



CALL FOR APPLICATIONS

Job Title: **SECRETARY-GENERAL OF THE ECCAS' COMMISSION**

Reference: **N° 001/ECCAS/COM/SG/2025**

Application deadline: **30 JUN 2025** 2025

Duty Station: **Libreville, Gabon**

Type of contract: **A 5-year non-renewable term.**

JOB SITUATION	
Department	General Secretariat
Functional Relationships	<p>Internally:</p> <ul style="list-style-type: none"> - Office of the President of the Commission - Commission's Departments - Other related structures - Directorates of the General Secretariat <p>Externally:</p> <ul style="list-style-type: none"> - Member States; - Community Bodies and Institutions; - ECCAS' external partners; - Regional institutions.
MISSIONS OF THE POSITION	
<ul style="list-style-type: none"> - To assist the Commission in the accomplishment of its' missions; - To ensure the operational cooperation of all the Commission's Departments in the implementation of the political priorities determined by the Conference and the guidelines of the President and the College of Commissioners; - Ensures that the President's orientations as well as the decisions taken by the Commission are effectively taken into account by the Departments at the operational level; - Ensure the effectiveness of interdepartmental consultations prior to the submission of files to the College of Commissioners as well as the effectiveness of the cross-cutting work of the Departments. 	
MAIN RESPONSIBILITIES	
<p>At the operational level:</p> <ul style="list-style-type: none"> - Promote, lead and coordinate the services under his/her authority; - Prepare the files and agendas of meetings and sessions of the Conference and other bodies, as well as related reports; - Ensuring the material and logistical organization of meetings and sessions of the Conference and other bodies; - To provide the secretariat for the meetings of the College of Commissioners, and for the statutory sessions of the Inter-State Committee of Experts, the Council of Ministers and the Conference; - Consolidate the Commission's Annual Performance Project and Annual Performance Report; - To monitor the implementation of the decisions of the Conference, the regulations and the directives of the Council, in liaison with the structures concerned; - To ensure the management of the Community's documentation and archives; 	



- Provide technical and logistical support to all the Commission's structures;
- Ensure compliance with and promotion of the Community's Code of Ethics;
- Ensure the implementation of the best working conditions;
- Ensure the proper functioning of administration and skills development;
- Ensuring the security of the Community's heritage;
- To ensure the application of and compliance with Community texts;
- Carry out any other task assigned to it by this Decision or by the President of the Commission.

At the managerial level

- Define the objectives of the structures under his/her responsibility in relation to the defined strategy, coordinate their activities and monitor their results;
- Establish, propose and monitor the implementation of the budget of the General Secretariat;
- Ensure the proper organization of the General Secretariat and adapt human and material resources to the objectives to be achieved;
- Guarantee the production of the General Secretariat's activity reports for its hierarchy;
- Periodically evaluate staff and propose developments and/or training to be undertaken;
- Ensure good communication within your structure.

REQUIRED PROFILE

Formation	Hold a higher education degree (Bac+5 minimum or equivalent) in Administration-Management, Project Management, International Relations, Economics or related field.
Experience	<ul style="list-style-type: none"> - Have worked for at least 10 years in positions of similar responsibility at national or international level (cf. Article 13 of the ECCAS' Staff Regulations). - Have proven skills in strategic vision and in the field of Results-Based Management.
Knowledge	<ul style="list-style-type: none"> - High-level work organization and administrative management techniques; - Principles of results-based management; - Major issues of regional economic development in Central Africa at the political, economic and social levels; - General knowledge of political science and international relations; - Protocol usages; - Donor rules and procedures; - Macroeconomic environment of the Community; - Principles of results-based management and the project monitoring and evaluation system; - Planning and project management techniques; - Commission's documentary collection; - Knowledge of at least one Community language (French-English-Spanish-Portuguese). Knowledge of a second or more community language would be an asset. - Manage, coordinate and monitor high-level management activities; - Lead studies and analyses and make recommendations; - Analyze and synthesize sources to transcribe information;
Technical Skills	<ul style="list-style-type: none"> - Manage and negotiate relationships with external service providers; - Experience in resource mobilization and partner management; - Manage protocol and diplomatic ceremonial;



	<ul style="list-style-type: none"> - Communicate in writing and orally in front of a high-level and multicultural audience; - Present or address complex and difficult issues with conciseness and clarity; - Negotiate with high-level interlocutors; - Organize and manage technical meetings with all types of internal or external interlocutors; - Use computer tools: Word, Excel, PowerPoint.
Behavioral Competencies	<ul style="list-style-type: none"> - Have a sense of organization and planning; - Have a spirit of initiative and a sense of anticipation; - Have the ability to negotiate; - Have the ability to work in a multicultural team; - Have a strong sense of organization, autonomy and good interpersonal skills; - To translate the Institution's strategy into operational objectives; - Ability to work in a team and under pressure; - Ability to work in a spirit of frank collaboration with other ECCAS' services; - Have a sense of ethics; - Have a sense of respect for the cultures and traditions of the Member States of the Community.

CONDITIONS OF EMPLOYMENT

Remuneration	Salary and benefits in accordance with the ECCAS' Salary Scale
Nationality & Gender	<ul style="list-style-type: none"> - Be a national of an ECCAS' member state. Account will be taken of the geographical balance between the Member States in recruitment; - Female applications are encouraged.

APPLICATION FILES

Interested candidates must provide information indicating that they have the required qualifications and relevant experience. The application must include:

- Recruitment Motivation letter;
- Detailed curriculum vitae including the candidate's full contact details (first and last name, address, telephone, fax, e-mail);
- A certificate of nationality;
- An extract of a birth certificate or suppletive judgment in lieu thereof;
- An extract from the criminal record (bulletin n°3) dated less than three months;
- Certified copies of academic or university diplomas and titles;
- Employment certificates and documents attesting to professional references;
- A medical certificate drawn up by a certified doctor attesting that the applicant is fit to hold the job applied for and is not suffering from a condition likely to harm the health of others;
- Full identity of three unrelated reference persons who can attest to the candidate's professional and moral qualities;

The complete file bearing the reference: **N° 001/ECCAS/COM/SG/2025** and the title of the post **"SECRETARY GENERAL"**, must be sent electronically only to the address: ressources.humaines@ceeac-eccas.org no later than **30 JUN 2025**.

Applications will be sent to the Commission by note verbale by the Member States. The Commission will not accept or process applications sent directly by candidates. Only successful candidates will be contacted for the rest of the process.

ECCAS will not be responsible for any costs or expenses incurred by the individual applicant in connection with the preparation or submission of the application.