



**“Support to satellite navigation services
development and use in Africa” Programme**

Joint Programme Office (JPO)

Vacancy Notice

N° JPO/WP02/2024/VAC/MAA01

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Management Assistant

1. Position information

Position title	Management assistant
Vacancy notice	JPO/WP02/2024/VAC/MAA01
Duty station	Dakar, Senegal
Application deadline	29/11/2024
Date for entry in duty	From 01/01/2025
Eligibility	National of African Union member States <u>Eligible to be a resident and obtain a work permit in Senegal</u>
Special notice	The "Support to satellite navigation services development and use in Africa" Programme is supporting gender equality, and women and girl's empowerment. Female candidates are strongly encouraged to apply for the position.

2. Support to satellite navigation services development and use in Africa

The "Support to satellite navigation services development and use in Africa" Programme, co-funded by the European Commission (EC) and the Agency for Air Navigation Safety in Africa and Madagascar (ASECNA) in the frame of the Africa – EU Space partnership programme, aims to enhance, as far as satellite navigation is concerned, the African institutional and innovation space cooperation framework.

This objective is broken down into two (02) components:

- Component I:
Support to the development and provision of Satellite-based Augmentation System (SBAS) services in Africa, and to their integration into the regional strategies and planning
- Component II:
Support to the adoption and use of Global Navigation Satellite System (GNSS) services in Africa and to the development of corresponding applications and markets

The achievement of the Programme objective, its expected results and the performance of its related activities, are entrusted to a pan-African project team of experts, the SatNav Africa Joint Programme Office (JPO), which office is hosted by ASECNA in Dakar, Senegal.

The main beneficiaries of the Programme include the African Union institutions, including the African Commission Commission (AUC) and the African Space Agency (AfSA), the African Civil Aviation Commission (AFCAC), the International Civil Aviation Organisation (ICAO), the Arab Civil Aviation Organisation (ACAO), the Regional Economic Communities, the national Space Agencies, Air Navigation Service Providers (ANSPs) and Airlines.

Beneficiaries also include institutional, academic and industrial actors in the sectoral value chains beyond aviation, such as agriculture, maritime, geolocation/mapping, and drones.

The end beneficiaries include the air transport and other sectors end-users and the African citizens in general who will benefit from the positive economic and environmental impact of improved safety, cost reduction, lower carbon emission, increased connectivity, job creation, etc.

The governance of the Programme is provided through a Steering Committee, co-chaired by the African Union Commission and the European Commission in the frame of the Africa-EU Space Strategic Partnership.

The Programme is seeking to recruit a Management Assistant to support the JPO team.

3. Major duties and responsibilities

The incumbent will contribute to the implementation of the Programme to achieve its objective and expected results, by providing transversal support in general management as well as for communication and visibility activities.

He/she will act as Management Assistant within the JPO team and will be reporting functionally to the Director of the Programme.

He/she will interact with all the other members of the JPO team as well as with external organisations concerned with the implementation of the Programme.

The main responsibilities for the position will include:

1. Ensure general management and daily running of the JPO team activities: manage mails, emails, and calls, prepare documents (correspondences, reports, notes, ...), welcome, inform and guide visitors to the JPO team, manage the calendar of events of the JPO team, develop and maintain the JPO contact database, facilitate the internal communication flow ...
2. Support the management and archiving of the JPO documentation
3. Plan, prepare and organise from a material and logistic perspective the internal and external events of the JPO team
4. Organise the travels of the JPO team and of the external participants to the Programme,
5. Prepare and record the files pertaining to the operational expenditures of the JPO team and events
6. Monitor the logistics resources availability, and establish orders, receive, and manage supplies and consumables
7. Contribute to the planning, monitoring and evaluation of the activities of the JPO team, and to the development of dashboards and periodic progress reports
8. Assist in the execution of the JPO communication plan, and contributes to various internal and external communication activities, including the animation of the communication media (website, Twitter account, LinkedIn page...) and the creation and edition of publications (newsletters, brochures etc.)

4. Qualifications and experience

Education :

Essential :

- Bachelor's degree (or equivalent) in Project Management or related area

Desirable:

- Degree in Communication

Professional experience:

Essential:

- Five (5) years or more of relevant professional experience in general management

Desirable:

- Experience in communication
- Experience in working in international (or similar) organisations in Africa

Languages:

Essential:

- French: Proficient user, CEFR¹ C2 level
- English: Independent user, CEFR B1 level

General Management:

Essential:

Proven ability to:

- Provide general assistance to management and/or teams
- Manage calendars/agendas and organise events
- Draft correspondence, reports, notes, and screen/distribute incoming documents

Desirable:

Proven ability to:

- Work in a multicultural environment

Communication:

Desirable:

- Acquainted to communication and visibility tasks such as development of publications (brochures, newsletters, ...) and promotional items (banners, kakemono, ...)
- Proven proficiency in web content management, in using various social media platforms, and in community management

¹ Common European Framework of Reference for Languages (CEFR)

Digital:

Essential:

- Advanced experience in using computers, including latest digital communication and document production tools (office software, VoIP software, ...)

5. Personal qualities

Ability to:

- demonstrate professional competence and mastery of subject matter, to work autonomously and confidentially, to be results driven, to make realistic commitments, to meet deadlines, to show persistence when faced with difficult situations or challenges, and to work under stressful situations
- take ownership of all responsibilities and honour commitments, to deliver outputs within prescribed time, cost and quality standards, and to operate in compliance with organisational regulations and rules.
- work in a multicultural environment, to work collaboratively with colleagues to achieve project goals, to solicit input by genuinely valuing others' ideas and expertise, to share credit for team accomplishments, and to accept joint responsibility for team shortcomings
- focus on priorities, create synergies, and manage scarce resources as well as to promote the guiding principles of openness, transparency, independence, and technical excellence
- speak and write clearly and effectively, to exhibit interest in having two-way communication, and to be eager to share information and to keep people informed.
- communicate effectively and fluently in a transparent and open manner with internal and external stakeholders, including national, and international authorities, international organisations, press, the public, as well as to represent the JPO in external fora.

6. Conditions of employment

Applications are opened to nationals of the African Union member States.

The post is to be filled on a fixed-term basis until March 2027. It may include a probation period of three (03) months.

Remuneration will be defined in accordance with the conditions applicable to the Programme and depending on the experience of the incumbent.

The type of employment contract may differ according to the status of the incumbent. This can include temporary contract through an employment agency.

7. How to apply

Interested candidates must complete an application dossier which shall include:

- Curriculum Vitae (CV)
- Motivation letter
- Passport copy
- Copies of diploma(s) and certificate(s)
- Recommendation letter(s) (optional)

The CV shall be compliant with the Europass CV format and be created using the CV builder available here:

<https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>

Notes:

Instructions and guidelines for filling the CV can be found here:

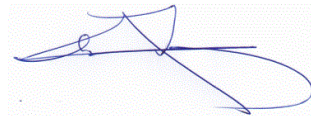
<https://europass.europa.eu/en/create-europass-cv>

Applications dossier shall be submitted electronically, by not later than November 29, 2024 (18:00 UTC) to: vacancy@satnav-africa.com

The "Support to satellite navigation services development and use in Africa" Programme reserves the right not to uphold the present vacancy notice.

18 novembre 2024

Director of the Programme



Ceubah GUELPINA

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