

# role profile



Executive Secretary  
June 2024

## UNION FOR AFRICAN POPULATION STUDIES (UAPS): EXECUTIVE SECRETARY

**Location:** Accra, Ghana

**Closing Date:** 27 June 2024

**Starting Date:** As soon as possible

**Type of contract:** One-year renewable

**Salary:** USD 60,000 pa + benefits

**Reference:** UAPS-ES

**Web:** <https://uaps-uepa.org/home/>

### ABOUT THE UNION FOR AFRICAN POPULATION STUDIES (UAPS)

The Union for African Population Studies (UAPS) is a pan-African non-profit organisation that aims to promote the scientific study of population and the application of research findings in development planning in Africa. UAPS was established as an initiative of the United Nations Economic Commission for Africa (UNECA) by the Third General Conference of African Demographers, Statisticians, and Planners held in Addis Ababa in March 1984.

UAPS is the only population-focused organisation that represents all regions of Africa, crossing language and geographical barriers to foster networking, knowledge sharing, and learning across the continent. The Union currently has more than 2,000 population scientists and researchers in Africa and other parts of the world.

The UAPS Secretariat, the implementing organ of the policies and activities of the Union, the operational unit of the Union, is located in Accra, Ghana. It is currently hosted by the Regional Institute for Population Studies at the University of Ghana, Legon.

### ABOUT THE ROLE

The Executive Secretary (ES) will lead the operations of the Secretariat, be based at the UAPS secretariat in Accra, Ghana, and report to the UAPS Council. This is an exciting opportunity for a seasoned professional, visionary and strategic leader with a strong commitment to a coaching style of leadership and line management to serve as the Head of the Secretariat and contribute to the UAPS mission. The candidate of choice should be entrepreneurial, with experience in fundraising from various donors (governments, philanthropists, foundations, etc.), and passionate about strengthening/developing capacity and generating sound evidence for policies and programs in Africa.

### DUTIES AND RESPONSIBILITIES

- Provide visionary and strategic leadership for the organisation.

- Provide oversight and accountability for planning and delivery of objectives, strategies, plans, and budgets in compliance with the Union's contractual obligations with funders, Council-approved policies and principles of good corporate governance.
- Enforce the UAPS policies and implement the Council's suggestions.
- Oversee the operations of the Secretariat, which includes supervising all of its personnel, financial matters, information technology, external relations and communications, and other administrative functions.
- Manage the relationship with current and prospective funders, including oversight of reporting to donors.
- Lead, develop and coordinate a resource growth, diversification and expansion strategy involving the Council and secretariat team.
- Oversee management of UAPS' projects, resources and budgets, including timely reporting to the Council and members on the finances and programs of the Union as determined by the Council.
- Initiate, facilitate and negotiate collaborative partnerships with relevant organisations and stakeholders regionally and internationally.
- Represent the Union in meetings and other engagements in and outside the headquarters.
- Liaise with the President and other members of the Council on policy issues of the Union, including developing proposals to potential donors and overseeing their implementation.
- Attend meetings of the Council and its bureau and provide timely reporting on the Union's finances and programs to inform their decision-making.
- Liaise with the President and other members of the Council on policy issues of the Union and determination of proposals to potential donors.
- Ensure the Union complies with all legal requirements set out in its by-laws and prevailing laws in the host country.
- Undertake any other duties or activities the President, Council, or the General Assembly assign..

## SKILLS AND EXPERIENCE

- PhD or Master's degree with research experience in population studies or related fields such as economics, statistics, sociology, public health, etc.
- A high level of familiarity with information and communication technologies and tools associated with research, education, communication and networking.
- Project management experience demonstrated through leading large research programs or departments.
- Experience in fundraising in an international development context, preferably in Africa, evidenced by past accomplishments in generating revenue and establishing networks within the donor community.
- Track record of publications and solid experience in effective communication (writing, speaking, and making presentations).

- Fluency in oral and written English and French is required. Some knowledge of Portuguese or Arabic is an advantage.

## HOW TO APPLY

### **Piqued your interest?**

To apply for this role, please prepare your CV (in English) and a motivation letter (one page) that summarises how your profile aligns with the key requirements, skills and abilities of this role. Both files should be submitted in .doc(x) or .rtf format via this form: <https://mis.tl/cv>.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please contact [Mission Talent](#).

After submitting your application, you will receive an automated confirmation. If you do not receive this or have general questions about submitting your application, please write to [Mission Talent](#).