



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 CAPACITY DEVELOPMENT & TECHNICAL COOPERATION UNIT.			
Code of the Position:	07.1	Minimum qualification:	First degree
Title (Acronym):	Head of Capacity Development & Technical Cooperation Unit (HCDTCU)	Experience:	10 years
Group:	Group II	Category:	GIIC1E1
Reporting Authority:	Director of Rilwanu LUKMAN Research and Development Center (DRDC)	Age range:	Between 35 and 50 years
Duration of mandate: 3 years renewable once			

No.	Position	Main missions	Required profiles
1.	HEAD OF CAPACITY DEVELOPMENT & TECHNICAL COOPERATION UNIT	<p>Objective: To provide efficient and rapid solutions for all requests for capacity building and technical assistance that Member Countries may make. Work to leverage existing capacity building and technical assistance programmes that already operate in Member Countries (not just training courses), especially through match-making efforts.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Coordinate, monitor and establish a data base of all key national-level capacity building programmes and initiatives in the oil and gas sectors of Member Countries; 2. Compile, assess and disseminate existing Oil & Gas sector capacity building tools, templates and guidelines based on African and global best practices in the sector; 3. Cooperate and collaborate with other regional and international institutions having programmes addressing Capacity Building & Technical Cooperation in the oil and gas sector and act as 	<ol style="list-style-type: none"> 1. Holds a first degree in Administration/Management or any other relevant qualification/certifications issued by a recognized university/higher education institution/professional body; 2. Age range: Between 35 and 50 years; 3. Minimum of ten (10) years professional experience in the petroleum sector; 4. Good knowledge of computer and office tools, and MS Excel, PowerPoint and MS Project would be an added advantage; 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 staff and share knowledge; 8. Delegation and decision-making capacity.

		<p>match-maker between providers and users of Capacity Building & Technical Cooperation services for APPO Member Countries;</p> <ol style="list-style-type: none">4. Provide advisory services to hydrocarbon and energy Ministries and other public bodies in Member Countries, e.g., to conduct national-level Oil & Gas sector capacity needs assessments, to provide quality assurance of country capacity building strategies, plans and budgets;5. Liaise with Member Countries to devise a peer review mechanism whereby the Secretariat coordinates and accompanies experts from Member Countries to conduct high-level assessments of hydrocarbon policies or technical needs in other APPO Member Countries;6. Coordinate with the Human Resources Unit to help ensure continuing internal professional development within the Secretariat and other APPO executing organs in subject areas of high relevance to the implementation of the Programme of Actions (e.g., help with identification of possible institutes/courses to meet internal training needs);7. Coordinate knowledge transfer processes and implement a Secretariat seconding programme with high-calibre Oil & Gas experts in Capacity Building & Technical Cooperation;8. Carry out all other duties and tasks assigned to him/her by the Director of Rilwanu LUKMAN Research and Development Centre.	
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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.