



Application should be sent to:
 AMARecruitment@au-ama.africa

JOB ADVERTISEMENT REF # AMA/FX-T/HEAD-PDO/0336/06.26

PROGRAMME AND IMPLEMENTATION OFFICER - P2

Reports to	Head of Project Delivery Office	Directorate/Department	Office of Director General
Number of Direct Reports	0	Division	Project Delivery Office (PDO)
Number of Indirect Reports	0	Job Family	Programme Management
Job Grade	P2	Level	Level 2
Step	5	Location	Kigali Rwanda
Number of Position	1	Contract type	Fixed-Term Contract
Project / Partner	Gates Foundation	Gender Mainstreaming	AMA is an equal opportunity employer, and qualified women are encouraged to apply

Only candidates who meet all job requirements and are selected for interviews will be contacted.

AU Values	<ul style="list-style-type: none"> • Respect for Diversity and Teamwork • Think Africa Above All • Transparency and Accountability 	<ul style="list-style-type: none"> • Integrity and Impartiality • Efficiency and Professionalism • Information and Knowledge Sharing
------------------	---	---

Job Purpose

The Programme and Implementation Officer shall support the implementation, monitoring, coordination, tracking, and reporting of strategic, operational, governance, and donor-supported initiatives of the African Medicines Agency (AMA). The incumbent shall be responsible for maintaining implementation tracking systems, monitoring institutional commitments, coordinating directorate reporting, supporting performance management processes, and facilitating the timely delivery of organizational priorities.

The position shall contribute to strengthening institutional accountability, implementation discipline, follow-up governance decision performance reporting, and cross-functional coordination by ensuring that strategic initiatives, action items, milestones, and deliverables are effectively monitored and reported to support evidence-based decision-making.

The position shall also support executive preparedness, stakeholder engagement follow-up, and institutional coordination by ensuring that leadership commitments, strategic engagements, and external partnership actions are systematically tracked, documented, and implemented.

Reporting Line

The Programme and Implementation Officer shall report directly to the Head of Project Delivery Office and shall maintain a functional reporting relationship with the Chief of Staff on strategic delivery and institutional performance matters.

Main Functions

1. Support implementation planning, monitoring, and tracking of strategic and operational initiatives across the Agency.
2. Coordinate institutional implementation reporting, governance decision tracking, and follow-up of organizational commitments.
3. Support institutional performance management processes, KPI monitoring, and implementation reviews.
4. Monitor implementation milestones, risks, dependencies, and action items to facilitate timely delivery of organizational priorities.
5. Support the preparation of implementation dashboards, management reports, and institutional performance updates.
6. Support executive preparedness, stakeholder engagement management, and leadership commitment tracking by coordinating briefing materials, monitoring follow-up actions, maintaining engagement records, and facilitating timely implementation of agreed actions involving the Director General and Senior Management.

Specific Responsibilities

1. Support development, maintenance, and updating of AMA's Master Institutional Implementation Plan.
2. Maintain implementation trackers, action matrices, milestone schedules, and monitoring tools for strategic and operational initiatives.
3. Monitor implementation of Governing Board decisions, Conference of States Parties (CoSP) decisions, Director General directives, Chief of Staff instructions, and Senior Management action points.
4. Coordinate collection, consolidation, validation, and analysis of implementation data from directorates, programmes, projects, and business units.
5. Follow up with responsible officers and directorates on outstanding action items, implementation commitments, and agreed deliverables.
6. Support monitoring and reporting of strategic KPIs, directorate performance indicators, governance commitments, donor deliverables, and operational performance targets.
7. Assist in maintaining institutional RAID Registers, including Risks, Assumptions, Issues, Dependencies, and mitigation actions.
8. Monitor implementation timelines and identify potential delays, bottlenecks, and risks requiring management attention.
9. Support preparation of weekly implementation updates, monthly progress reports, quarterly performance reports, and executive dashboards.
10. Coordinate implementation review meetings, performance monitoring sessions, and follow-up discussions with directorates and stakeholders.
11. Support tracking and monitoring of donor-funded programmes, grants, technical assistance initiatives, and consultancy assignments.
12. Assist in monitoring implementation of audit recommendations, management actions, evaluation findings, and organizational improvement initiatives.
13. Support maintenance of implementation databases, reporting systems, dashboards, and institutional performance monitoring tools.
14. Prepare briefing notes, implementation summaries, presentations, and management reports for decision-making purposes.
15. Support the Director General's Executive Assistant in the preparation of briefing notes, background papers, stakeholder profiles, meeting summaries, and strategic engagement briefs for meetings involving AU Member States, National Regulatory Authorities (NRAs), Regional Economic Communities (RECs), African Union Organs, Development Partners, Donor Agencies, and other key stakeholders.
16. Ensure that concise executive briefing notes are prepared and submitted to the Director General's Office, whenever practicable, at least forty-eight (48) hours prior to significant external engagements, and in all cases as early as circumstances permit.
17. Support the Director General's Executive Assistant in maintaining a live register of commitments, undertakings, action points, and follow-up obligations arising from meetings, missions, conferences, stakeholder engagements, and governance sessions involving the Director General and Senior Management.
18. Ensure that structured follow-up actions are initiated within five (5) working days following significant stakeholder engagements and monitor progress to ensure commitments are effectively tracked, coordinated, and implemented.

19. Maintain a live register of all active external consulting assignments, technical assistance engagements, and advisory support arrangements, including scope of work, agreed deliverables, implementation timelines, contractual milestones, designated AMA counterparts, and current implementation status.
20. Flag to the Head of Project Delivery Office any consultancy deliverable that is overdue, delayed, at risk of non-completion, or where no designated AMA counterpart has been assigned.
21. Collaborate with the Knowledge Management and Documentation Officer to ensure proper documentation of implementation records, lessons learned, and institutional knowledge assets.
22. Provide technical and administrative support to institutional planning, monitoring, evaluation, and organizational performance management activities.
23. Perform any other duties as may be assigned by the Head of Project Delivery Office.

Key Relationships

Internal Relationships

Who	Frequency	Why
Head of Project Delivery Office	Daily	Direct supervision and implementation guidance
Directorate Heads	Weekly	Progress reporting and implementation coordination
DG Executive Assistant	Daily	Coordination of executive briefings, stakeholder engagement tracking, and follow-up of leadership commitments
Technical Officers	Daily	Monitoring activities and follow-up on deliverables
Programme and Project Teams	Daily	Tracking implementation milestones and commitments
Finance Unit	Weekly	Monitoring programme implementation and budget-related activities
Procurement Unit	Weekly	Follow-up on procurement-related implementation actions
Human Resources Unit	As Required	Coordination of institutional initiatives and performance activities
Internal Audit and Compliance Functions	As required	Monitoring implementation of recommendations

External Relationships

Who	Frequency	Why
Development Partners	As Required	Programme implementation monitoring and reporting
Donor Agencies	As Required	Tracking donor commitments and deliverables
Technical Assistance Providers	As Required	Follow-up on implementation activities and deliverables
Consultants	As Required	Monitoring outputs and implementation progress
African Union Organs and Institutions	As Required	Coordination and reporting support
Regional Economic Communities (RECs)	As Required	Programme coordination and implementation support
National Regulatory Authorities (NRAs)	As Required	Monitoring collaborative activities and initiatives

Academic Requirements & Relevant Experience

University Bachelor's Degree in Project Management, Public Administration, Business Administration, Strategic Management, Development Studies, Economics, Monitoring and Evaluation, Statistics, Health Systems Management, International Relations, Organizational Development, or related fields from a recognized institution.

A certification in Project Management, Results-Based Management (RBM), Monitoring and Evaluation, PRINCE2 Foundation, PMP, or related professional qualifications shall be an added advantage.

A minimum of five (5) years of progressively responsible experience in programme management, project implementation, planning, monitoring and evaluation, performance management, organizational development, governance implementation, or related fields within national, regional, continental, or international organizations.

Experience working within public sector institutions, multilateral organizations, development agencies, health sector programmes, or African Union institutions shall be an added advantage.

Required Skills

- I. Demonstrated knowledge and experience in programme and project implementation, monitoring, and reporting.
- II. Knowledge of Results-Based Management (RBM), performance management frameworks, and implementation monitoring methodologies.
- III. Demonstrated ability to prepare concise, well-structured executive briefing notes, stakeholder engagement summaries, and decision-support materials by synthesizing complex information into clear, actionable recommendations for senior leadership.
- IV. Experience in maintaining implementation trackers, action matrices, performance dashboards, and reporting systems.
- V. Experience supporting senior executives in preparation for high-level meetings, governance engagements, strategic negotiations, or stakeholder consultations shall be an added advantage.
- VI. Ability to collect, validate, analyze, and interpret implementation and performance data.
- VII. Strong analytical, problem-solving, and organizational skills.
- VIII. Experience supporting monitoring and evaluation activities and performance reviews.
- IX. Ability to manage multiple priorities and meet deadlines within a dynamic environment.
- X. Excellent report writing, presentation, communication, and stakeholder engagement skills.
- XI. Proficiency in Microsoft Office Suite, project management software, data analysis tools, and dashboard applications.
- XII. Ability to work independently, exercise sound judgment, and maintain confidentiality.
- XIII. High level of integrity, accountability, initiative, and commitment to results.
- XIV. Ability to work effectively in a multicultural and multinational environment.
- XV. Proficiency in one African Union working language. Knowledge of one or more additional AU working languages is an added advantage.

Leadership Competencies

- **Change Management:** Assists others in adapting to change and supports implementation of new processes, systems, and ways of working.
- **Managing Risk:** Identifies potential risks within assigned responsibilities and takes appropriate action to mitigate and escalate concerns.

Core Competencies

- **Teamwork and Collaboration:** Builds positive working relationships and collaborates effectively with colleagues and stakeholders to achieve shared objectives.
- **Accountability Awareness and Compliance:** Accepts responsibility for assigned duties, follows established procedures, and delivers agreed outputs within expected timelines.
- **Learning Orientation:** Continuously seeks opportunities to develop knowledge and skills and applies lessons learned to improve performance.
- **Communicating with Influence:** Communicates information clearly, concisely, and professionally while adapting messages to different audiences.
- **Client and Stakeholder Orientation:** Understands stakeholder needs and provides timely, responsive, and quality support to internal and external clients.
- **Planning and Organizing:** Establishes priorities, manages workload effectively, and ensures timely completion of assigned activities.

Functional Competencies

- **Programme and Project Implementation:** Supports planning, coordination, monitoring, and reporting of programmes and projects to ensure achievement of expected results.
- **Implementation Monitoring and Reporting:** Tracks progress against agreed deliverables, milestones, and timelines and prepares accurate implementation reports.
- **Executive Briefing and Decision Support:** Research, synthesize, and present complex information in concise and actionable formats to support executive decision-making, stakeholder engagement, governance discussions, and strategic leadership activities.
- **Governance and Action Tracking:** Monitors implementation of governance decisions, management directives, and institutional commitments and follows up on outstanding actions.
- **Results-Based Management (RBM):** Applies RBM principles to support planning, implementation, monitoring, reporting, and organizational accountability.
- **Data Analysis and Performance Reporting:** Collects, validates, analyzes, and presents performance information to support evidence-based decision-making.
- **Risk Monitoring and Escalation:** Identifies implementation risks, issues, and dependencies and supports timely escalation and mitigation processes.
- **Stakeholder Coordination:** Maintains productive relationships with stakeholders and facilitates effective collaboration across organizational units.
- **Monitoring and Evaluation:** Supports monitoring and evaluation activities and contributes to measuring programme performance and organizational results.
- **Knowledge Management and Documentation:** Supports documentation, information sharing, institutional learning, and preservation of implementation records.
- **Continuous Improvement Focus:** Identifies opportunities to improve processes, systems, and ways of working to enhance efficiency and effectiveness.

Tenure of Appointment

The appointment shall be made on a fixed-term contract for an initial period of twelve (12) months, aligned with the duration of the project grant supporting the establishment and operationalization of the AMA - Project Delivery Office (PDO).

The first three (3) months of service shall constitute a probationary period, during which the incumbent's performance, conduct, and suitability for the position shall be assessed.

Any extension or renewal of the appointment shall be subject to the continued availability of funding, satisfactory performance, organizational requirements, and successful delivery of agreed outputs and milestones.

Remuneration

The salary attached to the position is an annual lumpsum of US\$85,212.07 (P2-Step:5) inclusive of all allowances for internationally recruited staff, and US\$66,751.81 inclusive of all allowances for locally recruited staff of the African Medicines Agency.

Note

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be amended by Management as organizational needs evolve. The incumbent may be required to undertake additional responsibilities consistent with the grade and nature of the position.

The African Medicines Agency is an equal opportunity employer committed to diversity, inclusion, integrity, professionalism, accountability, and excellence in service delivery.