



Council for the Development of Social Science Research in Africa

VACANCY ANNOUNCEMENT

SENIOR PROGRAMME OFFICER AND PROGRAMME OFFICER

The Council for the Development of Social Science Research in Africa (CODESRIA) invites applications from suitably qualified African scholars to fill two vacant positions in the Training, Grants and Fellowships Programme of its pan-African Secretariat located in Dakar, Senegal. These positions are categorised as belonging to the senior staff of the Council. The successful candidates will work as members of the Secretariat team under the overall supervision of the Executive Secretary of the Council.

The two positions which are available are: (i) Senior Programme Officer (Training, Grants and Fellowships) and (ii) Programme Officer (Training, Grants and Fellowships)

1. Candidates wishing to apply for either of the positions are requested to note that the CODESRIA Training, Grants and Fellowships Programme has, over the last two decades, undergone considerable expansion to incorporate activities targeted at senior scholars in search of support for sustained scientific work of a longitudinal type, mid-career academics interested in strengthening their research and research training engagements, and younger, aspiring researchers in need mentoring in order to advance their scholarly careers. Among the activities currently managed within the Programme are: The Small Grants Programme for Theses and Dissertation Writing in African Universities; the Prize for Doctoral Theses in African Universities; the Advanced Research Fellowships for Post-Doctoral Research; the Textbook Programme; the Methodology Workshop Series; the Social Science Faculty Seminar Series; the African Universities Faculty Exchange Programme; the Annual Science Campus for senior scholars; the annual institutes on Governance, Gender, Health, Politics and Society, and Child and Youth Studies targeted at mid-career scholars; the Special Project on a Critical Encyclopaedia of the African Social Sciences; and the Interventions Initiative for younger social scientists.
2. The CODESRIA Training, Grants and Fellowships Programme also organises conferences tied to the Council's intellectual agenda. Additional programmes that will be coming on stream in line with the Council's Strategic Plan for the period 2007 – 2011 include the College of Mentors pairing senior and younger scholars for mentorship, the Africa-Arab Institute to explore contours and results of the long-term historical inter-changes between Africans and Arabs, the Institute on the Social Sciences and ICTs, and the Institute on Development Economic Thinking.

In addition to their specific responsibilities, the successful candidates for the two positions will be called upon to perform the following functions: Initiate, develop and, where appropriate, manage new projects and programmes; lend support for the realisation of the other scientific activities of the Council; organise academic and policy meetings; promote contacts with researchers, professional associations and regional organisations; prepare research and funding proposals on themes connected to their areas of expertise as may be requested by the Executive Secretary; and liaise with funding organisations under the direction of the Executive Secretary.

More information about CODESRIA and its Training, Grants and Fellowships Programme can be obtained from the Council's website: www.codesria.org. It is CODESRIA policy to reflect the disciplinary, gender, generational and linguistic diversity of the African social science community in its structures. *In this connection, female candidates and younger researchers meeting the qualifications set out are especially encouraged to send in their dossiers for consideration for these two positions.*

QUALIFICATIONS

Applicants must :

1. Have a sound university education and post-doctoral working experience in a research and/or research training environment;
2. Have a good knowledge of CODESRIA and possess a demonstrable ability to mobilise and promote the work of African researchers;
3. Know and be familiar with the African and international scientific community;
4. Have a first hand knowledge of the African university environment and a track-record of research training within the university system;
5. Have a proven experience of management in an academic environment;
6. Be experienced in fund-raising, resource management and the preparation of reports for funders;
7. Have a distinguished record of publication in peer-reviewed journals;
8. Be fluent in French or English and have a good working knowledge of the other language.

WORKING CONDITIONS

The salary level that will be offered will depend on the successful applicant's experience and qualifications, and will be broadly comparable to those of similar posts in other international organisations.

HOW TO APPLY

All applicants wishing to be considered for any of the two posts are required to supply the following documents:

1. A written application;
2. A detailed CV describing the candidate's professional experience;
3. Three reference letters, two of which must come from people living in countries other than the applicant's country of residence; and
4. Three or four of the candidate's recent publications.

The reference letters in support of candidates must be sealed and sent under separate cover and marked "Confidential Reference". The application letters and other supporting documents of candidates should be sent in a sealed envelope marked "Application Documents". Both the applications and the reference letters should be sent to:

**The Executive Secretary
CODESRIA
Av. Cheikh Anta Diop x Canal IV
BP 3304, CP 18524,
Dakar / SENEGAL**

CLOSING DATE

All applications must be received by **31 August, 2007**. Any application received after this date will not be considered.