

## **ADVERTISEMENT FOR EXECUTIVE DIRECTOR'S POSITION**

The International Council of African Museums (AFRICOM), a membership based international NGO for heritage professionals and stakeholders, invites qualified candidates to send applications for the position of Executive Director.

AFRICOM strives to enhance the safeguarding, conservation and sharing of African heritage resources, through resource mobilization, advocacy, capacity building, networking and awareness, towards the achievement of a rich and vibrant heritage in Africa.

**Job Purpose:** To ensure that the secretariat works effectively towards the realization of AFRICOM's mandate, mission and objectives.

**Main Responsibilities:** Reporting to the AFRICOM Board, the Executive Director's main responsibilities shall include:

- Strategic thinking and visioning around heritage issues on the continent and in the international context
- Fundraising and resource mobilization for the organization
- Identification and management of partnerships
- Policy management and implementation
- Overall management of the AFRICOM Secretariat
- Provision of secretarial services to the Board
- Quality assurance for the organization/secretariat
- Delegated spokesperson for AFRICOM

**Qualifications:** Masters level in an appropriate field

### **Other Competencies/requirements:**

- At least five (5) years experience in heritage resources management
- Proven experience in people management
- Excellent ICT skills
- Excellent verbal and written communication skills
- Bilingual (French/English)
- Experience in Fundraising and partnership management
- Must be a permanent resident of an African Country

**Terms:** The position shall be a Three-Year renewable and incentive based contract. Starting salary and benefits shall be competitive, but commensurate with qualifications and experience. The appointed candidate shall be based in Nairobi, Kenya.

Only those meeting all the above requirements need apply.

Deadline for Applications: **23<sup>rd</sup> June 2008.**

Interested and suitably qualified individuals should forward their applications, enclosing copies of their academic and professional certificates, with the detailed CVs indicating: work experience, current remuneration and employer, telephone contacts and names and contacts of three professional referees to:

The President  
AFRICOM  
P.O. Box 38706, Ngara, 00600, Nairobi,  
Kenya.

Or

E-mail: [secretariat@africom.museum](mailto:secretariat@africom.museum)  
Fax: +254 20 3748928

Only short-listed candidates will be notified.  
**Canvassing will automatically disqualify any candidate!**