

The NBA is calling for nomination to fill the CHIEF OF CABINET position in order to lead the Office of the Executive Secretary ...

Contracts will be fixed term-three years renewable based on satisfactory of performance evaluation.

Applications will be selected on the basis of the profile below:

DUTIES AND RESPONSIBILITIES

The Chief of Cabinet will work full time under the authority of the Executive Secretary to give him assistance in his daily activities at the administrative, organizational and good writing level.

ESSENTIAL CRITERIA SELECTION

1. Be Holder of a degree or Master Degree in social sciences, law, etc. ... (Baccalauréat + 4) or (Master I);
2. Proof of professional experience of at least five (05) years in a similar position in other international institution;
3. Professional experience with both French and English as working languages;
4. Have a good knowledge of computer tools (Word, Excel, Power Point, Internet);
5. Be able to carry out many tasks;
6. Be able to communicate without difficulty;
7. Have the ability to summarize and anticipate.

APPLICATION FORMS

Applications should include the following documents:

An application letter addressed to the Executive Secretary of the NBA;

A letter of motivation;

A recent and detailed Curriculum Vitae;

A certified birth certificate;

The names and addresses of three resource persons;

The application letter, motivation letter and CV should be submitted either in French or English

COUNTRY OF ORIGIN

The candidate must be a national of the one member States of the NBA (Benin, Burkina, Cameroon, Ivory Coast, Guinea, Mali, Niger, Nigeria, Chad).

JOB LOCATION AND DURATION OF THE CONTRACT

The post will be based at the NBA headquarters in Niamey / Niger. The contract period is three (3) years, renewable after a satisfactory assessment of performance with a probation period of one (1) year.

PLACE & CLOSING DAY FOR SUBMISSION OF APPLICATION

Applications must be submitted in a sealed envelope on or before **April, 20, 2012** to the Coordination of the NBA National Focal Structure.

Note: The terms of reference of the various positions will be available at the Coordination of NBA National Focal Structure.