



## Programme Executive at the Africa-Europe Foundation

### Overview

The Africa Europe Foundation brings together diverse stakeholders from across different boundaries to catalyze cooperation, transform dialogue into action and reimagine the partnership between the societies of the neighbouring continents. The Foundation is comprised of some of the world's most influential personalities and acts as a network of networks in strengthening the capacity of Africa and Europe to respond to a range of common challenges. Investment in a generation is central to our mission through empowering youth voice and leadership across critical sectors of cooperation.

To support the growth of the Foundation's portfolio of multi-annual projects, and at a critical time for rethinking the partnership between Africa and Europe, we are seeking to recruit a Programme Executive. This is a new position in the AEF Programme Delivery Team with a strategic focus on programme implementation in the thematic areas of Climate, Ocean Governance, and Development.

It is a unique opportunity for a junior professional with some relevant experience in project administration and strong interest in Climate Change, Ocean Governance and Blue Economy, and international development, to join a global team and organisation that is passionate about contributing to a real partnership between Africa and Europe.

### Overall purpose and responsibility of the role

The role of Programme Executive is a new function based on our growing portfolio of programming and projects in the domain of climate (adaptation, agri-food systems, energy, blue economy, youth engagement on the UN COP). The jobholder works as a member of the core team of the Africa-Europe Foundation and an integral part of the Programme Delivery Team which ensures the management and development of AEF's thematic programming and execution of externally funded projects.

### Key responsibilities

- Acting as the main project management support for AEF's portfolio of programming on climate (adaptation, agri-food systems, energy, blue economy and ocean, youth engagement on the UN COP).
- Executing project management plans as part of externally funded projects led by AEF.
- Drafting briefs to strengthen the research and evidence-base of AEF's programming.
- Mapping pioneering practice in the domain of climate in Africa and Europe and mapping individual 'champions' who can contribute to AEF's advocacy work in this domain.
- Gathering information and data on a systematic basis to track progress on the implementation of activity plans and contribute to the overall Monitoring and Evaluation policy of AEF.



- Providing week-to-week support to ensure effective coordination among key functions including the Senior Programme Management and Senior Fellows working on this domain of Africa-Europe cooperation.
- Maintaining up-to-date information for the budget tracker of the relevant programmes and projects to support the quarterly re-forecasting exercises carried out by the management team.
- Gathering data and stories to help AEF capture and communicate the impact of its work on climate.
- Contributing to maintaining effective week-to-week relations and information sharing with the strategic partners and institutions associated to this domain of programming.
- Understanding data to analyse trends and make recommendations on the overall development of projects as part of a core member of programmes team.
- Contributing to identifying growth and evolution opportunities for AEF's programming portfolio.
- Maintaining and development of AEF's directory of contacts and partners for this strategic area of programming.
- Collaborating with the outreach and advocacy division of AEF to capture contents for communication products and advocacy initiatives.

#### **Other features or requirements of the post:**

- Reporting: AEF Head of Programme Performance and Operations (overall supervision); AEF Senior Programme Manager (direct supervision / programme line manager).
- Salary band: programme executive level (full-time), with a minimum of 1 year of professional experience.
- Location: Priority to being based in the AEF Brussels' office.
- The function is operational as soon as possible.

#### **Skills and qualifications**

- Prior experience in project administration and project management.
- Prior experience working in a non-profit organisation is a plus.
- Full English professional working proficiency. Other languages are an asset.

#### **Behavioural competencies and skills**

- Committed to our values and our purpose of building a real partnership between Africa and Europe.
- Integrity, impeccable work ethic.
- Demonstrable planning and organisational skills.
- Capacity for initiative and problem-solving.

#### **Application**

Please apply [here](#).