



AFRICAN PETROLEUM PRODUCERS' ORGANIZATION
ORGANISATION DES PRODUCTEURS DE PETROLE AFRICAINS
APPO

VACANCY

The African Petroleum Producers' Organization (APPO) is looking for qualified candidates, citizens from its fifteen (15) Member Countries to fill the vacancy below:

DIRECTOR OF SUPPORT SERVICES			
Code of the Position:	03.1	Minimum qualification:	Post Graduate Diploma
Title (Acronym):	Director Support Services (DSS)	Experience:	15 years
Group:	Group I	Category	Category 2
Reporting Authority:	Secretary General	Age range:	Between 40 and 60 years
Duration of mandate: 3 years renewable once.			

No.	Position	Main missions	Required profiles
1.	DIRECTOR OF SUPPORT SERVICES	<p>Objective: The Director of the Support Services Department is charged with ensuring the proper functioning of the Secretariat's services, administrative activities and infrastructure in order to provide the enabling environment for the Organization to achieve its objectives. He/she will also support the Secretary General with specific coordinating functions within the Secretariat, particularly with regards to financial, human resources, and IT related activities. The person occupying this post will plan, direct and coordinate the work of the Department and its units within the broader context of the APPO strategy and work programme.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Supervise, motivate and contribute to the professional development of staff in his/her Team within the framework of the staff policy of the Organization. 2. Ensure the application of a proactive strategy for the financing and fundraising of the Secretariat. 	<ol style="list-style-type: none"> 1. Holds a postgraduate degree in Finance/Human Resources or any other relevant qualification/certifications issued by a recognized university/higher education institution/professional body; 2. Age range: Between 40 and 60 years; 3. Minimum of fifteen (15) years professional experience in the petroleum sector; 4. Good knowledge of computer and office tools, MS Excel, PowerPoint and MS Project 5. Good analytical skills, organizational skills and ability to work in a team setting within a multicultural environment; 6. Ability to take initiative, sense of discipline and ability to work under pressure; 7. Ability to manage a team in a multicultural environment, develop good relationships with other

		<ol style="list-style-type: none"> 3. Ensure that financial resources are used efficiently and effectively to produce the highest quality, policy relevant programme outputs for the benefit of APPO Member Countries. 4. Provide regular reports to the Secretary General on programme, budget and staffing issues, providing strong guidance and flagging any potential associated risks to the programme in a timely manner. 5. Oversee the proper administrative management of contributions from the Member Countries and any other sources. 6. Ensure proper development, monitoring and implementation of the annual budget of the Organization. 7. Observe and enforce the regulations of the Organization pertaining to the Department's activities. 8. Monitor and ensure compliance by the Secretariat with all relevant administrative management matters established in the APPO rules, regulations and procedures. 9. Monitor and flag any issues or problems with Organization's assets and general security matters. 10. Carry out all other duties and tasks assigned to him/her by the Secretary General. 	<p>staff and share knowledge;</p> <ol style="list-style-type: none"> 8. Delegation and decision-making capacity.
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APPLICATION METHODOLOGY

All applications shall be sent to the Executive Board Member of the country of origin of the candidate who shall make a national preselection and send the best candidate to the APPO Secretariat through an official letter. The application shall contain:

1. Application letter;
2. Cover Letter;
3. Two (02) letters of reference;
4. Certified true copies/Notarized copies of degrees and work certificates; [Background Check];
5. Copy of valid ID card/passport;
6. Copy of a police record dated no more than three (03) months;
7. Curriculum Vitae dated and signed by the author.