	Title of Position	Programme Assistant	**Position No.**	ReS0006/2025
	Location	Hybrid	**Application Closing Date**	14th February, 2025
Remuneration: Attractive	**Start Date**	1st March, 2025	**Duration**	One year, with possible extension

POSITION SUMMARY

The Africa Network of Agricultural Policy Research Institutes formerly known as the Regional Network of Agricultural Policy Research Institutes (ReNAPRI) is a consortium of national agricultural policy research centers across Africa dedicated to generating high-quality evidence to support policymaking throughout the continent. ANAPRI collaborates with national, regional, continental, and international partners to transform Africa's food systems by promoting sustainability, resilience, inclusivity, and improved living standards. Established in 2012, ANAPRI is currently composed of 16 national agricultural policy research centers located in 15 countries, in central, east, west, and southern Africa.

The ANAPRI Secretariat seeks to recruit a **Programme Assistant** to ensure the smooth operations of technical and project coordination activities.

The overall role and responsibility of the Programme Assistant is to perform a range of activities that ensure the successful and smooth implementation of ANAPRI's projects, which support the Research Director, the Principal Investigators (PIs) or Project Leads and the Modelling Services Centre (MSC).

DUTIES AND RESPONSIBILITIES

Overall, the Programme Assistant will work at the ANAPRI Secretariat, performing a range of technical and administration support functions which include, but are not limited to:

- Supporting Project Leads/Principal Investigators, the Research Director and the Technical Team in implementation activities for various projects.
- Support the development of technical reports or knowledge products (i.e., technical research reports, working papers, scientific journal articles, presentations, policy briefs, the ANAPRI newsletters, etc.).
- Provide internal feedback or progress reports to Principal Investigators or Project Leads in line with ANAPRI's project requirements.

- Support the Research Director with technical inputs and materials that are comprehensive, accurate, and up to date.
- Any other duties assigned by the Research Director.

REPORTING

The Programme Assistant will report directly to the ANAPRI Research Director. However, in consultation with and under the guidance of the Research Director, the Programme Assistant may receive specific assignments that require following a reporting framework in which the Programme Assistant also reports to the Principal Investigator or Project Lead for project-specific tasks.

QUALIFICATIONS

The successful applicant is required to meet the following criteria:

- Master's degree in international development, agricultural economics, or related field
- Experience preferably in reporting for international NGO focus
- Proficiency in research, interpreting and analysing diverse data
- Excellent writing and verbal skills
- Excellent IT skills, including Microsoft Office (Outlook, Excel, and PowerPoint).

ESSENTIAL

- At least 4 years' experience in working for non-profit organizations, ideally for an international NGO.
- Attention to detail.

DESIRED

- Good planning and organizational skills.
- Ability to adapt in a multi-cultural system.
  Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

LANGUAGES

- Fluency in written and spoken English (essential)
- French and Portuguese skills or any other AU languages are desirable.

COMPETENCIES

- Demonstrates integrity with good values and ethical standards.

- Flexibility and ability to operate in diverse cultural settings and with a variety of stakeholders, culturally and gender sensitive.
- Time management skills, including flexibility, mindfulness, and ability to work under pressure to meet deadlines.
- Computer literacy (in particular, Outlook, Excel, and PowerPoint).
- Ability to quickly adapt to change and to operate in a fast-paced environment.

REMUNERATION

Remuneration will be in line with market standards.

APPLICATION DETAILS

To apply for this position, please send your detailed application to info@anapri.net. Please include the position title and position number in the subject line. Your application should be accompanied with the following:

• CV with three referees

• Cover Letter

• Copies of relevant certificates

To find out more about ANAPRI, visit our website at https://www.anapri.net/