

World Agroforestry Centre (ICRAF) Recruiting a Chief Executive Officer – PROTA (International Position)

Plant Resources of Tropical Africa (PROTA) is a long-term, international and interdisciplinary undertaking to build a high-quality information system on the 7,000 useful plants of Tropical Africa. It is a partnership of 11 scientific institutions (7 in Africa, 3 in Europe and 1 in South-East Asia) and has a legal identity as an International not-for-profit Foundation. PROTA provides rural development organisations, policy-makers, tertiary institutions, research, extension and industry with the information needed to make optimal decisions in a wide range of sectors such as agriculture, forestry, education and horticulture in harmony with local conditions. PROTA is hosted by the World Agroforestry Centre (ICRAF) in Nairobi, Kenya.

The position

ICRAF/PROTA seeks to recruit a candidate for the position of Chief Executive Officer for the Network Office Africa, reporting directly to the PROTA Board Chair and closely collaborating with the PROTA Network Office in Europe. He/she shall implement the policies of the Board in close consultation with the CEO of the Network Office Europe, and shall be responsible to the PROTA Board for the operation and management of PROTA in Africa and for ensuring that its programmes in Africa are properly developed and carried out in accordance with PROTA's mission and objectives. The activities of the Network Office Africa will substantially increase over time, as an increasing number of tasks and activities will be gradually transferred from the Network Office Europe to the Network Office Africa before the end of 2012.

Responsibilities

- Represent the Board of Trustees as the legal representative of PROTA in Africa at its request and within the mandate given;
- Sign deeds, contracts and other legal documents necessary for the operation of PROTA in Africa, in accordance with the authority, specific or delegated, conferred to him/her by the Board of Trustees;
- Implement all the decisions of the Board of Trustees, that are applicable to the Network Office Africa;
- Ensure effective and efficient operation of the PROTA Network Office Africa in Africa;
- Assume the function of Executive Director of PROTA Africa (PROTA Chapter registered as INGO in Kenya), if requested to do so by the Board of PROTA Africa;
- Shall within limits established by the Board of Trustees, be empowered to take such actions as shall be necessary for the attainment of objectives of PROTA.
- Provide leadership to the PROTA network in Africa and manage the human, financial and physical resources of PROTA in Africa;
- Facilitate and support the recruitment, selection and appointment of staff required for the operations of PROTA in Africa;
- Contribute in close consultation with the head of the Network Office Europe to the development of new proposals and initiatives for funding by donors, and undertake further fund-raising actions;
- Draft annual work plans and budgets and report on progress made to the Board of Trustees, regarding the PROTA activities in Africa;
- Manage, report and account for funds allocated to the African network.
- Develop proposals to the Board of Trustees for appropriate mechanisms for monitoring, evaluating and assessing the impact of PROTA's activities;
- Expand the PROTA network to as many of the 47 target countries in Africa as possible.
- Develop and strengthen partnerships with key partners in Africa.
- Build the visibility and credibility of PROTA, both regionally and globally, in close consultation with the head of the Network Office Europe.
- Recommend to the Board of Trustees consultants and fellows required for the operation of PROTA in Africa.
- Act as the second secretary and ex-officio member of the meetings of the PROTA Board of Trustees.

Requirements and qualifications

- A PhD in sciences, management, economics or in a closely related discipline;
- At least ten years proven experience in programme design and implementation;
- Fluency in English and a working knowledge of French;

- Strong communication (written and oral) and interpersonal skills;
- Strong computer skills;
- Ability to travel extensively;
- An effective planner and manager able to conceive and communicate a compelling strategic vision of PROTA in Africa;
- A results-oriented, accountable and proactive leader who is able to represent PROTA to a wide range of stakeholders;
- A self-motivated ‘doer’, able to work with autonomy and effectively with a team, in diverse cultural contexts, for collective success;
- Demonstrated ability to network and raise significant funds for the organization;
- An outstanding and demonstrated sense of personal integrity, high ethical standards and professional accountability.

ICRAF/PROTA is an equal opportunity employer and offers a collegial and gender-sensitive working environment. The position is on **international** terms and will be for an initial period of **one (1) year**, renewable subject to **six (6)** months probation period, assessment of performance, continued relevance of the position and availability of resources. Applicants are invited to send a cover letter illustrating their suitability for the above position against the listed qualifications, competencies, skills, salary expectations, vacancy announcement source together with a detailed curriculum vitae with names and addresses of three referees, including telephone, fax numbers and email addresses. All correspondence should be addressed to the Human Resources Unit, World Agroforestry Centre (ICRAF), P.O. Box 30677, Nairobi, Kenya OR via email: icrafhru@cgiar.org. Applications will be considered until **29th January 2010** and should indicate **“Application for Chief Executive Officer - PROTA”** on their application letters and email submissions.

Only short-listed applicants meeting the above requirements will be contacted.

We invite you to learn more about us at:
<http://www.worldagroforestrycentre.org>
<http://www.prota.org>