be contacted.

ARMFA is an equal opportunity employer. Recruitment is done on merit and with no regard to one's, age, colour, gender, marital status, sexual orientation, disability or impairment, race or creed.