



## **ASSOCIATION FOR STRENGTHENING AGRICULTURAL RESEARCH IN EASTERN AND CENTRAL AFRICA (ASARECA)**

### **POSITION TITLE: EXECUTIVE DIRECTOR – ASARECA**

#### **OVERVIEW**

Future Options Consulting Ltd. has been exclusively retained by ASARECA to recruit an exceptional leader for the position of Executive Director. The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a sub-regional not-for-profit Association. ASARECA was established in 1994 by member States represented by their National Agricultural Research Institutes following the approval of the Framework for Action for agricultural research in Eastern and Central Africa by the Special Programme for Agricultural Research in Africa. The Association currently covers fourteen (14) member States in the sub-region, namely: Burundi, Cameroun, Central African Republic, Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Madagascar, the Republic of Congo, Rwanda, South Sudan, Sudan, Tanzania, and Uganda.

#### **ABOUT THE POSITION**

Reporting to the Board of Directors, the Executive Director is responsible for providing strategic leadership and management to achieve ASARECA's mission. He/she develops and maintains strategic relationships with a diverse range of stakeholders (policymakers, National Agricultural Research and Extension Institutions, farmers, private sector, NGOs, universities, sub-regional organizations, consultative group on international agricultural research, secretariats of Regional Economic Communities, development partners, etc.) that ASARECA partners with and relies on to achieve its goals.

#### **DUTIES AND RESPONSIBILITIES**

##### **1. STRATEGIC DIRECTION AND INSTITUTIONAL LEADERSHIP**

- Provide vision and leadership in strategic and operational planning and implementation.
- Identify key strategic objectives, long-range strategic plans, governance structures and objectives for the Association and each business unit.
- Develop key performance indicators and milestones to measure the progress and delivery of identified strategies and objectives.
- Lead the implementation of the Association's strategy as the Chief Executive Officer of the Association.
- Direct and provide guidance on the Association's Day to day operations.
- Oversee implementation of the Association's risk management strategy, ensuring that institutional and operational risks are identified, managed, and mitigated.
- Set the Association's ethical tone and institutional commitment to zero tolerance for corruption, financial mismanagement, and other forms of misconduct.
- Lead and demonstrate the Association's commitment to inclusiveness and tolerance in its

vision, service delivery and institutional operations.

- Promote a work culture that is aligned with ASARECA's Values and strategic direction.
- Ensure that the Association has efficient systems for implementing and monitoring its program portfolio.

## **2. OPERATIONAL, PROGRAMMATIC AND HUMAN RESOURCE MANAGEMENT**

- Oversee the management of ASARECA to ensure the Secretariat is appropriately structured, effectively administered, staffed, and funded to perform its mission, in keeping with the policy and procedure approved by the ASARECA Board of Directors.
- Ensure compliance with applicable laws, regulations, and agreements.
- Prepare progress reports on implementation of the programs of the Association as well as other documents, for presentation to the Board of Directors.
- Ensure performance standards are in place for all parts of the Secretariat with respect to programs and services provided both internally and externally and that they are reported and reviewed on a regular basis to improve the overall performance of the Secretariat.
- Ensure that the Association has the right talent in terms of competence and other attributes both for current and emerging needs, through effective recruitment and selection processes, subject to Board approval.
- Develop and review rules and regulations governing the employment and management of the staff of the Secretariat for consideration by the Board of Directors.
- Provide direct supervision for the senior management team, including Board appointed staff and encourage collaboration and effective teamwork across the Secretariat.
- Ensure high staff morale and staff equity and efficiency through regular review of terms of employment, incentives, staff policies and procedures and upgrading of skills as needed in the interests of the Association.
- Take responsibility for effective communications between management and staff for promoting a service oriented culture within the Association.
- Lead by personal example and encourage all personnel to conduct their activities in accordance with all applicable laws and the Corporation's standards and policies.
- Create an accountability framework for staff and be ultimately responsible to the Board for the general performance of the association.

## **3. GOVERNANCE ENHANCEMENT**

- Act as a liaison between ASARECA management and the Board of Directors. Provide support to the chairperson of the board of directors as the chief spokesperson on sub-regional issues of agricultural research and development.
- Organize, plan, and manage all the meetings of the Association's Board of Directors, in consultation with the Chair of the Board.
- Communicate effectively with ASARECA stakeholders, including employees, government authorities, National Agricultural Research Institutes, the public, and other stakeholders.
- Ensure that sufficient information is provided to the Board to make appropriate decisions.
- Ensure the integrity of all public disclosures by the Association.
- Provide leadership in the implementation of Board decisions.
- Regularly appraise the Board of the Association's risk management efforts, including strategic and operational risks.
- As Secretary to the Board; (i) Support the Chairperson of the Board of Directors to formulate

and circulate the agenda for the meetings of the Board of Directors. (ii) Act as the minute secretary for the Board of Directors. (iii) Keep the Board informed of the progress in the managing the affairs and implementation of the mandate. (iv) Secure all the Board documents and papers. (v) Provide administrative and technical support to the Chairperson and the Board.

#### **4. FINANCIAL, RISK AND COMPLIANCE MANAGEMENT**

- Provide leadership in the management of the Association's financial resources to ensure a sustainable institutional financial position.
- Ensure that the expenditures of ASARECA are within the authorized annual budget.
- Prepare the annual work-plans, budgets, and financial statements of the Association for presentation and approval by the Board of Directors.
- Assess the principal risks of ASARECA and ensure that these risks are being monitored and managed.
- Ensure that effective internal controls and management information systems are in place.
- Ensure that ASARECA has appropriate systems to enable it to conduct its activities both lawfully and ethically.
- Ensures that accurate, timely and well-supported financial reports are produced and distributed in accordance with existing financial and administrative policies and procedures.
- Ensure that the Association's accounts are properly audited, as stipulated by the Association's By-laws and financial procedures.

#### **5. STAKEHOLDER ENGAGEMENT & EXTERNAL RELATIONS**

- Serve as the principal interlocutor for ASARECA in sub-regional, regional economic communities (RECs), continental and other international fora, to increase the visibility of ASARECA and collective action more broadly.
- Broaden and deepen national, sub-regional, African, and global support for the Association through technical and policy advocacy, representation, and negotiation.
- Promote and nurture partnership with relevant institutions involved in agricultural research and innovation program in AR4D landscape at sub-regional, continental, and global arena.
- Sustain and build excellent relationships with national and supra-national actors that ASARECA relies on to achieve its goal.
- Ensure that ASARECA's agenda and outputs remain relevant and provide solutions to the sub-region and member country demands.
- Undertake frequent travel within the sub-region and beyond to represent ASARECA in relevant fora and bilateral meetings.
- Lead in the development of innovative approaches to leveraging the ASARECA's brand within the region and globally.
- Engender credibility and legitimacy as the chief spokesperson for the Association on all issues.

#### **SECONDARY DUTIES AND RESPONSIBILITIES**

The Executive Director will perform any other related duties as the chairperson, and the Board of Directors ,may assign for the realization of the goals and Objectives of the Association.

#### **EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

## **EDUCATION**

- PhD in agricultural, biological, physical, social/business sciences, or related fields from a recognized university.

## **RELEVANT EXPERIENCE**

- At least fifteen (15) years' experiences in technical agricultural research for development, ten (10) of which should be in a senior leadership, management, and coordination role.
- Experience in a similar position at sub-regional/regional or continental level is preferred.
- Deep understanding of collective action in agricultural research and innovation management, and how it can be harnessed to improve the impact of research and innovation packages for adoption and upscaling.
- Demonstrated strong understanding of agricultural research for development issues in Africa.
- Excellent communication and interpersonal skills and ability to build consensus and manage conflict.
- A strong record of fundraising experience and familiarity with working and reporting modalities.
- Demonstrated ability to build and sustain partnerships.

## **REQUIRED COMPETENCIES**

- Strong conceptual, analytical and problem-solving skills.
- Leadership skills.
- Strategic thinking.
- People management skills.
- Planning and coordination skills.
- Networking, negotiation and diplomatic skills.
- Financial management skills.
- Strong interpersonal skills, tact, and patience.
- Excellent IT and digital skills.
- Effective presentation and report-writing skills.
- Result-oriented, professional, accountable, and proactive.
- Ability to work effectively and efficiently individually and with multi-disciplinary teams in diverse cultural environments and drive action to accomplish goals for collective success.
- Willingness and ability to work under stress, including willingness and ability to travel extensively.
- Ability to multi-task and prioritize work amidst competing demands.

All interested and qualified persons are encouraged to apply by email: [vacancy@futureoptions.org](mailto:vacancy@futureoptions.org) clearly indicating the Position Title in the email subject line. **The deadline for submissions is 19<sup>th</sup> April 2025 at 11:59 pm (EAT).**