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ECONOMIC COMMISSION FOR AFRICA

Inaugural Meeting of the Executive Board
of the African Regional Centre for
Engineering Design and Manufacturing

Cotonou, Benin, 6 April 1979

DESCRIPTION OF SENIOR PROFESSIONAL POSTS

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A. Executive Director

1. Title of post:
2. Duty station:
3. Duties & responsibilities

Executive Director

Headquarters of the Centre

The Executive Director is the Chief Executive Officer of the Regional Design Centre. He is head of the secretariat of the Centre, and in that capacity has responsibility for the organization, direction and administration of the secretariat. With the assistance of other officials of the secretariat, his task will include:

a) Servicing the meetings of the Council and of the Executive Board and also assisting other organs of the Centre in the performance of their functions;

b) keeping the functioning of the Centre under continuous examination and, where appropriate, reporting the results of his examination for action by the Council or the Executive Board;

c) submitting the draft work programme and corresponding budgets of the Centre to the Executive Board for its consideration;

d) submitting periodic reports on the activities of the Centre including financial statements on its income and expenditure to the Executive Board for its consideration;

e) carrying out the work programme of the Centre and co-ordinating the work of the Centre with that of such other institutions active or interested in the objectives of the Centre as the Executive Board may determine;

f) undertaking such work and studies and performing such services related to the objectives of the Centre as may be assigned to him by the Council or the Executive Board, and also making such proposals thereto as may assist in the efficient and harmonious functioning and development of the Centre, to the Council or the Executive Board as may be appropriate; and

g) Convening, in consultation with the Chairman of the organs of the Centre, the meetings of such organs in accordance with the provisions of the Constitution of the Centre or as may be provided for thereunder.

The Executive Director of the Centre shall be entitled to attend and participate at all sessions of the organs of the Centre or be represented thereat by a senior official of the secretariat designated by him, except that with respect to the sessions of the Council, or the Executive Board, only the Executive Director of the Centre or the person for the time being acting as such, shall attend and participate.

4. General responsibilities:

a) The Executive Director shall refrain from any acts which might reflect adversely on his position as an international official responsible only to the Council of the Centre;

b) In the performance of his duties, he shall not seek or receive instructions from any member State of the Centre or from any authority external to the Centre, except as specifically provided for in the Constitution of the Centre or as directed by the Executive Board of the Council of the Centre;

c) Each member State of the Centre shall respect the international character of the responsibilities of the Executive Director and shall not seek to influence him in the discharge of his responsibilities.

5. Qualifications:

A person for the post of the Executive Director must:

a) Preferably be a national of a member State of the Organization of African Unity or any other developing country;

b) be a top-level industrial mechanical engineer with university engineering degree and extensive knowledge and experience in the design, development and manufacture of machinery;

c) possess considerable experience in industrial management and be conversant familiar with the general operational problems and procedures of manufacturing industrial establishments involved in metal working operations;

d) have considerable practical experience in conducting investigations on major problems concerned with the development of engineering machinery or other metal products for special needs and conditions;

It is important to cast the net as wide as possible, since such experts are extremely scarce in the African region.

- e) have experience in engineering R. & D;
- f) have a very good knowledge of English or French; with a working knowledge of the other.
6. Age: Not less than 40 years old
7. Emoluments:
- (a) Basic salary in the range of US\$30,000 x 1500 - US\$42,000 x 2,000 - \$50,000 per annum (tax free);
- (b) Other benefits: Dependency allowance; installation allowance; children's education allowance; a contributory pension scheme; post adjustment, and free housing and official car and driver.
8. Term of office: Five years(5) renewable by negotiation at the option of both parties
9. The candidate selected shall be appointed by the Council of the African Regional Centre for Engineering Design and Manufacturing and take up his appointment about October 1979
10. Enquiries and applications should be sent to:
- The ECA Executive Secretary
Chairman of the Executive Board
P.O. Box 3001
Addis Ababa
Ethiopia

3. Director of the Department of Design

1. Title of post: Director
2. Duty station: Headquarters of the Centre
3. Functions: The Director is the head of the Department of Design, and is responsible for the efficient performance of the tasks of the Department. He is expected to offer leadership, guidance and assistance to the other personnel of the Department in the discharge of their specific assignments. By ensuring the smooth and satisfactory functioning of his Department, he offers assistance to the Executive Director in the overall success of the Centre.
4. Qualifications: A candidate for the post of Director of the Department of Design must:
 - a) Preferably be a national of a member State of the Organization of African Unity (OAU);
 - b) be a top level mechanical design engineer with university engineering degree and extensive knowledge and practical experience in design and development of machinery,
 - c) have experience as a team leader in the planning and execution of design projects for machinery and engineering equipment.
5. Age: Not less than 35 years old
6. Languages: Very good knowledge of English or French with a working knowledge of the other.
7. Emoluments: (a) Basic salary in the range of US\$25,000 x 1,000 - US\$30,000 x 1,500 - \$35,000 per annum (tax free),

(b) Other benefits include: dependency allowance installation allowance; children's education allowance; a contributory pension scheme; post adjustment; free housing.
8. Terms of office: Three(3) years probation leading to career appointment.
9. The candidate selected shall be appointed by the Executive Board of the African Regional Centre for Engineering Design and Manufacturing, and take his appointment on December 1979.
10. Enquiries and applications should be sent to:

The ECA Executive Secretary
Chairman of the Executive Board
P.O. Box 3001
Addis Ababa
Ethiopia

Director of the Department of Manufacturing

1. Title of post: Director
2. Duty station: Headquarters of the Centre
3. Functions: The Director is the head of the Department of Manufacturing, and is responsible for the efficient performance of the tasks of the Department. He is expected to offer leadership, guidance and assistance to the other personnel of the Department in the discharge of their specific assignments. By ensuring the smooth and satisfactory functioning of his Department, he offers assistance to the Executive Director in the overall success of the Centre.
4. Qualifications: A candidate for the post of Director of the Department of Manufacturing must:
 - a) Preferably be a national of a member State of the Organization of African Unity (OAU),
 - b) be a highly specialized expert in the production of machine parts, components and prototype machines, especially in fields related to agricultural, transportation and construction machinery and equipment;
 - c) be a top level mechanical engineer with university or equivalent qualifications in mechanical engineering and extensive knowledge and experience in production engineering and the management of heavy mechanical engineering workshops and foundries,
 - d) have experience in engineering production planning and control.
5. Age: Not less than 35 years old
6. Languages: Very good knowledge of English and French, with a working knowledge of the other.
7. Emoluments:
 - a) Basic salary in the range of US\$25,000 x 1,000 - US\$30,000 x 1,500 - \$35,000 per annum (tax free);
 - b) Other benefits include: installation allowance; dependency allowance; children's education allowance; a contributory pension scheme; post adjustment; free housing.
8. Terms of office: Three(3) years probation leading to career appointment.

9. The candidate selected shall be appointed by the Executive Board of the African Regional Centre for Engineering Design and Manufacturing, and take his appointment on December 1979.
10. Enquiries and applications should be sent to:

The ECA Executive Secretary
Chairman of the Executive Board
P.O. Box 3001
Addis Ababa
Ethiopia.

D. Director of Engineering Development and Testing

1. Title of post: Director
2. Duty station: Headquarters of the Centre
3. Functions: The Director is the head of the Department of Engineering Development and Testing, and is responsible for the efficient performance of the tasks of the Department. He is expected to offer leadership, guidance and assistance to the other personnel of the Department in the discharge of their specific assignments. By ensuring the smooth and satisfactory functioning of his Department, he offers assistance to the Executive Director in the overall success of the Centre.
4. Qualification: A candidate for the post of Director of the Department of Engineering Development and Testing must:
 - (a) preferably be a national of a member State of the Organization of African Unity (OAU).
 - (b) be a top level mechanical engineer with university engineering degree and extensive knowledge and practical experience in engineering R & D, especially in testing and performance analysis of machinery and equipment.
 - (c) have experience as a team leader in the planning and execution of R.& D projects concerned with the development of machinery and industrial equipment.
5. Age: Not less than 35 years old.
6. Languages: Very good knowledge of English and French, with a working knowledge of the other.
7. Emoluments:
 - (a) Basic salary in the range of US\$25,000 x 1,000 - US\$30,000 x 1,500 - \$35,000 per annum (tax free)
 - (b) other benefits include: dependency allowance; installation allowance; children's education allowance; contributory pension scheme; post adjustment; free housing.
8. Terms of office: Three(3) years probation leading to career appointment.
9. The candidate selected shall be appointed by the Executive Board of the African Regional Centre for Engineering Design and Manufacturing and take his appointment on December 1979.
10. Enquiries and applications should be sent to:

The ECA Executive Secretary
Chairman of the Executive Board
P. O. Box 3001
Addis Ababa
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