



**African Organisation for Standardisation  
Organisation Africaine de Normalisation**

The African Organization for Standardization (ARSO) is an inter-government organization established in 1977 by the United Nations Economic Commission for Africa (UNECA) and the Organization of African Unity (OAU) which became the African Union (AU) in 2000 through the Constitutive Act of the African Union. ARSO is hosted by the Kenyan government through the host agreement signed with the government of Kenya on 19<sup>th</sup> June 1981. ARSO mission is to facilitate intra-African and global trade through providing and facilitating the implementation of harmonized standards

ARSO has in the process of running a project in harmonization and certification of African standards for dairy, fisheries and aquaculture products that is being funded by the African Development Bank (AFDB)

ARSO invites applications from qualified candidates to fill the following positions within the Project implementation team. The Positions will be based in Nairobi Kenya.

S No	Position	Reference	Type Advert
1	Project Coordinator	ARSO/AFDB/PC/2022-01	External/Internal
4	Project Accountant	ARSO/AFDB/PA/2022-02	External Only
5	Procurement Officer	ARSO/AFDB/PO/2022-03	Internal Only
2	Monitoring and Evaluation	ARSO/AFDB/ME/2022-04	Internal Only
3	Technical Committee Coordinator	ARSO/AFDB/TC/2022-05	Internal Only

Note: External means candidature from applicant not having a contract with ARSO and internal means candidature having a contract with ARSO

Interested candidates are invited to submit an application letter indicating position applied for and quoting reference number of the position on the cover letter, attach copy of updated/detailed CV, copies of academic and professional certificates, names and contacts (telephone and email) of three professional referees who are familiar with the candidates' qualifications and work experience.

Details of the terms & Conditions, application procedure and job descriptions can be accessed through the link: [https://www.arso-oran.org/?page\\_id=18](https://www.arso-oran.org/?page_id=18)

**External Applications are open for the position of Project Coordinator and Project Accountant the other positions are internal**

Applications should be made not later than 25<sup>th</sup> February 2022 at 17 hours EAT. The link for application will be unavailable after 17hours on 25<sup>th</sup> February 2022, and ONLY shortlisted candidates will be contacted



<b>Job Title</b>	Project Coordinator
<b>Ref</b>	ARSO/AFDB/PC/2022-01
<b>Type</b>	External/Internal
<b>Salary</b>	Negotiable
<b>Purpose</b>	Coordinate and monitor the daily activities of the harmonization and certification of African standards for dairy, fisheries and aquaculture products project
<b>Key Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Coordinates, prepares, implements and reviews of detailed project implementation plan, Annual work plan and procurement plan</li> <li>2. Publicizes and promotes the project activities, companies and certified projects through widely available media</li> <li>3. Coordinates and monitors all the project activities from the start of the project up to completion and closure</li> <li>4. Produces biweekly reports on the progress of the project implementation to the implementing agency and identifies any problems or potential problems and provides specific recommendations</li> <li>5. Complies with the necessary requirements and regulations of the project funder and ensures that funds are solely used for the intended purpose</li> <li>6. Uses result based logical framework in the monitoring and evaluation of the project</li> <li>7. Coordinates and maintains all records for the project to make them readily available and retrievable for verification or any other purpose</li> <li>8. Prepares and submits project reports for review by the implementing agency and submits to the project funder within the stipulated timelines such report shall include technical reports, procurement reports and financial reports and any other reports that may be requested by the funder.</li> <li>9. Enforces donor regulations pertaining to risk analysis, internal governance, and control in all the project activities</li> <li>10. Coordinates management of projects funds including budgeting accounting, funds flow, internal controls, financial reporting and audit arrangements</li> <li>11. Coordinates reallocation of the budgets and makes request for approval of revised budget on a need basis</li> <li>12. Coordinates requests for funds in line with the disbursement agreements</li> <li>13. Notifies partners on any change in information submitted to partners</li> <li>14. Provides information to internal and external auditors when requested</li> <li>15. Provides translation of any documents concerning the projects on a need basis</li> <li>16. Avails any information that may be required by the partners</li> <li>17. Initiates payments out of the project fund account</li> <li>18. Coordinates and participates in TCs Meetings</li> <li>19. Develops and maintains effective working relationship</li> </ol>	
<b>Qualifications</b>	
<p>For appointment the</p> <ol style="list-style-type: none"> <li>1. You must be a citizen of an ARSO Member state</li> <li>2. Bachelor's degree in natural/social sciences, technology, engineering or related fields</li> <li>3. Master's Degree will be an added advantage</li> <li>4. 10 years working experience as an officer, advisor or manager</li> <li>5. Proof of experience with donor funded projects,</li> <li>6. Knowledge in standardization processes</li> <li>7. Project management skills</li> <li>8. Information, communication, and technology skills</li> <li>9. Leadership Skills</li> <li>10. Problem solving skills</li> <li>11. Risk Management skills</li> </ol>	
<b>Personal Attributes</b>	
<ol style="list-style-type: none"> <li>1. Sound knowledge and experience in project management</li> <li>2. Proficiency in English and French is a must.</li> <li>3. Ability to establish and maintain excellent working relationships with other staff and stakeholders</li> <li>4. Excellent problem-solving skills, Good networking, Able to work under pressure</li> </ol>	



<b>Job Title</b>	<b>PROJECT ACCOUNTANT</b>
<b>Ref</b>	<b>ARSO/AFDB/PA/2022-02</b>
<b>Type</b>	External Only
<b>Salary</b>	Negotiable
<b>Purpose</b>	Administer the project funds in accordance with the sound financial management practices and grant requirements
<b>Key Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Administers grant in accordance with sound financial management procedures and internal controls</li> <li>2. Maintains books of accounts relating to receipts and disbursement of the project and other books</li> <li>3. Facilitates payments for the project activities</li> <li>4. Monitors project expenditure on the budget lines</li> <li>5. Prepares financial reports in line with donor reporting requirements and format within the stipulated timelines</li> <li>6. Liaises with internal and external auditors and responds to questions that may be raised by them</li> <li>7. Verifies financial transactions that relate to the project</li> <li>8. Requests for funds in line with the disbursement agreements</li> <li>9. Maintains project financial documents and ensures safe custody of accountable documents Ensure safe custody of project financial documents</li> <li>10. Participates in reallocation of the project budget</li> <li>11. Complies with the necessary requirements and regulations of the project funder and ensures that funds are solely used for the intended purpose</li> <li>12. Works with the external auditor to provide final financial statements upon completion of the project</li> <li>13. Avails any financial documentation that may be required during disbursement such as invoices and any other information that may be required</li> <li>14. Updates the project accounts in the accounting system on a regular basis</li> <li>15. Monitors all payments in and out of the project related accounts</li> <li>16. Reviews and settles supplier invoices related to the project</li> <li>17. Prepares monthly bank reconciliations, supplier reconciliations and any other subledger reconciliations</li> <li>18. Prepares expenditure variance reports and investigate the causes of variance and submit monthly variance reports to the implementing agency</li> <li>19. Develops and maintains effective working relationship</li> </ol>	
<b>Qualifications</b>	
<p>For appointment the</p> <ol style="list-style-type: none"> <li>1. You must be a citizen of an ARSO Member state</li> <li>2. Bachelor's degree in business related field</li> <li>3. Proof of membership to professional body i.e. institute of certified public accountants or institute of chartered Accountants</li> <li>4. At least 3 years working experience as an accountant or auditor</li> <li>5. Proof of experience with donor funded projects</li> <li>6. Information, communication and technology skills (Quick books, sage etc )</li> <li>7. Analytical skills</li> <li>8. Knowledge in standardization processes</li> </ol>	
<b>Personal Attributes</b>	
<ol style="list-style-type: none"> <li>1. Sound knowledge and experience in with donor funded projects</li> <li>2. Ability to establish and maintain excellent working relationships with other staff and stakeholders</li> <li>3. Good administrative skills and office management skills</li> <li>4. Ability to work under pressure</li> </ol>	



<b>Job Title</b>	<b>PROCUREMENT OFFICER</b>
<b>Ref</b>	<b>ARSO/AFDB/PO/2022-03</b>
<b>Type</b>	Internal Only
<b>Salary</b>	Negotiable
<b>Purpose</b>	Procurement of project supplies in accordance with sound procurement practices and donor requirements
<b>Key Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Prepares, implements, monitors and reviews the project procurement plan</li> <li>2. Prepares weekly procurement progress reports to the implementing agency in the prescribes format and including but not limited to identified or potential problems and recommendations thereof</li> <li>3. Complies with the procurement's rules of procedure, requirements and relevant regulations to ensure project procurement integrity</li> <li>4. Prepares purchase orders attaching all relevant supporting documentation</li> <li>5. Maintains and readily avails all procurement records and documents as may be applicable for verification</li> <li>6. Prepares procurement reports for submission to the project funder in the manner that may be prescribed by the funder and within the set timelines</li> <li>7. Procures services or goods for the project while ensuring value for money and that procurements are in line with the procurement plan</li> <li>8. Maintains database for all suppliers of the project goods and services and any other records while ensuring that they are readily available and can be retrieved easily</li> <li>9. Participates in drafting of supply contracts or service level agreements where applicable and is able to evaluate the performance of suppliers, and report on regular basis.</li> <li>10. Keeps inventory of project goods and assets and updates the stores register as may be applicable</li> <li>11. Controls and monitor expenses against the approved procurement plan</li> <li>12. Receives, inspects and issues goods related to the project</li> <li>13. Reconciles or resolves order discrepancies with suppliers.</li> <li>14. Maintains good relationships with suppliers and renegotiate prices on a regular basis</li> <li>15. Carries out annual project inventory and asset stock take</li> <li>16. Submits documents for supplier payments to accounts for settlement</li> <li>17. Provides information and documentation for all procurements done</li> <li>18. Develops and maintains effective working relationship</li> </ol>	
<b>Qualifications</b>	
<p>For appointment the</p> <ol style="list-style-type: none"> <li>1. You must be a citizen of an ARSO Member state</li> <li>2. Proven experience in procurement for donor funded projects</li> <li>3. At least 2 years' experience in procurements</li> <li>4. Professional Certificate in business related field or procurement</li> <li>5. Knowledge of standardization process</li> <li>6. Information, communication and technology skills (Quick books, sage etc)</li> </ol>	
<b>Personal Attributes</b>	
<ol style="list-style-type: none"> <li>1. Sound knowledge and experience in project management</li> <li>2. Ability to establish and maintain excellent working relationships with other staff and stakeholders</li> <li>3. Excellent problem-solving skills and ability to work under pressure</li> </ol>	



<b>Job Title</b>	<b>MONITORING AND EVALUATION</b>
<b>Ref</b>	ARSO/AFDB/ME/2022-04
<b>Type</b>	Internal Only
<b>Salary</b>	Negotiable
<b>Purpose</b>	To monitor the daily activities of the harmonization and certification of African standards for dairy, fisheries and aquaculture products project
<b>Key Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Prepares detailed implementation plan and annual workplan and procurement plan</li> <li>2. Implements and reviews the project workplan</li> <li>3. Monitors progress of project implementation and performance using result based logical framework in the monitoring and evaluation of the project</li> <li>4. Produces reports on the progress of the project per the schedule and signals areas of concern and recommends timely intervention</li> <li>5. Complies with the necessary requirements and regulations as per the signed MOU with the Partners and those funds are solely used for the purpose of the project</li> <li>6. Maintains all necessary records and ensures that they are readily available for verification</li> <li>7. Uses project resources effectively</li> <li>8. Participates in reallocation of the budget</li> <li>9. Monitors the completion of every stage of the project implementation plan</li> <li>10. Prepares monitoring and evaluation reports on quarterly basis</li> <li>11. Provides General implementation report after completion of each project</li> <li>12. Provides translation of any documents concerning the projects when needed</li> <li>13. Avails any information that may be required by the partners</li> <li>14. Avails any documentation that may be required in the meetings</li> <li>15. Fast tracks of the deliverables</li> <li>16. Develops and maintains effective working relationship</li> <li>17. Verifies all payments out of the fund account</li> <li>18. Gathers and analyses data from the various ARSO contact officers from different countries</li> <li>19. Organizes and participates in TCs Meetings</li> <li>20. Maintains all documents in relation to the projects</li> </ol>	
<b>Qualifications</b>	
<p>For appointment the</p> <ol style="list-style-type: none"> <li>1. You must be a citizen of an ARSO Member state</li> <li>2. Bachelor's degree in sciences, Technology, Engineering/social sciences or related field</li> <li>3. 7 years working experience</li> <li>4. Proficiency in English is a must and fluency in French is an asset.</li> <li>5. Proof of experience with donor funded projects</li> <li>6. Training in project monitoring and evaluation</li> <li>7. Project management skills</li> <li>8. Proficiency in office applications and project management software</li> <li>9. Training in quality management system</li> <li>10. Problem solving skills</li> </ol>	
<b>Personal Attributes</b>	
<ol style="list-style-type: none"> <li>1. Sound knowledge and experience in project management, monitoring and evaluation</li> <li>2. Ability to establish and maintain excellent working relationships with other staff and stakeholders</li> <li>3. Ability to work under pressure</li> </ol>	



<b>Job Title</b>	<b>TECHNICAL COMMITTEE COORDINATOR</b>
<b>Ref</b>	ARSO/AFDB/TC/2022-05
<b>Type</b>	Internal Only
<b>Salary</b>	Negotiable
<b>Purpose</b>	Coordinate technical committees under the project
<b>Key Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Sources for the experts for the various meetings</li> <li>2. Provides guidance to TC experts and leadership with respect to the compliance of ASHAM Procedures and due diligence of technical work</li> <li>3. Organizes and participate in TCs meetings</li> <li>4. Participates in preparation of detailed implementation plan and annual workplan and procurement plan</li> <li>5. Sources for reference materials and standards for the meeting in good time</li> <li>6. Prepares technical progress reports</li> <li>7. Produces monthly technical progress reports in relation to the implementation of the project</li> <li>8. Confirms results of the project are presented and disseminated widely for use by stakeholders</li> <li>9. Maintains effective working relationship</li> <li>10. Provides logistical and publicity support to TC meetings</li> <li>11. Tracks the progression of standards harmonization in accordance with ASHAM</li> <li>12. Makes available approved standards for use</li> <li>13. Gathers and analyzes data from various ARSO contact persons in from different countries.</li> <li>14. Disseminates Project information materials</li> <li>15. Manages the Technical Committees Secretariat services</li> <li>16. Prepares summary reports on the representation of Member States and performance of nominated experts</li> <li>17. Manages online technical committee's information dissemination</li> <li>18. Maintains ARSO experts' databases</li> </ol>	
<b>Qualifications and Skills</b>	
<ol style="list-style-type: none"> <li>1. Diploma in Information technology or related field</li> <li>2. Working experience with donor funded projects</li> <li>3. Good computer Skills</li> <li>4. Project management skills</li> </ol>	
<b>Personal Attributes</b>	
<ol style="list-style-type: none"> <li>1. Sound knowledge and experience in standardization processes</li> <li>2. Ability to establish and maintain excellent working relationships with other staff and stakeholders</li> <li>3. Ability to work under pressure</li> </ol>	