I- CONTEXT.

The Panos Institute West Africa (PIWA) is a non-governmental organization which is:

• Regional, autonomous, based and operating in West Africa, and specialized in promoting social justice, human rights and governance.

It is one of the rare organizations in Africa with a mission to “Popularize communication in West Africa” by helping to develop media contents that contribute to the consolidation of universal rights and more democratic governance; encouraging a political, legal, technical, and media environment favorable to the production of these contents and offering capacity building for media practitioners.

• Committed to results-based management, inspired by the accountability of its governance structure and management.

• Committed to excellence. Its achievements over its 18 years of existence have earned recognition from its partners and given it a competitive edge as an international institution.

PIWA is currently seeking to recruit its next Director General.

II- MISSION

Manage, supervise and report on the management and development of the Panos Institute West Africa (PIWA), in accordance with the fundamental values of the institution and the instructions of its Board of Directors.

III- FUNCTIONS

1. Strategic Leadership

• Propose a multi-year, programmatic, institutional and financial strategy to the Board of Directors and implement the latter.

• Provide guidance for the development of projects under this strategy; supervise its execution and report.

• Develop the regional and international reputation of the organization and its presence in the region with respect to financial and operational partners and public authorities.

• Develop a corporate culture in PIWA based on common values (social justice, universal nature of human rights, secularism, democratic governance, pan-Africanism), corporate values (equity, efficiency, accountability, critical thinking, initiative), participation and collaboration.

• Represent PIWA and nurture its relationships.
2. Planning, quality control and reporting on projects and programs

- Achieve results and outputs expected of PIWA and measure them according to international and contractual standards.
- Ensure that evaluation and quality control methodologies exist and are implemented, in line with PIWA’s general and sectoral strategies and in accordance with contractual obligations.
- Ensure that work plans are prepared, approved, implemented and respected. That reports are submitted within deadlines and according to agreed quality standards.

3. Human resource management

Ensure transparent, fair, rigorous and challenging human resource management. Specifically:
- Ensure that recruitment of personnel in the institution is done based on the needs of the institution.
- Attract talented individuals, resources and uphold the values of the institution.
- Ensure that staff performance is systematically and regularly evaluated, and that talent is rewarded.
- Ensure that the staff adheres to the values of the institution and develops a friendly working environment based on the quest for excellence, efficiency and teamwork.


- In charge of ensuring financial sustainability and risk management and the management of financial resources.
- Conduct fundraising in line with the programmatic and institutional development strategy of PIWA. The Director General will also supervise the drafting of the institution’s financial strategy and will conduct and control its implementation.
- Orient, control and approve the drafting of expenditure budgets (annual and project) proposed by the Department of Administration and Finance.
- Control and approve the operations and expenditures earmarked in the budget, following proposals from the DAF.

IV- POSITIONING

- Reports to the PIWA Management Board.
- Supervises 2 to 3 Departments: the Department of Programs and the Department of Administration and Finance, which directly supervise regional program and project coordinators, and national project officers based in the countries of intervention.
I- KNOWLEDGE AND EXPERIENCE

- Proven knowledge of regional issues related to media (including social media), human rights (notably the rights of women, youth and minorities), democratic governance (fight against corruption, environmental management, migration), and the stakeholders involved.
- High-level managerial experience in project management in the above-mentioned fields; mastery of international norms and technical standards in project Monitoring and Evaluation (especially performance-based management).
- Exercise of these decision-making functions in a complex organization (multi-country; multi-project; multicultural; staff with diverse skillsets).
- Proven experience in the exercise of strategic leadership within a team and with partners (donors, authorities, CSOs – including media organizations, etc.-).  
- Good knowledge of donors and experience in negotiation and project drafting, etc.
- Experience in high-level institutional representation.

II- SKILLS

- Excellent skills in strategic thinking and good “political” judgement.
- Great capacity to transform ideas into actions and to deliver results.
- Capacity to predict and adapt to changes in the work environment.
- Capacity to simultaneously manage several tasks (multitasking) and to work under pressure.
- Capacity to inspire, motivate and get the best out of the team, and to give and receive feedback.
- Mastery of communication with various types of audiences.
- Capacity to work (verbal and in writing) simultaneously in French and English.
- Independent user of computer tools (Excel, PowerPoint + Planning and Monitoring Software).
- Commitment to PIWA’s mission as well as to its general and institutional values.

III- PERSONAL STYLE AND QUALITIES

- Utmost integrity
- Personal commitment to social justice
- Credibility: authority based on competence and engagement (and not on title or status)
- Action oriented
• **Creativity:** Capacity to understand overlooked connections and opportunities; open to innovation (new approaches and theories).
• **Critical thinking:** capacity to reconsider their position and update strategies and methodologies.
• **Participatory:** capacity to listen and to organize discussion and document decision-making.
• **Resilience:** Capacity to bounce back in case of difficulty or failure.

**How to apply :**

• **Application file:** CV + salary expectations + 3 professional reference contacts
• **To send:** rh@panos-ao.org  **Deadline:** 31 Octobre 2019