

# CALL FOR EXPRESSION OF INTEREST

**Position: Secretary General, African Research Universities Alliance (ARUA)**

ARUA is searching for its next Secretary General/CEO, who is expected to take over management of the Alliance with effect from 1st August 2024.

Expression of Interest in this position should be submitted to the Chairperson of the ARUA Board electronically by **31st July 2023** at the following email address: [vc@mak.ac.ug](mailto:vc@mak.ac.ug).

## **CALL FOR EXPRESSION OF INTEREST**

### **POSITION: SECRETARY GENERAL, AFRICAN RESEARCH UNIVERSITIES ALLIANCE (ARUA)**

The African Research Universities Alliance (ARUA) was inaugurated in Dakar in March 2015, bringing together sixteen (16) of the region's leading universities.

The African Research Universities Alliance (ARUA) is a network of universities from different countries and different historical backgrounds, but with a common vision. ARUA aims to enhance research and graduate training in member universities through a number of channels, including the setting up of Centres of Excellence (CoEs) to be hosted by member universities. The network is generally about expanding and enhancing significantly the quality of research done in Africa by African researchers. ARUA is intended to develop local research excellence through collaboration to find solutions to the development problems of Africa. It is a pan-African network whose aim is to bring research and academic excellence to the fore throughout the region by developing strong and viable research universities.

ARUA is searching for its next Secretary General/CEO, who is expected to take over management of the Alliance with effect from 1<sup>st</sup> August 2024. Expression of Interest in this position should be submitted to the Chairperson of the ARUA Board electronically by 31<sup>st</sup> July 2023 at the following email address: [vc@mak.ac.ug](mailto:vc@mak.ac.ug).

The Expression of Interest should be in the form of a letter of intent accompanied by a brief bio (maximum 2 pages) and a motivational statement.

### **ELIGIBILITY AND PERSON CHARACTERISTICS**

1. The Secretary-General shall hold office for a term of four years and is eligible for re-appointment for one more term only, except that the Executive

Committee may extend the term of a Secretary-General for periods of up to two years after two full terms of eight years in exceptional circumstances.

2. The Secretary-General shall be a person who,
  - i. Holds or has held the position of executive head of a member institution; or
  - ii. Is otherwise qualified to be appointed executive head of a university; and
  - iii. Has proven leadership, managerial and fundraising capabilities.
3. The position of Secretary-General shall be full-time and shall normally be incompatible with the performance of any other professional duties. The Executive Committee shall determine matters of compatibility.
4. The Secretary-General shall:
  - i. Uphold and protect the Constitution of the Alliance
  - ii. Provide intellectual leadership and direction to the Alliance.
  - iii. Represent the Alliance
  - iv. Make proposals to the Executive Committee for the appointment of the senior staff of the Secretariat and recruit technical and administrative personnel within the limits of established posts.
  - v. Exercise disciplinary powers over the personnel of the secretariat in accordance with such bye-laws as shall be made by the Executive Committee
  - vi. Develop and implement resource acquisition plans.
  - vii. Present detailed budget proposals each year to the Executive Committee and provide a certified statement of the accounts of the previous year.
  - viii. Accept subscriptions and donations in the name of the Alliance with the approval of the Executive Committee.
  - ix. Have custody of the official seal of the Alliance which shall be affixed in accordance with the Alliance's Constitution.

## **DUTIES**

The Secretary-General will be the Secretary to the ARUA Board and will execute duties assigned by the Board, including but not limited to the following:

- i. Management of the ARUA Secretariat;
- ii. Development of the ARUA Strategic Plan;
- iii. Development of the ARUA Annual Budget and Work Plan;
- iv. Representation of ARUA at international fora;
- v. To be ARUA's chief public relations officer;
- vi. Mobilisation of resources for ARUA's research and administrative activities;
- vii. Preparation of annual reports to the ARUA Board;
- viii. Organisation of ARUA meetings and conferences;
- ix. Overseeing the activities of the ARUA Centres of Excellence;
- x. Any other duties as may be assigned by the Board from time to time.

In carrying out the above duties, the following provisions will apply:

**DUTY STATION**

The Secretary-General will be stationed at the ARUA Secretariat in Accra, Ghana.

**REPORTING**

The Secretary-General will be responsible to the ARUA Board.

**TENURE**

The Secretary-General will be appointed on a 4-year contract renewable once.

**QUALIFICATIONS**

The applicant must be a holder of a PhD and must be a professor at an ARUA member university, with administrative experience at the level of Vice-Chancellor or Deputy Vice Chancellor of at least 5 years.

**OTHER CONSIDERATIONS**

The Secretary-General must be a person of the highest integrity, without any criminal record, with evidence of active participation in research and research management. The applicant must have a track record of resource mobilization and evidence of international exposure.

**TERMS OF SERVICE**

The terms of service are negotiable, but attractive.

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