



**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:

HEAD OF ADMINISTRATION, IT AND ORGANIZATION'S RESOURCES UNIT			
<b>Code of the position :</b>	05.1	<b>Minimum qualification:</b>	First degree
<b>Title (Acronym):</b>	Head of Administration, IT and Organization's Resources Unit (HAITORU)	<b>Experience:</b>	10 years
<b>Group :</b>	Group II	<b>Category:</b>	GIIC1E1
<b>Reporting Authority:</b>	Director Support Services (DSS)	<b>Age range:</b>	Between 35 and 50 years
<b>Duration of mandate: 3 years renewable once</b>			

No.	Position	Main missions	Required profiles
1.	<b>HEAD ADMINISTRATION, IT AND ORGANIZATION'S RESOURCES UNIT</b>	<p><b><u>Objective:</u></b></p> <p>Undertake administrative responsibility for the provision of services relating to the Secretariat's physical building, the Residence of the Secretary General, as well as all information services, logistics and diplomatic formalities. This officer also oversees an IT services section responsible for ensuring the availability, the security and optimal performance of the computer network and internet connection facilities for the entire Secretariat.</p> <p><b><u>Tasks:</u></b></p> <ol style="list-style-type: none"> <li>1. Ensure effective and efficient coordination, management and provision of internal Secretariat support in terms of:               <ol style="list-style-type: none"> <li>a. travel, hotel and visa arrangements;</li> <li>b. transport of personal effects;</li> <li>c. transportation;</li> <li>d. procurement of office supplies and materials;</li> <li>e. implementation of practical matters under the Headquarters</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Holds a first degree in Administration/IT or any other relevant qualification/certifications issued by a recognized university/higher education institution/professional body;</li> <li>2. Age range: Between 35 and 50 years;</li> <li>3. Minimum of ten (10) years professional experience in the petroleum sector;</li> <li>4. Good knowledge of computer and office tools, and MS Excel, PowerPoint and MS Project would be an added advantage;</li> <li>5. Good analytical skills, organizational skills and ability to work in a team setting within a multicultural environment;</li> <li>6. Ability to take initiative, sense of discipline and ability to work under pressure;</li> <li>7. Ability to manage a team in a multicultural environment, develop good relationships with other staff and share knowledge;</li> </ol>

		<p>Agreement (staff registrations, license plates, declarations and other matters related to immunities and privileges);</p> <ul style="list-style-type: none"><li>f. general working conditions, comfort and security arrangements of staff;</li><li>g. All logistics for all meetings managed directly by the Secretariat;</li><li>h. Coordination with Member countries that host any such meetings.</li></ul> <ul style="list-style-type: none"><li>2. Oversee the work of a system/network administrator to provide system support and network administration with strong knowledge of network security to help manage and operate the IT environment.</li><li>3. Carry out all other duties and tasks assigned to him/her by the Director Support Services.</li></ul>	<ul style="list-style-type: none"><li>8. Delegation and decision-making capacity.</li></ul>
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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. One (01) letter 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 less than three (03) months;
7. Curriculum Vitae dated and signed by the author.