

THE HEAD OF CORPORATE AFFAIRS

March 2023

ABOUT THE YOUTHCONNEKT AFRICA HUB

The YouthConnekt Africa (YCA) is an African home-grown solution positioned to provide relevant solutions for the global south and to support the implementation of relevant south-south initiatives to empower youth. The YCA operates as a pan-African platform with the vision of connecting African youth for socio-economic transformation. The platform seeks to empower young people through enhancing their knowledge, experiences and skills while investing in their ideas, innovations and initiatives.

VISION

Connecting African youth for socio-economic transformation.

MISSION

YouthConnekt Africa hub is a Pan-African platform that seeks to empower young people through enhancing their knowledge, experiences and skills while investing in their ideas, innovations and initiatives so that Africa makes progress in harnessing its demographic dividends by 2030.

Established in 2020, following the February 2019 AU Executive Council decision, the YouthConnekt Africa Hub was formally established as an International Organization through the support of UNDP and the Government of Rwanda.

We take a platform approach to solving challenging development issues by bringing the youth together with Heads of State, Policymakers, Business Leaders in the private sector and Development Partners to address the needs of the youth.

OBJECTIVES

- To improve the skills, attitudes, knowledge and motivation of Youth African Innovators to shape a better future of themselves and the continent by expanding access to economic, social and civic opportunities through YouthConnekt initiatives;
- To facilitate the institutionalization of Youth participation, on a regular and legal basis, in political debates, decision making and development processes at national, regional and continental levels for positive and constructive contribution;
- To contribute to the strengthening of capacity building programmes for young leaders in Africa; To coordinate a global network to create a continental ecosystem of African Youth;
- To develop and share knowledge on program and policy design, youth initiatives, fund setting and reporting.

OUR GUIDING PRINCIPLES

- 🌱 **Youth in the driver's seat:** mobilization of youth in the conception, design and implementation of programs. Youth are seen as implementers not only as beneficiaries;
- 🌱 **Contextualization to country realities.** Country hubs and members are supported to contextualize YouthConnekt initiatives to their current needs and operating environment;
- 🌱 **Innovation.** In program design and implementation, in the use of technology and in fundraising;
- 🌱 **Implementation.** Efficient, effective and sustainability;
- 🌱 **Data driven:** Use of data to inform decision, drive actions and advance thought leadership agenda

HOW WE ARE GETTING THERE

Policies

We bridge the gaps between nations by bringing together government leaders & policy influencers to share knowledge, exchange strategic ideas and implement policies to advance the achievement of goals for youth in alignment with the African Youth charter and the sustainable development goals (SDGs).

Programs

We identify existing programs aligned with the YouthConnekt Africa goals, and facilitate a platform to work together to achieve our common goals. These programs also assist in measuring, monitoring & maintaining successful initiatives aligned with the YouthConnekt objectives.

Partnerships

We seek partnerships with private sector, government institutions, civic society, development partners, and academia to deliver programs, bring other partners on board, innovate & provide solutions for implementation.

EQUALITY STATEMENT

Equality and diversity are at the core of YouthConnekt Africa's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email jobs@youthconnekt africa.org in the first instance.

THE HEAD OF CORPORATE AFFAIRS ROLE

The Head of Corporate Affairs will ensure that the organization abides to sound and agile policies that enable it to thrive in delivering on its mission. He/She will ensure the organization builds capability to meet the compliance requirement of current and future donors and partners.

The Head of Corporate Affairs will build a team of professionals in different corporate functions namely Finance and Administration, Human Resource Management, Logistics, Procurement, ICT and Legal Advisory. The Head of Corporate Affairs will report to the Executive Director.

KEY RESPONSIBILITIES

- Support the YouthConnekt Africa Hub's annual and quarterly exercise of budget planning, execution, review and reporting;
- Review institutional policies and develop the necessary procedures and tools for an effective and transparent organization;
- Ensure all staff are informed and compliant to the institutional policies;
- Organize, recruit, appraise, develop and motivate staff of own team, recruit consultants where applicable;
- Develop and innovate work methods and procedures within the available budgets and HR policies;
- Supervise the internal audit function to assure the effective operating of governance, policy and internal control processes;
- Ensure corporate compliance processes and externally demanded organizational assessments are carried out in a timely manner.

PERSON SPECIFICATION

- **Education:**
A seasoned professional with a master's degree in a relevant discipline such as MBA, Finance, public management;
- **Experience:**
Proven track record with over 8 years in Corporate Affairs management positions of which at least 4 years in managing professional teams in a culturally diverse, international setting;
Solid management experience of managing core funding and external funding for institutions;
Solid experience in complex governance and planning processes;
Experience in project organisations with multiple financing sources is desirable.
- **Citizenship:**
The position is open to locals.

KEY SKILLS AND ATTRIBUTES

- Knowledge of, and reliable judgment on, corporate compliance, internal control and audit processes.
- understanding and experience in the sector of international development cooperation and/or international consultancy is desirable
- Clear communicator including excellent writing skills. Fluent in English; French is an advantage.
- A strong, insightful and influential leader who can drive processes in a decentralized, matrix environment.
- Ability to operate at different levels and to translate strategy into action. Willing to provide hands-on support when needed.
- Strong people skills as implementation will often be via non-hierarchical channels.
- High integrity and openness combined with commitment to good governance.

HOW TO APPLY

To apply, provide a CV, a two-page cover letter, and certified copies of degrees and relevant professional certificates in a single document. The document should be saved in the following format: Your First Name Your Last Name - Document Name - Date (yymm).

The cover letter should explain why you are interested in this position and how your skills and experience make you the right fit for the role and organization.

Submissions should be addressed to the YouthConnekt Africa Executive Director via **jobs@youthconnektafrica.org**. The Email title should indicate which role you are applying for ie. Head of Corporate Affairs,

Closing date: **April 21, 2023**