



**REGIONAL CENTRE FOR
MAPPING OF RESOURCES
FOR DEVELOPMENT**

VACANCY ANNOUNCEMENT

The Regional Centre for Mapping of Resources for Development (RCMRD) was established in Nairobi, Kenya in 1975 under the auspices of the United Nations Economic Commission for Africa and the African Union. It is an intergovernmental organization and currently has twenty (20) contracting member States, namely: Botswana, Burundi, Comoros, Ethiopia, Kenya, Lesotho, Malawi, Mauritius, Namibia, Rwanda, Seychelles, Somalia, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

The Centre's mission is to promote sustainable development in the member States through generation, application and dissemination of geo-information and allied ICT technologies, products and services. The main Geo-information technologies promoted by the Centre are Geographic Information System (GIS), Satellite Remote Sensing, Global Positioning System (GPS) and Information Technology (IT). The Centre is also vigorously involved in the promotion of the development of National Spatial Data Infrastructure (SDI) in its member States and in Africa.

Since its establishment, the Centre has been instrumental in capacity development in resource surveys, mapping, remote sensing, GIS and natural resources assessment and management in Africa. The Centre implements projects on behalf of its member States and development partners as well as undertaking advisory services, research and development activities.

RCMRD wishes to fill the following vacant positions:

DIRECTOR OF COMMON SERVICES – P5

The Director of Common Services will coordinate the activities for the Directorate in providing support to the Technical Services Directorate under the guidance of the Director General. The incumbent will also provide leadership in business development, marketing and awareness of RCMRD.

Duties and responsibilities

- Initiating and coordinating the formulation of the Directorate's annual work plan and budget;
- Coordinating the activities of all the sections of the Common Services Directorate. These activities include, but are not limited to:
 - ✓ Training;
 - ✓ Project identification and proposal development in liaison with Technical Services Directorate;
 - ✓ Monitoring and evaluation;
 - ✓ Business development and marketing;
 - ✓ Resource mobilization;
 - ✓ Public relations, communication and outreach.
- Coordinating the preparation of strategic plans, annual work plans, annual reports, Centre's profile, training brochures, newsletters, marketing materials, GC documents and meetings;

- Coordinating of ISO process and quality service;
- Marketing the Centre's products, services and activities at all levels;
- Coordinating international collaborative technical activities e.g. conferences, symposiums and workshops;
- Participating in workshops, seminars and regional meetings so as to market the Centre as well as performing the marketing and resource mobilization function during such events;
- Reporting on the activities of Directorate to Management;
- Knowledge building and sharing with regards to management and operations in the Common Services Directorate;
- Providing leadership and management of financial and human resources in the Directorate;
- Serving as a member of the Centre's Management Committee; and
- Any other duties as directed by the Director General.

Qualifications and experience

- Masters' degree in Business Administration, Public Administration, Marketing, Management or a related field; and
- Eleven (11) years of experience with not less than Five (5) years in a senior management position in a similar organization (inter-governmental, public organizations or NGO sector);

In addition to the above, the candidate must possess the following:

- A proven track record of successfully managing business or operations or corporate services in a multi-user setting in the inter-governmental, public or NGO sector is desirable.
- Have extensive experience and skills in senior management, leadership and strategic roles.
- Possess skills in relationship building and resource mobilization;
- Have financial and human resource management skills.
- Have good communication and interpersonal skills.

Contract duration: Three (3) years renewable for a maximum of three (3) terms.

Remuneration

Salary Scale: The salary for the above position is consolidated and is in the range of:
P5: USD 51,707.16 by \$2,186 to USD 67, 011.84 p.a.

Entry point for the position will be determined by qualifications and experience.

Benefits: These include, housing allowance, transport allowance, contributory provident fund with both parties contributing 7% of monthly basic salary towards the fund, 10% gratuity of annual basic salary based on successful completion of the contract and a staff contributory group medical scheme to a maximum of five (5) family members.

Finance Officer – P3

Reporting to the Director General, the Finance Officer will be responsible for the implementation of financial policies and coordination of finance related and accounting activities.

Duties and responsibilities

- Maintaining financial and accounting controls;
- Facilitating the preparation of monthly management accounts and reporting;
- Preparing the budget and exercise proper budgetary control;
- Cash flow management, including forecasts;
- Debtors' and creditors' management;
- Investment management;
- Coordinating the procurement process;
- Serving as Financial advisor to the Director General and the management of the Centre;
- Supervising staff in the Section;
- Acting as Secretary of the Finance Committee of RCMRD Governing Council; and;
- Any other duties that may be assigned by the Supervisor.

Qualifications and experience

- Master's degree in Accounting, Finance or any business related field;
- CPA (K), ACCA or a recognised professional qualification; and
- Three (3) years working experience in financial accounting, management accounting and financial management.

OR

- Bachelor's degree in Accounting, Finance or any business related field;
- CPA (K), ACCA or a recognised professional qualification; and
- Twelve (12) years working experience in financial accounting, management accounting and financial management.

Contract duration: Three (3) years renewable for a maximum of three (3) terms.

Remuneration

Salary Scale: The salary for the above position is consolidated and is in the range of:

P3: USD 38, 566.80 by \$ 1, 273.32 to USD 50, 022.36 p.a.

Entry point for the position will be determined by qualifications and experience.

Benefits: These include, housing allowance, transport allowance, contributory provident fund with both parties contributing 7% of monthly basic salary towards the fund, 10% gratuity of annual basic salary based on successful completion of the contract and a staff contributory group medical scheme to a maximum of five (5) family members.

Citizens of the following countries are eligible to apply for the positions:

- Botswana
- Burundi
- Comoros
- Lesotho
- Mauritius

- Namibia
- Seychelles
- Somalia
- South Africa
- Sudan
- South Sudan
- Eswatini (Swaziland)
- Uganda
- Zambia
- Zimbabwe

Qualified and interested candidates from these member States should submit their applications, along with a detailed Curriculum Vitae as well as copies of relevant certificates and testimonials through their contact Ministries to:

Director General,
Regional Centre for Mapping of Resources for Development (RCMRD)
P.O Box 632, 00618
Kasarani Road, off Thika Road.
Nairobi , Kenya

Via email to jobs@rcmrd.org so as to be received not later than 31st August, 2018.

Applicants for these positions must be nationals of the RCMRD's member States only.