



# Coalition for Dialogue on Africa (CoDA)

## VACANCY ANNOUNCEMENT

### SENIOR PROGRAMME OFFICER

#### POSITION'S AUTHORITY

**Report to:** Executive Director

**Location of Post:** Addis Ababa, Ethiopia

**Period of contract:** One year

CoDA invites applications from suitably qualified candidates to fill this vacant position.

**This position is based in Addis Ababa, Ethiopia, and does not attract international terms and conditions. Only applicants who already have the right to live and work in the Federal Democratic Republic of Ethiopia or are eligible to do so will be considered for this position. It should be noted that CoDA does not support applications for work permits and relocation.**

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#### 1. INTRODUCTION

The Coalition for Dialogue on Africa (CoDA) is an independent, Africa-owned forum that facilitates high-level policy dialogues on Africa's development. As a multi-stakeholder platform, CoDA brings together a range of stakeholders to promote dialogue and amplify Africa's voices in the global context. While it works with African Union member states, civil society organizations, inter-governmental organizations, regional agencies, think tanks, research institutes and other global parties, CoDA attempts to address critical issues such as regional integration, illicit financial flows, asset recovery and population health. Founded by the African Union Commission, United Nations Economic Commission for Africa (UNECA), the African Development Bank (AfDB) and the AFRIEXIMBANK, CoDA maintains its strong links with the institutions.

Since its establishment in 2009, CODA remains at the forefront of convening high-level policy dialogues on issues to facilitate coordinated and coherent African response on key developmental challenges of the continent. As a coalition, CoDA also maintains close working relationship with an ecosystem of African organizations working on similar issues.

As a secretariat of the African Union High Level Panel on Illicit Financial Flows (AU HLP on IFF), CoDA also stirs various working groups – Consortium to Stem IFFs from Africa, Working Group on CAPAR and the Working Group on Extractives. It has also established a Technical Committee on Domestic Resource Mobilization (TC on DRM) to help build consensus and develop a common approach and response to the deliberations in the international arena.

CoDA's work currently focuses on the following areas:

- ✓ Promoting regional integration and AfCFTA
- ✓ Supporting the domestic resource mobilization agenda – stemming illicit financial flows (IFF)

and backstopping African countries in the reforms of the global financial architecture and taxation regime.

- ✓ Asset Recovery in support of the implementation of CAPAR
- ✓ Population health – Enhancing Africa’s capacity to respond to pandemics.

## 2. SCOPE OF SERVICES

The Senior Programme Officer is expected to provide support to the Executive Director and the CoDA/AU HLP on IFFs Secretariat provide substantive and programme management support to the Executive Director and the Secretariat for the formulation and execution of the annual program.

## 3. DUTIES AND RESPONSIBILITIES

The role has the overall objective of supporting the Executive Director of the organization and the Secretariat in planning, coordination, management, monitoring and evaluation of CoDA’s engagements. The Senior Programme Officer will also provide technical support in preparation of various documents, including reports, concept notes, briefings, speeches and other substantive documents.

Under the guidance of the Executive Director, the Senior Programme Officer will:

1. Support the Executive Director in the design, implementation and evaluation of approved program activities.
2. Support the Executive Director in identifying and activating various initiatives drawn from the decisions of the Board of Directors.
3. Carry out research, data analysis and contribute to the drafting of background documents, project documents, technical reports, proposals, aide memoirs and other substantive documents.
4. Liaise with partners and relevant stakeholders in the interest of potential as well as continued collaboration for realizing CoDA’s institutional objectives.
5. Support the Executive Director in budget preparation and execution as well as budget monitoring.
6. Support the Executive Director, as Head of the Secretariat of the AU HLP on IFF, in planning, implementation and monitoring of IFF related activities.
7. Support the Executive Director and the Secretariat in training, capacity development, servicing of events, and advocacy efforts.
8. Undertake other activities as directed by the Executive Director.

## 4. HOW TO APPLY

Interested individuals should submit their resume and letter of interest **ONLY ONLINE** to [info@codaffrica.org](mailto:info@codaffrica.org) and [yilalaw@africa-union.org](mailto:yilalaw@africa-union.org) no later than 5.00 pm (EAT) on **31 May 2024**.

Please note that only shortlisted candidates will be contacted.

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