



**Post Announcement**  
**Director for CHDA, Mombasa, Kenya**

The Centre for Heritage Development in Africa (CHDA) is seeking to appoint a heritage professional for the post of Director.

**Background on CHDA**

CHDA was created in Mombasa, Kenya in 2000 as PMDA (Programme for Museum Development in Africa). The organization was founded as an outcome of PREMA (Preventive Conservation for Museums in Africa), a programme of ICCROM (The International Centre for Study of the Preservation and Restoration of Cultural Property), an intergovernmental organization based in Rome. CHDA was foreseen as a means of sustainable continuation of capacity building activities for heritage professionals in sub-Saharan Africa. The organization was created by an agreement between the National Museums of Kenya (NMK) and ICCROM, which established it as an independent, international NGO located in Mombasa, Kenya.

The core mandate of CHDA is to carry out training and other capacity building activities for professionals from English speaking countries in sub-Saharan Africa. In 2005, the name of the organization was changed from Programme for Museum Development in Africa to Centre for Heritage Development in Africa to better reflect its status, aims and mandate.

**The Position**

The Director of CHDA is its Chief Executive as well as the Secretary to the CHDA Board.

**Duties and Responsibilities**

- managing staff and assets for of the organization;
- formulating and implementing overall CHDA policies and strategic plans;
- developing and implementing CHDA fundraising strategies;
- conceiving, developing and implementing CHDA Programmes related to both movable and immovable heritage;
- developing and implementing CHDA marketing and communication strategies;
- developing and maintaining funding and technical partnerships;
- providing timely narrative and financial reports on CHDA Programmes to the CHDA Board and partners;
- preparing and organizing CHDA Board meetings.

The Director of CHDA will report to the Chairperson of the CHDA board.

The position will be filled by an African professional with the following knowledge, skills and experience:

- a university degree or equivalent professional qualification in a heritage related discipline;
- at least 5 years of experience with a heritage organization in Africa;
- significant experience in management, strategic planning, fundraising and marketing for heritage related activities;
- good experience in writing project proposals and reports in English;
- good experience in teamwork, management, budget formulation/control, and planning;
- computer literacy.

### **Language**

Excellent knowledge of English is essential and a working knowledge of French will be an added advantage.

### **Terms**

The Director of CHDA will be appointed for an initial period of two years and will be resident in Mombasa, Kenya. The position will be renewable, subject to a good work appraisal and the availability of finances. Salary and benefits will be commensurate with experience.

### **Applications, further information**

Applications, consisting of current curriculum vitae in English, a personal statement, not exceeding two pages, addressing the candidate's qualifications for this position, and the names and addresses of two persons who have direct knowledge of the candidate's work and qualifications, should be sent, and marked "CONFIDENTIAL", to the following address:

**CHDA Director Post  
Office of the Director-General  
National Museums of Kenya - NMK  
P O Box 40658-00100  
Nairobi, KENYA**

**Final date for receipt of applications is 1 June 2008.**

Email applications will be accepted, addressed to: [iofarah@africaonline.co.ke](mailto:iofarah@africaonline.co.ke) or [iofarah@museums.or.ke](mailto:iofarah@museums.or.ke)

***For more information on CHDA, please consult the Website at CHDA:  
[www.heritageinafrica.org](http://www.heritageinafrica.org)***