

## **JOB DESCRIPTION**

### **RESIDENT ADMINISTRATOR – AFRICAN INSTITUTE ON AGRICULTURE, FOOD LAW, POLICY, AND NUTRITION RESEARCH**

#### **PURPOSE OF THE POSITION**

To provide administrative, operational, and institutional support to the African Institute of Agriculture-Food Law, Policy and Nutrition Research, ensuring efficient day-to-day management of the Institute's research, training, and outreach functions in the areas of agriculture-food law, policy, and nutrition.

The Resident Administrator will be in charge of all operations and administrative aspects of the Institute as a center of excellence in agriculture-food law, policy, and nutrition research and learning, and facilitate the rollout of academic and professional training programs in food systems, African food and Agriculture traditional knowledge and intellectual property, sustainable agriculture, and nutrition for Human Capital Development.

#### **Assist the Director / Head of Institute**

- To coordinate the administrative and operational functions of the Institute.
- To support the implementation of research, training, and policy engagement activities.
- To ensure effective institutional systems, compliance, and resource management.
- To facilitate partnerships, communication, and stakeholder engagement

#### **SCOPE**

The Resident Administrator is key in ensuring the smooth functioning and institutional development of the African Institute of Food Policy and Nutrition Research. The position supports the Institute's mission to generate evidence, influence policy, and build capacity in food systems, nutrition, and sustainable agriculture.

The role covers the administration of research programs, coordination of academic and training activities, financial and logistical management, and institutional strengthening. As the Institute evolves into a training and academic center, the Resident Administrator will support the establishment of systems for course delivery, student coordination, and academic operations.

This position contributes to building an enabling environment for high-quality research, policy engagement, and professional training that advances food security, food safety, food sovereignty, and sustainable development.

**This position reports to the Director / Head of Institute**

### **Key Result Areas:**

- Under the direct supervision of the Director / Head of Institute, the incumbent is required to perform the following functions:
  1. Coordinate and manage the day-to-day administrative operations of the Institute.
  2. Provide administrative support to research programs in food policy, food law, and nutrition.
  3. Support planning, organization, and implementation of training, workshops, and academic courses.
  4. Manage office systems, including records, documentation, and correspondence.
  5. Coordinate logistics for meetings, field activities, and institutional events.
  6. Support financial administration, including budgeting, procurement, and expenditure tracking in coordination with finance staff.
  7. Maintain institutional databases, research records, and knowledge management systems.
  8. Facilitate communication and coordination with partners, stakeholders, and collaborators.
  9. Support development and implementation of institutional policies, procedures, and operational guidelines.
  10. Assist in human resource administration, including staff coordination, onboarding, and performance tracking.
  11. Contribute to proposal development, reporting, and documentation of institutional activities.
  12. Oversee facilities management and ensure the availability of necessary office resources and equipment.
  13. Support the development and coordination of academic programs, including student administration and course logistics.
  14. Ensure compliance with organizational, legal, and regulatory requirements.
  15. Assist in organizing public engagement activities, conferences, and policy dialogue

### **Key Performance Indicators**

To facilitate tracking of the job holder's performance during the year, the following performance indicators have been identified and agreed upon:

-  Efficient and timely execution of administrative and operational tasks.
-  Availability and proper management of institutional records and documentation systems.
-  Timely organization and coordination of meetings, trainings, and events.
-  Effective logistical and operational support to research and academic programs.
-  Compliance with financial, administrative, and regulatory procedures.
-  Functional and updated institutional systems (HR, procurement, communication).
-  Timely submission of administrative and program reports.
-  Effective coordination of stakeholders and institutional partnerships.
-  Operational readiness for academic and training program rollout.

- ✚ Maintenance of a conducive and well-managed working environment

### **Essential Competencies:**

- Professionalism
- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example
- Teamwork

### **Functional competencies:**

- Excellent communication skills. Communicates sensitively, effectively, and creatively across different constituencies;
- Demonstrates very good understanding of and experience in communications and outreach/advocacy;
- Proven networking skills and ability to generate interest in the institute's mandate;
- Strong initiative-taker;
- Very effective at multi-tasking;
- Focuses on impact and results for the client;
- Interacts effectively with all levels of the organization, including senior management;
- Consistently approaches work with energy and a positive, constructive attitude;
- Identifies opportunities and builds strong relationships with clients and partners.
- Demonstrates exceptional ability to remain calm, in control, and good humored even under pressure and tight deadlines.

### **Education**

- At least a first-level university degree in Business Administration, Public Administration, Management, Development Studies, or a related field.
- Additional research, training in project management, administration, or institutional management is an added advantage.

### **Work Experience**

- A minimum of five (5) years of experience in research and training institutions' administration, operations, or institutional management.
- Experience working in a research institution and academic setting is highly desirable.
- Demonstrated experience in office management, logistics, and organizational systems