

MILLAR CAMERON

PEOPLE . PASSION . PERSISTENCE

EXECUTIVE DIRECTOR
*AFRICAN ECONOMIC
RESEARCH CONSORTIUM – AERC*

ABOUT AERC

Founded in 1988, the African Economic Research Consortium (AERC) addresses the gap between economic policy and research in sub-Saharan Africa. It emerged when African scholars noticed that research findings didn't align with the region's unique challenges, and when relevant research existed, it often went unused. This concern led to the establishment of AERC, a platform to harness African scholars' expertise and enhance economic policy capacity in sub-Saharan Africa.

AERC's fundamental concept was to support rigorous economic research on crucial themes for managing African economies. Experienced economists were engaged as mentors for emerging researchers. Initially supported by a single donor, the idea gained momentum and evolved into the AERC consortium. Formally established in Nairobi in 1988, AERC expanded to include a postgraduate training program and a publishing and communications component. Today, AERC's reach spans sub-Saharan Africa, with its alumni actively influencing economic policy in central banks, finance ministries, university economic departments, and policy research institutions. AERC's collaborative approach informs and shapes economic policies in Africa and globally, bridging the gap between research and action for sustainable economic development.

JOB PURPOSE:

The Executive Director is the chief executive officer of AERC with broad responsibilities for the implementation of the Consortium's strategic goals and the management of its resources. The Executive Director must give direction and leadership to the achievement of AERC's mission, the development of its strategic and the attainment of its annual goals and objectives.

He/she supports the Board by advising and informing it of all matters that should be brought to its attention, the Executive Director effectively manages the human and financial resources according to the approved policies and procedures of the Consortium and ensures that the Secretariat operations fully conform to the laws and regulation of the host country, Kenya, and those of the jurisdiction of incorporation of the Consortium.

The Executive Director has overall responsibility for the implementation of programmes and services provided by AERC. He/she is responsible for the effective communication of the Consortium's programmes and results to the AERC network, donors and policymakers as well as ensuring that the AERC has a high and positive organizational profile as a premier economics capacity building and research organization in Africa.

The Executive Director manages the financial resources of the Consortium within approved policies and procedures and instills a value for money culture throughout the organization. He/she is responsible for strategic fundraising, including identifying current and future resource requirements, developing fundraising strategies, submitting proposals and ensuring adequate reporting is made to donors and the Board.

TITLE:
EXECUTIVE DIRECTOR

REPORTING TO:
AERC BOARD

LOCATION:
NAIROBI, KENYA

GRADE:
BOARD APPOINTED

SUPERVISION::
DIRECTOR RESEARCH;
DIRECTOR TRAINING;

CHIEF FINANCE OFFICER;
CHIEF COMMUNICATION & POLICY
OUTREACH OFFICER;

STRATEGIC PARTNERSHIP OFFICER
AND PERSONAL ASSISTANT TO THE
EXECUTIVE DIRECTOR

DURATION:
AS DETERMINED BY THE BOARD NOR-
MALLY INITIAL TERM IS FIVE YEARS WITH
6MONTHS PROBATION AND POSSIBILITY
OF RENEWAL FOR ONE MORE TERM

START DATE:
AS SOON AS POSSIBLE

THE ROLE: EXECUTIVE DIRECTOR

KEY RESPONSIBILITIES:

Direction of the Consortium's Overall Operations and Governance:

- Supporting the Board of Directors, Executive Committee and the Programme Committee in the effective governance of AERC, and for this purpose works closely with the chairs of the Board and the Programme Committee.
- Providing leadership to the organization in pursuing its mission, developing five-year strategic plans, and in establishing strategic objectives for its programmes and services.
- Monitoring the progress of the Consortium with respect to relevant performance indicators and develops and oversees the implementation of evaluation plans, as agreed with the Board and the Programme Committee.
- Overall responsibility for the management of the Secretariat, ensuring that the Consortium meets all its legal requirements in connection with its operations.
- Ensuring that the approved activities in the annual Programme of Work and Budget are implemented.
- Developing long and medium-term funding strategies for AERC in consultation with the Board, and assumes overall responsibility for raising funds to carry out the programmes and services of AERC, and for reporting back to Donors and to the Board on the disbursement of those funds on a timely basis
- Maintaining effective liaison with members of the AERC network.
- Overall responsibility for communication of AERC's activities and results to its constituencies and to donors, policy makers and other groups as needed to achieve its strategic objectives and actively promotes networking and exchange of information as an integral part of AERC's mandate.
- Developing strategic partnership with other organizations, including universities and national research and "think tank" institutions in Africa that support the mission and strategic objectives of the Consortium.

KEY RESPONSIBILITIES (CONTINUED):

Programmes Management:

- Coordinating the preparation of the Programmes of Work for each financial year and presents it to the Board for its approval.
- Ensuring preparation of reports of AERC activities each year for review by the board and subsequent wide distribution.
- Overall responsibility for approving grants and award in accordance with approved limits and procedures.
- Ensuring that grants are administered in accordance with approved procedures.
- Initiating studies and consultancies as necessary, and ensures proper administration of all consultancies, whether initiated by the Board, the Programme Committee or the Secretariat.
- Recommending potential candidates to the Board and PC for respective appointments
- Attending all meetings and facilitates the business of the Programme Committee.

Financial Management and Administration:

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| • Overseeing the preparation of the annual Programme of Work and Budget for presentation to the Board for approval. | principles are embodied in the policies and procedures of the Consortium and are followed by staff. |
| • Ensuring the close monitoring of the Consortium's revenue and expenditures takes place throughout the fiscal year and is responsible to the Board for any adjustments that are made to the approved Programme of Work and Budget. | • Ensuring that accurate, timely and well supported financial reports are produced and distributed in accordance with existing financial and administrative policies and procedures. |
| • Principal authorizing officer for disbursement of AERC funds in accordance with Board approved procedures. | • Ensuring that the Consortium's accounts are properly audited, as stipulated by the AERC By-laws and financial procedures. |
| • Ensuring that the specified financial controls are adhered to and that "value for money" | • Ensuring that the Consortium files appropriate tax returns annually or as required. |



KEY QUALIFICATIONS & EXPERIENCE:

To apply for this role, please ensure that you have the following education, skills and experience:

- PhD in Economics and a track record in economics research and/or experience in managing economic research and/or teaching economics at the undergraduate level
- In-depth knowledge of the main economic, social and political policy issues facing African countries.
- Experience in interacting with senior decision-makers in the public and private sectors
- At least 15 years relevant experience, which will include at least five years' experience working in Sub-Saharan Africa and five years leading a comparable institution
- Demonstrable experience in mobilizing institutional resources
- Experience in working with international organizations
- Experience with institutional Board of Directors

Key Skills and Competencies

- Demonstrated leadership and management skills
- Good presentation and negotiating skills
- Ability to raise the institutional profile of the AERC globally
- Excellent networking, communication and interpersonal skills
- Good understanding of corporate governance
- Ability to work under pressure and meet deadlines
- Ability and willingness to travel widely as required
- Excellent written and spoken English. Ability to work in French an asset

Please send your CV and contact details to the below contacts who will contact you to discuss your application in more detail.



Contact:
Susan Kamenwa Waweru

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Contact:
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Contact:
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Email:
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MAIN CONTACTS

Main Internal Contacts

- Heads of Divisions
- Managers
- Accountant
- Manager Human Resources & Administration

Main Internal Contacts

- Board of Directors Chair
- Executive Committee
- Board members
- Programme Committee
- Donors
- Senior members of AERC Network
- Senior Government Officials
- Senior representatives of international bodies (IMF, World Bank, AfDB, ECA, ACFB, African Union, etc)
- African Universities and Research Institutes



A silhouette of a person wearing a cap, looking out over a field at sunset. The person's arm is extended forward. The background is a warm, orange-hued sky with a low horizon line.

WHO ARE MILLAR CAMERON

FINDING THE PEOPLE WHO MAKE THE DIFFERENCE

A SEAMLESS JOURNEY

Founded in 2007, Millar Cameron is an executive and professional search consultancy that focuses on Africa and other emerging markets.

Our goal is to provide client-centric, tailored executive search, recruitment and strategic advisory. Our international reach paired with local market knowledge enables us to provide our clients outstanding leaders who deliver consistent results, irrespective of geography.

We employ a rigorous research driven search process to identify the best fit for our clients, taking into account both hard and soft skill sets.

Our extensive experience yields a robust approach to market intelligence and a longstanding network of global relationships.



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OXFORD

LONDON

NAIROBI