



# Coalition for Dialogue on Africa (CoDA)

## VACANCY ANNOUNCEMENT

### PROGRAMME AND ADMINISTRATIVE ASSISTANT

#### POSITION'S AUTHORITY

**Report to:** Senior Adviser

**Location of Post:** Dakar, Senegal

**Period of contract:** One year

CoDA invites applications from suitably qualified candidates to fill this vacant position. **This position is based in Dakar, Senegal, and does not attract international terms and conditions. Only applicants who already have the right to live and work in the Republic of Senegal 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.**

---

#### 1. INTRODUCTION

Recent developments in Africa have raised serious concerns about the future of democratic governance on the continent. The emerging context is also one in which it is becoming evident that conventional or mainstream assumptions, approaches, and frameworks on the basis of which transitions are designed leave much to be desired and call for a wholesale rethinking. Considering that Africa is home to a number of ongoing transitions, and keeping in mind that the continent is potentially faced with popular pressures for a political, economic and social reset, it has become imperative to rethink and redesign the parameters on the basis of which transitional arrangements are put in place and governed.

Drawing on the lessons of experience and building on comparative insights from other transitions around the world, especially the global south and the former communist states of eastern and central Europe, an effort will be made, through documented experiential reflections, policy research, dialogues and advisory missions, to develop a comprehensive framework and guide for practitioners, policy actors, politicians, civil society leaders and scholars.

The Programme and Administrative Assistant will directly work with and under the supervision of the Senior Adviser of the Coalition for Dialogue on Africa who is facilitating the documentation of lived experiences of transition in Africa and supporting the convening of high-level dialogues to bring together relevant stakeholders to deliberate on how regional and international support to transitions can be better structured in order for desired outcomes to be achieved.

## 2. SCOPE OF SERVICES

The Programme and Administrative Assistant is expected to provide support in terms of basic research, contact outreach and follow-up, information and data collection, and logistical support with the CoDA project on Managing Crisis and Transitions in Africa.

## 3. DUTIES AND RESPONSIBILITIES

He/ she will have specific responsibility for the following:

- a) Provide general programme and administrative support to the Senior Adviser and CoDA Secretariat on a range of political, economic, and social dimensions relating to the management of crisis and transitions in Africa, and on reshaping political and thought leadership on transitions on the continent.
- b) Support the Senior Adviser in the collection of data and initial drafting of reports connected to the experiences of transition in Africa and other parts of the world.
- c) Assist the Senior Adviser in the production of issue papers, background briefs, and policy documents to underpin and support related activities including high level dialogues, debates, seminars, and conferences.
- d) Assist the Deputy Chair and CoDA Secretariat in planning advisory missions to African countries and institutions to share the findings and policy recommendations arising from project activities.
- e) Undertake specific related assignments as requested by the Senior Adviser and the Project leadership.

## 4. QUALIFICATIONS AND EXPERIENCE

She/ he shall have the following minimum qualification and experience:

University degree in social sciences, Humanities p, science or equivalent professional qualifications:

- a) At least five years' experience of working within a relevant African institution;
- b) Knowledge of the political and economic landscape of Africa;
- c) Strong research skills and ability to glean relevant information from various documents to produce quality technical & policy input;
- d) Excellent oral and written communication skills including a proven ability to collate data, prepare reports, present, discuss and defend issues, findings, and recommendations.

## 5. HOW TO APPLY

Interested individuals should submit their resume and letter of interest **ONLY ONLINE** to [info@codafrika.org](mailto:info@codafrika.org) and [yilalaw@africa-union.org](mailto:yilalaw@africa-union.org) no later than 5.00 pm (EAT) on **27 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.