



# Inades-Formation

*Servir le bien commun – Serving the common good*

Institut Africain pour le Développement Economique et Social – Centre Africain de Formation  
African Institute for Economic and Social Development – African Training Centre

## Introducing Inades-Formation

**The African Institute for Economic and Social Development – African Training Center (Inades-Formation)**, is an international association under Ivorian law, established in 1975 and recognized as a public utility by the Ivorian State. The General Secretariat (its international headquarters) is based in Abidjan (Côte d'Ivoire). It is established in ten (10) African countries: Burkina Faso, Burundi, Cameroon, Côte d'Ivoire, Kenya, DR Congo, Rwanda, Tanzania, Chad and Togo. From these countries, Inades-Formation is involved in other neighboring countries, particularly in the framework of advocacy platforms. Inades-Formation's mission is to *"work for the social and economic advancement of the populations, giving particular importance to their free and responsible participation in the transformation of their societies"*.

Through this mission, Inades-Formation is committed to helping African populations, and in particular the most disadvantaged, to get organized in order to take their destiny in their hands. Inades-Formation's target audience is farmers and their organizations (self-help groups, agricultural producers' cooperatives, women's and youth organizations, networks of farmer organizations, local communities, development mutuels, etc.), local authorities, NGO agents, agents of para public development institutions, and civil society organizations.

From a general point of view, the General Secretariat's mission is to promote within the Inades-Formation Network: (i) Unity of inspiration and quality of pedagogical activities, while respecting the particularities linked to the context of intervention in each country and (ii) Solidarity and balance in matters of finance and management, so that the institution's resources can be put to use for its purposes wherever deemed necessary.

In order to strengthen its operational team at the General Secretariat, based in Abidjan, Inades-Formation is recruiting a **PROGRAMS DIRECTOR (PD)**.

## Terms of the employment contract:

Title of the position	<b>Programs Director (PD)</b>
Location-Country of assignment	Abidjan-Côte d'Ivoire, with the possibility to travel abroad, especially in the countries of establishment
Line manager	Secretary General
Nature and duration of the contract	Fixed term contract (CDD) of one (1) year with the possibility of renewal under the mandate format, after evaluation
Probable starting date	September 1, 2022
Status	Executive
Salary	According to the salary scale in force
Social benefits	Insurance and other benefits according to the statute

## Job description

Reporting to the Secretary General of Inades-Formation, the Programs Director will have the following main responsibilities and tasks:

### **1. Support the facilitation and the revitalization of the associative life within the Inades-Formation Network**

- ❖ Contribute to the preparation of files necessary for decision-making by the network's decision-making bodies (IBD, IGA);
- ❖ Support National Associations and National Offices at the technical level as needed;
- ❖ Contribute to the process of reflection and ownership of the implementation aspects of the new work approach (SAADEV).

### **2. Ensure and coordinate the design and implementation of sustainable development programs within the network**

- ❖ Contribute to the development and implementation of Inades-Formation's financing policy;
- ❖ Design proposals for programs and projects on promising themes in accordance with the guidance of the DOS;
- ❖ Supervise the preparation and execution of research studies;
- ❖ Lead prospective reflections on different themes likely to feed the programs of Inades-Formation;
- ❖ Stimulate and support creativity and innovation in approaches, methods, products and services for the benefit of target populations.

### **3. Ensure quality control and monitoring-evaluation of the network's programs and projects**

- ❖ Supervise the implementation, monitoring and evaluation of the Inades-Formation network's joint programs and projects;
- ❖ Ensure quality control of products and services provided to target populations by network entities;
- ❖ Establish knowledge management mechanisms within the network and ensure the capitalization of experiences and other "Best Practices" within the network.

### **4. Contribute to the facilitation of the website and to the communication on programs and projects**

- ❖ Communicate about program and project activities through the website;
- ❖ Capitalize on innovative experiences for publications.

### **5. Carry out any other task entrusted by the Secretary General in the accomplishment of the mission of Inades-Formation.**

## Job profile (skills, knowledge and qualities expected)

According to the Inades-Formation job description, the candidate must have the following profile:

- Have an engineering degree or equivalent (at least 5 years of higher education) - Agronomy, Agroecology, Environment, International Development, Rural Development, Community Development, Sociology of Development, or any other similar subject;
- Have a minimum of seven (7) years of experience working in development NGOs, including five (5) years with Inades-Formation, in the management of development projects and programs;
- Demonstrate strong experience in designing and conducting workshops or seminars, prospective analysis, programming, monitoring and evaluation of change processes;
- Have a good managerial capacity and team management;
- Possess strong knowledge production skills (be able to prepare high quality reports for a wide range of audiences);

- Demonstrate strong analytical skills, strong writing skills, synthesis and decision making skills;
- Have planning and organizational skills and experience;
- Have proven ability to build and lead motivated teams;
- Have a perfect command of computer tools (Office pack);
- Have a good command of French and English.

### **Other skills**

- Knowledge of monitoring and evaluation tools is an asset;
- Ability to work under pressure with multiple and complex tasks;
- Discretion, reactivity, precision, rigor and ethics in the work;
- Ability to work in a team, in a multicultural environment and in a French and English speaking environment;
- Be courteous and honest, discreet and of good character;
- Good listening skills and ability to work under pressure;
- Excellent interpersonal skills and oral and written communication skills;
- You must be organized, curious, rigorous and have the ability to adapt and innovate;
- Commitment to the most disadvantaged, especially in rural areas;
- Have a driver's license;
- Ability to travel.

**NB: This call is limited to associate members and employees of the Inades-Formation network.**

### **Application forms**

Applications must include:

- A cover letter;
- A birth certificate or any other document in lieu thereof;
- A detailed curriculum vitae (4 pages max) with photo and contacts of three (3) professional references of the candidate;
- A photocopy of the diplomas obtained;
- A photocopy of an identity card;
- Work certificates.

Applications, bearing the words "**Application for the position of Programs Director of Inades-Formation**", must be sent to Inades-Formation, at the following address: [recrutements.sg@inadesfo.net](mailto:recrutements.sg@inadesfo.net), no later than **August 15, 2022 at 23:59 GMT**.

For any questions, please call (225) 27 22 40 02 16 / 27 22 40 02 20.

**NB:** Female applicants are strongly encouraged to apply. Incomplete, non-compliant or late applications will not be reviewed. Inades-Formation reserves the right to give a favorable response only to selected candidates.