



# JOB DESCRIPTION

Project Officer



**AFRICAN ORGANIZATION OF PUBLIC  
ACCOUNTS COMMITTEE (AFROPAC)**

*With Accountability, Transparency And Value For Money We Can Build Our Continent*

**Position:** Project Officer

**Location:** Nairobi, Kenya (with regional travel as required)

**Contract Duration:** Fixed Term, ending 31<sup>st</sup> December 2026

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## Organization Background

The African Organization of Public Accounts Committees (AFROPAC) was founded on September 2<sup>nd</sup>, 2013, in Arusha, Tanzania, at a joint conference of African regional networks of Public Accounts Committees (PAC). As a Pan-African network, AFROPAC aims to promote peer exchange on budget accountability and legislative oversight among all member states of the African Union. AFROPAC works closely with regional PAC networks, particularly the Southern African Development Community Organization of Public Accounts Committees (SADCOPAC), the East African Association of Public Accounts Committees (EAAPAC), and the West African Association of Public Accounts Committees (WAAPAC). AFROPAC's strategic collaboration with these networks aims to enhance service delivery for their members while fostering synergies across the African continent. The objective is to present a united front advocating for accountability and transparency in public finance and legislative oversight.

The AFROPAC Secretariat is situated in Nairobi, Kenya, and is hosted by the Parliament of Kenya. It works under the supervision of the Executive Committee of AFROPAC, in direct contact with the Secretary-General of AFROPAC.

## Project Background

AFROPAC is implementing a project aimed at strengthening legislative oversight and accountability in the management of public funds. The project seeks to enhance the capacity of Public Accounts Committees (PACs) in 7 African countries to conduct effective oversight, thereby promoting transparency, accountability, and good governance in public financial management. This will be achieved through awareness meetings, facilitating peer-learning sessions, and delivering tailored training programs.

The Project Officer will play a key role in coordinating and implementing programme activities, ensuring that deliverables align with the organization's objectives, timelines, and quality expectations.

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### **Key Responsibilities**

#### **Programme Coordination and Implementation**

- Support the planning, execution, and monitoring of programme activities across AFROPAC's member states.
- Assist in coordinating institutional capacity-building initiatives, regional capacity development for PACs, and country-specific interventions in Burundi, Ghana, Kenya, Liberia, Malawi, Rwanda, and Uganda.
- Maintain regular communication with project stakeholders, including AFROPAC executive committee, parliaments, development partners, and consultant(s).
- Assist in advocacy efforts aimed at strengthening legislative oversight and promoting good governance in PFM.

#### **Monitoring, Evaluation, and Reporting**

- Assist in tracking programme progress against agreed KPIs and targets.
- Support the preparation of semesterly financial and programmatic reports as per the required standards.
- Contribute to audit reports, final project closure reports, and lessons learned documentation.
- Ensure compliance with reporting templates and the timely submission of required documentation.
- Identify potential risks to project implementation and propose mitigation strategies.
- Assist in resolving project-related issues in a timely and effective manner.

#### **Administrative and Logistical Support**

- Support procurement and financial processes in line with AFROPAC's financial and procurement regulations.
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### Qualifications and Experience

- Bachelor's degree in Project Planning and Management; or Bachelor's degree in Social Science with a Diploma in Project Planning and Management
- At least 3-5 years of experience in project management, preferably in governance, public financial management, or legislative oversight.
- Knowledge of public sector financial management, accountability frameworks, and governance structures.
- Technical expertise in one or more of the following areas: Public financial management (PFM) / budgetary cycle (taxation, budget formulation and implementation, accounting, auditing, legislative oversight)
- Experience in Monitoring and Evaluation
- Experience working with international development partners and regional institutions is an advantage.
- Proficiency in both English and French is an added advantage.

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### Key Skills and Competencies

- Strong project management and coordination skills.
- Excellent research, analytical, and report-writing abilities.
- Strong communication and stakeholder engagement skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- High level of integrity, professionalism, and attention to detail.
- Willingness to travel regionally as required.

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### Application Process

Kenyan citizens or individuals with valid authorization to live and work in Kenya are eligible to apply.

Applications for this position will only be accepted through the online application form. Please fill out and submit the form, which can be accessed through the following link: <https://forms.gle/pzBRUKMAyPpNcJ738>. The closing date for applications is **April 18, 2025**.

Only shortlisted candidates will be contacted.