



CALL FOR APPLICATIONS (REPOST)

Job Title: **DIRECTOR OF HUMAN RESOURCES AND GENERAL SERVICES**

Reference: **001/CEEAC/COM/SG/DRHMG/2026**

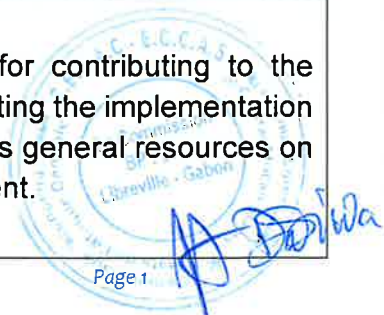
Publication Date: **Friday, May 29th, 2026**

Application Deadline: **Wednesday, July 29th, 2026, at 4:00 p.m.**

Location: **Libreville, Gabon**

Contract Type: **Three-year (03) fixed-term contract, renewable**

POSITION DETAILS	
Department/Division	General Secretariat
Directorate	Human Resources and General Services
Category	International Management Staff (PEA Category)
Functional Relationships	<p>Internally:</p> <ul style="list-style-type: none">- Office of the Commission President;- Office of the Vice-President of the Commission;- All Departments, Affiliated Units,- Liaison Office, Specialized Institutions, and Executive Agencies of ECCAS;- The Recruitment, Advancement, and Promotion Committee;- The Joint Administrative Committee;- The Staff Committee;- All staff;- Any other structure established within the Commission <p>Externally:</p> <ul style="list-style-type: none">- The administrative authorities and supervisory bodies of the Member States;- Technical and Financial Partners
JOB RESPONSIBILITIES	
<p>The Director of Human Resources and General Resources is responsible for contributing to the achievement of the organization's strategic objectives by designing and coordinating the implementation of the institution's human resources management policy on the one hand, and its general resources on the other, with a view to ensuring effective, transparent, and efficient management.</p>	



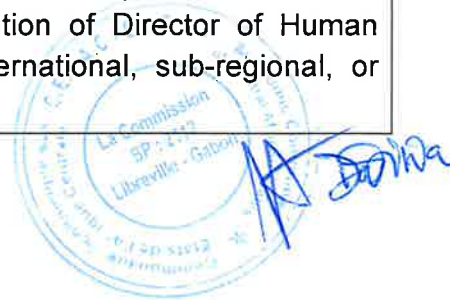
MAIN RESPONSIBILITIES

The Director of Human Resources and General Services is responsible for:

- developing and monitoring the implementation of the Community's human resources management policy;
- the administration and development of human resources for the Commission and the Specialized Institutions;
- developing, implementing, and evaluating the training and professional development policy for the human resources of the Commission and the Specialized Institutions;
- for the strategic planning of jobs and skills for the Commission and the Specialized Institutions;
- strategic human resources management;
- promoting cultural, social, and sports activities within the Commission;
- the investigation of disciplinary cases involving officials and staff of the Commission and the Specialized Agencies;
- managing the Commission's procurement and equipment;
- implementing procedures for the award and execution of contracts;
- managing the Commission's supplies;
- developing and implementing procurement procedures;
- managing relations with suppliers;
- management and oversight of the Commission's assets;
- verifying that deliveries comply with orders;
- management of general resources;
- managing the vehicle fleet and real estate portfolio;
- maintenance and upkeep of the Commission's assets;
- providing security and safeguarding the safety of people, movable property, and real estate belonging to the Commission;
- organizing the archiving and preservation of financial documents and copies of accounting records, in coordination with the Archives Department.

REQUIRED PROFILE

Education	Hold a master's degree (Bac+5) or higher in Human Resources Management, Training Engineering, Public Administration, Management of International Organizations, Labor or Social Law, Procurement and Logistics Management, or an equivalent field.
Experience	Have at least eight (8) years of relevant professional experience at similar levels of responsibility, particularly in the position of Director of Human Resources and/or General Services in an international, sub-regional, or national organization.



Knowledge	<ul style="list-style-type: none"> - Central Africa and ECCAS member countries; - HRM/Strategic Workforce Planning, psychology, management, personnel administration, recruitment, compensation, skills development (training), etc.; - Labor laws and regulations; - Social, tax, and insurance management legislation; - Labor relations management; particularly with the host country; - Payroll and benefits systems; - Modern tools and integrated management procedures (administration, budgeting, finance, HR, fixed assets, procurement, inventory, and EDM); - General resources management; - Proficiency in one of the four (4) official languages of the Community (English, Spanish, French, Portuguese). Proficiency in multiple Community languages is an advantage.
Technical Skills	<ul style="list-style-type: none"> - Strong management and leadership skills; - Proficiency in HR policies, practices, and HR process audits; - Ability to design, plan, supervise, and evaluate teams; - Strong oral and written communication and negotiation skills; - Ability to build and maintain good relationships with colleagues and partners; - Project management and research coordination; - Proficiency in IT tools: office software, Internet tools, and business applications.
Soft skills	<ul style="list-style-type: none"> - Ability to work under pressure and in a multicultural team; - Possess a strong sense of organization, autonomy, innovation, and creativity; - Be a good communicator, a good listener, and have strong interpersonal skills; - Demonstrate integrity, ethics, discretion, and a commitment to confidentiality; - Be highly adaptable to change and able to anticipate future developments.
EMPLOYMENT TERMS	
Compensation	<ul style="list-style-type: none"> - Salary and benefits in accordance with the ECCAS pay scale.
Marital Status & Gender	<ul style="list-style-type: none"> - Be a national of a member state of the Community without distinction based on, among other things, origin, belief, or gender; - Not have previously claimed a different nationality when applying for another position within ECCAS; - Be at least twenty-one (21) years of age and no more than fifty-five (55) years of age. <p>Applications from women are encouraged.</p>



**Character, physical,
and intellectual
aptitude**

- Be of good moral character and demonstrate integrity, in particular by not having been convicted of a felony, a crime against public integrity, or, more generally, an offense resulting in a prison sentence of more than three (3) months;
- Be deemed fit to perform the duties associated with the position to be filled following a medical examination.

APPLICATION MATERIALS

- A letter of application stating your reasons for applying;
- A detailed resume including the candidate's full contact information (first and last name, address, phone number, email, etc.);
- A certificate of nationality or any other document proving nationality;
- A birth certificate or a substitute court order serving as such;
- A criminal record extract (Form N° 3) issued within the last three months;
- Certified copies of diplomas and academic or university degrees;
- Employment certificates and documents attesting to professional references;
- A medical certificate of physical and mental fitness issued by a licensed physician attesting that the applicant is fit to perform the duties of the position applied for and does not suffer from any condition likely to endanger the health of others
- The full contact information of three references who are not related to the candidate and who can attest to the candidate's professional and moral qualities.

The complete application package, bearing the reference: **N°. 001/CEEAC/COM/SG/DRHMG/2026** and the job title "**DIRECTOR OF HUMAN RESOURCES AND GENERAL SERVICES,**" must be submitted electronically only to the following address: **recrutements@ceeac-eccas.org** no later than **Wednesday, July 29th, 2026, at 4:00 p.m.**

Note: Submission of falsified documents or false information will result in the rejection of the application. It also constitutes grounds for dismissal without notice or severance pay following employment.

