

# ToR for positions Amani Africa is seeking to fill in

Amani Africa recruitingToR for positions Amani Africa is seeking to fill in Date | 20 November 2023

Amani Africa Media and Research Services is a pan-African policy research, training and consulting think tank that works on multilateral policy processes relating to peace and security, democratic governance and constitutional rule and global governance that are of concern and interest for Africa. It is the leading source of information and analysis on matters African Union (AU) in general and its Peace and Security Council (PSC) in particular. Amani Africa supports the pan-African vision of a peaceful, prosperous and integrated Africa through evidence-based research, training, strategic communications, technical support, convening and facilitation.

As part of the consolidation of its work, Amani Africa invites applicants with relevant expertise and experience to apply for the following exciting vacant positions:

## 1) Director of Programs

### Requirements

- Minimum of Master's degree in peace and security studies, political science, international relations, law and related fields

- Minimum of five-year experience (of working in International Organizations operating in Africa particularly the AU, the UN, RECs, policy research organizations, civil society organizations, academic or media institutions),

- Knowledge of the African union and other IOs operating in

Africa, proven record of research and writing skills, eager to develop expertise on African IOs and multilateral policy processes

- Knowledge of more than one AU working languages is desirable
- Knowledge and experience of project development, management and implementation in the non-state sector
- Excellent verbal, written and interpersonal skills

### Responsibilities

- Conceptualize, design, implement and/or oversee the implementation of the research, the technical support and training projects of Amani Africa including through the initiation or contribution to the development of project proposals
- Monitor and oversee the implementation of various Amani Africa projects using relevant monitoring and tracking instruments
- Based on the tracking and documentation of activities undertaken under various projects, draft narrative reports and ensure the timely preparation of the corresponding financial reports
- Oversee and manage the administrative and operational works
- Contribute to the research, technical advisory/support, training and outreach activities of Amani Africa
- Plan and follow up meetings with key stakeholders including for conceptualizing Amani policy research works
- Ensure the tracking of all the activities of the AU and other African IOs including, but not limited to, peace and security issues and other relevant developments

## **2) Senior Researcher**

## Requirements

- At least Master's degree in peace and security studies, political science, international relations, law and related social science fields.
- At least five-year experience of working for policy advocacy or research organizations, diplomatic missions, in international organizations like the AU, the UN, RECs, academic institutions,
- Knowledge of and experience of working on multilateral policy issues including those relating to the African Union and other international organizations or agencies operating in Africa, proven record of research and writing skills, able to work independently and in diverse settings,
- Passion for and eagerness to develop expertise on multilateral and pan-African policy processes
- Knowledge of more than one AU working language is desirable
- Knowledge and experience of working on/with the AU Peace and Security Council are highly valuable
- Excellent verbal, written and interpersonal skills

## Responsibilities

- Undertake relevant research and produce regular analysis for Amani Africa's policy research publications including its flagship publication "Insights on the PSC"
- Conceptualize, design, implement and/or oversee the implementation of the research, the technical support and training projects of Amani Africa
- Plan and implement dissemination of the research work of Amani Africa through direct communication with stakeholders, briefings and presentations

- Establish and maintain close working relationship with all stakeholders engaged in African multilateral processes particularly in relation to the AU;

- Initiate and establish collaborative working relationship with various relevant partner entities including peer organizations for developing and implementing joint activities;

- Initiate, plan and implement high-level policy convening on current issues of importance relating to Africa's multilateral policy processes

- Track, document and regularly analyse the work and activities of Africa's IOs

- Together with the program director, develop, maintain and regularly update stakeholders database and arrangements for collaborative work with partner organizations

### **3) Lead communications content and media producer**

#### Requirements

- At least Master's degree on peace and security studies, political science, international relations, law and related social science fields and expertise and **experience and educational background in media and communications.**

- At least Five-year experience of working on media and communications for policy advocacy or policy research organizations, diplomatic missions, and international organizations such as the AU, the UN, RECs, policy research organizations, civil society organizations, or academic or media institutions

- Strong expertise, skills and experience in developing and producing media products including documentaries and video and audio-visual products that accompany and promote the research and analytical works of Amani Africa through our YouTube**

## **channel and various media platforms**

- Passion for and eagerness to develop expertise on multilateral and pan-African policy processes and is able to develop and implement the media and communications strategy and build close working relations with regional and international media houses
- Knowledge of more than one AU working language is desirable
- Excellent verbal, written and interpersonal skills

## **Responsibilities**

- develop and produce media products including documentaries and video and audio-visual products that accompany and promote the research and analytical works of Amani Africa through our YouTube channel and various media platforms
- Conceptualize, design, and implement the implementation of the research, the technical support and training projects of Amani Africa
- Establish and maintain close working relationship with regional and international media representatives and correspondents as well as AU, UN and RECs as well as diplomatic missions' media and communication experts;
- Initiate, plan and implement headline making press conferences and engagements with the press
- Track, document and regularly analyse the work and activities of the AU, RECs and UN agencies working on African issues;
- Together with the management team develop, maintain and regularly update stakeholders database and arrangements for collaborative work with partner organizations

## ***Application Submission***

Interested applicants are requested to submit their CV with

relevant experience and two referees to [amaniafrica.et@gmail.com](mailto:amaniafrica.et@gmail.com) by 8 December 2023. When submitting your application please indicate the exact position you are applying for.