



**Vacancy for Programme Officer – CoDA/AU-HLP on IFFs from  
Africa Secretariat**

**Programme and Technical Support to the Secretariat of CoDA / AU-High Level Panel on Illicit  
Financial Flows (IFFs) from Africa**

## **BACKGROUND INFORMATION**

The Coalition for Dialogue on Africa (CoDA) is an independent, international, African-owned forum that identifies and discusses issues of importance to Africa's development within a global context. It is policy-oriented, and works in collaboration with other African and Non-African stakeholders to advance and advocate Africa's development agendas. CoDA operates as a special initiative of the following Pan-African institutions: the African Union Commission (AUC), the African Development Bank (AfDB), the African Import-Export Bank (AFREXIMBANK) and the United Nations Economic Commission for Africa (ECA). It sets a premium on convening informal and inclusive dialogue on niche issues between diverse and influential groups of stakeholders (including government leaders, policy makers, civil society, the private sector and media) and advocating their recommendations effectively to influence policy. In addition to this, the institution aims to build strong partnerships and synergies with leading African research institutions with the objective of grounding its work on solid precise findings. CoDA's priority areas are determined annually by its Board of Directors. These currently include support to Africa's agendas on Regional Integration, Domestic Resource Mobilization (DRM), Public and Population Health as well as Democratic Governance.

In line with its work on DRM, CoDA is also the Secretariat of the African Union (AU) High Level Panel (AU-HLP) on Illicit Financial Flows (IFFs) from Africa and is part of the Joint Secretariat of the Consortium to Stem IFFs from Africa (together with the Department of Economic Development, Trade, Industry, and Mining (ETIM) of the AUC). By way of background, African leaders endorsed the HLP Report and passed an AU Special Declaration on IFFs from Africa (Assembly/AU/Decl.5. (XXIV)). The Special Declaration noted in particular that IFFs constitute a drain on the resources required for Africa's development, particularly given the domestic resource requirements for actualizing AU Agenda 2063 and the Post 2015 Development Agenda. The Special Declaration also called on African Governments to take steps to curtail these flows through, among others, institutionalizing prudent legal and regulatory regimes, including fiscal policies that disallow financial secrecy, fight corruption, strengthen African institutions, build African member states' capacity for contract negotiation and tax administration and identify and return the resources lost through illicit financial flows to finance Africa's development agenda. Acting on this mandate, the Secretariat of the High-Level Panel on IFFs from Africa (CoDA) supports the Panel and its various working groups. On its own, CoDA also delivers support to Africa's Domestic Revenue Mobilization efforts in line with its Board-approved continental agenda. Among other objectives, it focuses on contributing to the urgent continental need to design robust tax policy frameworks which strengthen Africa's capacity to fund its own development policies and priorities.

With regards to the advancement and implementation of this aforementioned initiatives and in support of CoDA's work including the efficient functioning of its Secretariat, the services of a viable **Programme Officer** with the relevant knowledge and experience are now needed. The position is located in the CoDA Secretariat in Addis Ababa, Ethiopia.

The Programme Officer will be responsible for support the Secretariat on policy, programme management as well as planning, coordination, resource mobilization, monitoring and evaluation related activities. They will also provide technical support in the efforts to translate the priorities of the CoDA Board and the AU-HLP into publicly comprehensible information.

## **DUTIES AND RESPONSIBILITIES**

Under the guidance of the Executive Director, CoDA/AU-HLP on IFFs from Africa Secretariat, the Programme Officer will:

1. Provide support to the Executive Director, CoDA/AU-HLP on IFFs from Africa Secretariat in all programme matters related to the Secretariat and ensuring that all programme objectives are implemented in an accurate and timely manner;
2. Support the Secretariat in the implementation of the mandates of the CoDA Board and the AU-HLP on IFFs from Africa
3. Provide technical and administrative support to the CoDA/AU-HLP on IFFs from Africa Secretariat in its overall management as well as the development of its projects;
4. Support the Secretariat in the implementation of the objectives of the CoDA/AU-HLP on IFFs from Africa Secretariat and deliver support in this context to the management of programmes related to the various Working Groups of the Panel;
5. Carry out research, data analysis and contribute to the drafting of substantive documents, project documents, technical reports, proposals, aide memoirs, speeches, key messages and other documents as required;
6. Liaise with partners and relevant stakeholders in the interest of potential as well as continued collaboration to address the Secretariat's priority activities;
7. Support the Secretariat in its resource mobilization activities, including budget management, as well as program evaluation;
8. Serve as the CoDA/AU-HLP focal point for the Joint Secretariat of the Consortium to Stem IFFs from Africa;
9. Support the Secretariat of the HLP on IFFs in the planning, implementation and monitoring of CoDA/AU-HLP activities. These include the convening, organization, servicing and production of outcome documents for Annual Meetings of CoDA's Board of Directors, Annual Meetings of the HLP, Meetings of the Panel's Working Groups, Meetings of the Consortium (together with AUC), Policy Dialogues, and all other related activities.
10. Any other duties as required by the Executive Director

## **Outputs**

The Programme Officer will maintain excellent working relationships with all focal points in partner institutions of the Secretariat. When necessary and will accomplish other tasks according to the needs of the Secretariat and/or as defined by Executive Director.

The Programme Officer will also be expected to deliver the following outputs during the period of the contract:

1. Substantive development of concept notes, project proposal, task briefs and position papers on various planned activities approved for the Secretariat;
2. Well researched and analyzed data and information related to the work of the Secretariat;

3. Inputs to documents and technical reports related to all activities;
4. Improved publicity and buy-in by partners through the production of targeted advocacy materials;
5. Well managed and efficient functioning of the Secretariat

## **QUALIFICATIONS**

The following are minimum requirements:

1. An advanced university degree (Masters or equivalent) in public or business administration, international management, economics, sociology, communications, public relations and/or other related fields;
2. A first level university degree with a relevant combination of professional training, certification and experience may be accepted in lieu of the advanced university degree;
3. Minimum of eight years of progressively responsible experience in economics and/or programme management. Proven experience in work or engagement with international and/or intergovernmental institutions;
4. Knowledge and experience in the areas of programme management, budgeting as well as drafting of substantive / technical documents, etc. Extensive experience in IFF related work and experience in engagement with the agendas of the African Union and its strategic partners including ECA and AfDB will be an added advantage;
5. Ability to draft/edit texts and to articulate ideas in a clear, concise style to a variety of audiences, as well as facilitation skills;
6. Proven excellent management, interpersonal, computer and communication skills;
7. Fluency in written and spoken English. Fluency in an additional official language of the African Union will be an added asset.

## **LANGUAGE**

English language proficiency is required. The knowledge of an additional official language of the African Union will be an advantage.

## **REPORTING**

Overall, the Programme Officer will report to the Executive Director, CoDA/AU-HLP on IFFs from Africa Secretariat.

## **DURATION OF EMPLOYMENT**

This role will be for One (1) year with the possibility of renewal based upon satisfactory performance. A probationary period of up to three (3) months or as determined by the Executive Director will be overseen at the start of the employment.

## **HOW TO APPLY**

Interested individuals should submit their resume and a letter of interest **ONLINE** to **info@codafrika.org** and **gebreselassie3@un.org** no later than 5.00 pm (EAT) on **28 April, 2023.**

Please note that only shortlisted candidates will be contacted.

The Coalition for Dialogue on Africa (CoDA) does not accept any form of fees or payment for recruitment.