



Jwara Building, West Field  
Serrekunda  
Banjul, GAMBIA

### Terms of Reference (TOR)

**Position: Executive Secretary**

**Duration and type: Fixed-term contract (full-time role)**

**Supervisor: Executive Chairperson**

**Citizenship: Candidate should be a citizen and a resident of an African Union member state. The citizens of the Republic of South Africa are not eligible to apply as the current Executive Chairperson of the Commission is a citizen of South Africa**

**Age: Candidate should be between the ages of 18 and 33 years**

**Start date: July 1st, 2024**

**Application deadline: June 24th, 2024**

#### **About AYC**

The African Youth Commission (AYC) is an independent Pan-African youth network founded by youth leaders to foster synergy amongst youth and youth organisations on the continent and Diaspora.

Officially inaugurated on January 2017 in Addis Ababa, Ethiopia, the network is determined and committed to provide a space and voice for youth and youth organisations to set and drive their own agenda, promote the involvement of young people as key partners in the implementation of the Africa 2063 Agenda as well the UN Agenda 2030 for sustainable development, support advocacy actions on the ratification and implementation of the African Youth Charter, other youth rights-based legal instruments and contribute to advancing the AU Shared Values through a network of locally based youth actors.

#### **Vision and Mission**

- Vision: AYC subscribed to the ideals and Pan African vision of African Union “an integrated, prosperous and peaceful Africa, driven by its own citizens and representing a dynamic force in the global arena.”
- Mission: Uniting Youth in Action for African Unity and Development.

#### **Objectives of the Commission are: -**

The Commission shall stand to promote youth driven, unified voice, vibrant and peaceful Africa by;

- Mobilizing resources (human, technical, technology and finance) to support the work of youth and youth structures, Pan African Youth Union, Youth Division of the African Union Commission in their quest to effective service delivery and advocacy activities on African Youth Charter, other AU legal instruments and youth projects at national, regional and continental levels.
- Linking up youth and existing youth structures at national, regional and continental levels for partnership, collaboration and networking to maximize productivity, and minimize waste of valuable and scarce resources in Africa.
- Bring youth together on an annual basis to engage in dialogues (policy and inter-generational), share best practices and experiences on obstacles of meaningful youth participation and representation in AU led negotiations at all levels.
- Providing a youth friendly platform for inclusive and effective participation and representation of African youth at the political and operational levels of AU.

“Uniting Youth in Action for African Unity and Development”



Jwara Building, West Field  
Serrekunda  
Banjul, GAMBIA

- Lobby and advocate for standalone Youth Division in AUC and ECOSOC Youth Caucus.
- Facilitate youth networking and exchange at national and international levels.

### **Strategic Priorities**

The Strategic priorities of the AYC are structured around five thematic pillars:

- Pillar 1: AYC Strengthening
- Pillar 2: Employment and Entrepreneurship
- Pillar 3: Health and Well-being
- Pillar 4: Governance and Human Rights including Climate Action as a cross-cutting priority
- Pillar 5: Peace and Security

### **Values**

The core values of AYC are:

- Pan Africanism
- Inclusiveness
- Transparency
- Integrity

### **The Role - The Executive Secretary**

The Executive Secretary serves as the head of the AYC Secretariat reporting and answerable to the Executive Council headed by the Executive Chairperson. She/He is responsible for the day-to-day operations, administration, programmatic, financial, and contact management including handling membership, strategic partnerships and resource mobilisation of the Commission. The Executive Secretary works closely with the Executive Council, Secretariat team, Advisory board, membership (national and regional consortiums), key stakeholders and strategic partners of the Commission across the continent and globally to provide ethical leadership and ensure that the Commission's governance and programs are responsive, efficient, and aligned with the Commission's objectives, guiding principles and core values of fostering an environment for inclusivity, transparency, accountability and participatory decision-making while delivering the vision and mission of the Commission.

### **Specific Duties and Responsibilities**

The successful candidate shall be responsible for:

1. Leading the AYC Secretariat which includes: overseeing and managing all aspects of human, material and financial resources including budgeting, staff recruitment, disciplinary, training of personnel and institutional development of the Commission. This involves collaboratively developing and regular reviewing the human resource policy, strategic plan, resource mobilisation strategy, financial policy and internal controls with the team and partners to ensure the Commission's sound management of resources and long-term sustainability;
2. Working collaboratively with staff, programme experts, volunteers, country focal points, members of the Executive Council and Advisory Board, Member Organisations, key stakeholders and strategic partners with common values and interests to plan, organise and implementing activities, projects and



Jwara Building, West Field  
Serrekunda  
Banjul, GAMBIA

programmes for the Commission. This includes leading and collaborating with the wider AYC teams to develop and improve projects and programs of the Commission through regular monitoring, evaluation, accountability and learning reviews;

3. Working closely with and supporting the membership, Executive Council and Advisory Board to ensure that the governance of the Commission is effective, and a viable strategic plan is in place which is reviewed and improved regularly to maximize the impacts of the Commission's interventions;
4. Initiating, maintaining and developing strong memberships and partnerships of the Commission including resource mobilisation, supporting the collaboration, exchange and communication with stakeholders across the continent, and globally. This includes leading and championing the fundraising and partnerships strategy of the Commission;
5. Collaboratively create, review, and develop policies, strategies, procedures, systems and ensure quality delivery, compliance with national laws and regulations, international standards, donor requirements, as well as safeguarding and risk management of the Commission;
6. Facilitating and providing technical support to the Executive Council and Advisory Board in relevant meetings, events, consultations, deliberations and negotiations of interest to the Commission, and which involve the government, strategic partners and donors at the national, continental and global level;
7. Providing strategic, technical and analytical leadership to the growing network of AYC national and regional initiatives;
8. Preparing, plan and execute the annual Pan African Youth Conference on African Unity and Development and General Assembly of AYC to promote and contribute to constructive dialogue on the African unity and development;
9. Supporting and overseeing the implementation of communications and visibility strategy of the Commission, ensuring the website, social media, newsletters, annual reports, and mailings out to the members, partners and stakeholders are kept up to date. This includes drafting, checking and promoting the content for quality, greater awareness and visibility.

#### **Ideal Candidate Profile**

#### **Required Skills or Competences**

The candidate must possess the following skills or competences:

- Passion for youth work and working with young people, highly motivated and self-organised;
- Knowledge and experience in youth political and socio-economic development issues in Africa;
- Experience working with diverse stakeholders – civil society, government, intergovernmental and development partners;
- Strong leadership, results-oriented strategic thinker with strong critical thinking and influencing skills;
- Ability to foster a culture of integrity, accountability and transparency;
- A deep understanding of, and commitment to cultural sensitivity and diversity;
- Knowledge of organisational resource development, and experience in successful fundraising;



Jwara Building, West Field  
Serrekunda  
Banjul, GAMBIA

- Strong administrative, organisational skills, networking, diplomacy and interpersonal skills;
- Excellent communicator - writing, speaking, presentation, and listening skills;
- Ability to effectively engage with key internal and external stakeholders;
- Computer literacy and strong electronic communication skills;
- Ability to problem solving, adapt to, and work effectively in, a highly dynamic young team environment from a variety of backgrounds and growing organisational setting;
- A high attention to details and ability to multitask, delegate task, manage stress and meet the deadline;
- Fluency in French and/or another official language of the African Union is an added advantage.
- Experience in organizing and managing teams

#### **Education/Academic Qualification and Professional Experience**

The candidate must hold a graduate or undergraduate degree in one of the following fields: Social Sciences, Public or Development Policy, International Development, Economics, Business Administration, Management or other related fields.

#### **Professional Experiences**

The candidate must have a minimum of 5 years of progressive professional experience in managing national or international programmes on youth development and youth political or civic engagement, preferably in Africa. Experience in leading and managing a team with a focus on youth advocacy, programming and development in an international organization is highly desirable.

Additionally, She/ He must have:

- a) a Proven experience and technical ability to manage a large project;
- b) a Proven ability to draft, edit and produce written proposals and results-focused reports;
- c) an Effective networking and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities, experts and NGOs/international development communities; and
- d) a Demonstrated ability in team leadership, management and collaboration.

#### **How to apply/ Deadline**

Interested candidates are invited to submit their letter of application, detailed curriculum vitae (CV), copy of identification document (national ID or passport) and copies of relevant academic qualifications via this online [application form](#)

<https://forms.gle/9tNA56uEPAB5WQwz8>

Address the cover letter to:  
**The Executive Chairperson**  
**African Youth Commission**  
**Banjul, The Gambia**  
[ayc@auvc.org](mailto:ayc@auvc.org)

Field Code Changed



Jwara Building, West Field  
Serrekunda  
Banjul, GAMBIA

The cover letter must explain why you are interested in the role, and how your skills and experience comply with the above requirements and make you the right fit for the position. In the CV, provide a functional email address, mobile numbers, and include at least three referee contacts.

**Deadline for submission not later than Monday, June 24th, 2024, at 5pm GMT.**

**Only short-listed candidates will be contacted.**