



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

JOB ADVERTISEMENT REF # AMA/FX-T/HEAD-PDO/0335/06.26

HEAD - PROJECT DELIVERY OFFICE (PDO)

Reports to	Chief of Staff	Directorate/Department	Office of Director General
Number of Direct Reports	3	Division	Project Delivery Office (PDO)
Number of Indirect Reports	As may be assigned	Job Family	Programme Management / Strategic Delivery
Job Grade	P4	Level	Level 4
Step	5	Location	Kigali, Republic of 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 Head of Project Delivery Office (PDO) shall provide strategic leadership, management, coordination, monitoring, and oversight of the African Medicines Agency's Project Delivery Office (PDO). As a member of AMA's operational leadership team, the incumbent shall contribute to the design, establishment, and continuous improvement of the Agency's management systems, operational routines, accountability frameworks, implementation governance mechanisms, partner coordination systems, and institutional delivery architecture during AMA's operationalization phase.

The incumbent shall serve as the Agency's institutional delivery, implementation coordination, performance management, governance tracking, organizational accountability, and implementation problem-resolution focal point responsible for ensuring that strategic priorities, governance decisions, donor commitments, operational initiatives, and institutional reforms are translated into measurable results and successfully implemented.

The PDO Lead shall not merely monitor implementation progress, but shall actively drive delivery by resolving operational bottlenecks, facilitating cross-functional solutions, and ensuring that implementation challenges are addressed before escalation to executive leadership becomes necessary.

Reporting Line

The Head of Project Delivery Office shall report administratively and directly to the Chief of Staff and shall maintain a functional reporting relationship with the Director General on strategic delivery, institutional performance matters.

The incumbent shall have an explicit right of direct escalation to the Director General, through or in consultation with the Chief of Staff, for critical implementation bottlenecks, institutional risks, governance delays, or cross-directorate delivery challenges requiring executive intervention.

Main Functions

1. Lead and manage the Project Delivery Office (PDO) as the Agency's institutional delivery and implementation coordination function.
2. Coordinate institutional strategic implementation, performance monitoring, governance tracking, and organizational accountability mechanisms.
3. Lead and support organizational transformation, institutional strengthening, and operationalization initiatives to ensure sustainable growth and effective implementation of AMA's mandate.
4. Lead cross-directorate collaboration and serve as the Agency's institutional delivery and problem-resolution function by identifying implementation barriers, mobilizing stakeholders, driving corrective actions, resolving bottlenecks, and ensuring timely execution of strategic priorities.
5. Coordinate monitoring of strategic objectives, directorate performance indicators, governance commitments, donor-funded initiatives, and organizational Key Performance Indicators (KPIs).
6. Provide strategic advice, implementation intelligence, and performance reporting to the Director General, Chief of Staff, Senior Management, Governing Board, and Conference of States Parties.
7. Design, establish, and continuously improve AMA's institutional delivery systems, operational management routines, implementation governance frameworks, consultant management mechanisms, and organizational accountability structures to support sustainable institutional growth and operational excellence.
8. Strengthen institutional management of strategic partnerships, donor-supported initiatives, technical assistance arrangements, and consultant engagements to maximize organizational impact, institutional learning, and sustainable capacity development.

Specific Responsibilities

1. Develop, implement, and maintain the Agency-wide Master Institutional Implementation Plan aligned with the AMA Strategic Plan, Annual Work Plans, Governing Board Decisions, Conference of States Parties (CoSP) Decisions, Director General directives, and organizational priorities.
2. Establish and maintain institutional implementation tracking systems, performance scorecards, dashboards, action matrices, and monitoring tools for strategic and operational initiatives.
3. Coordinate implementation and follow-up of decisions and directives issued by the Director General, Chief of Staff, Governing Board, Conference of States Parties, Internal Oversight Bodies, and Senior Management.
4. Lead institutional performance management processes including the consolidation, monitoring, analysis, and reporting of strategic KPIs, directorate KPIs, donor commitments, governance deliverables, and operational performance targets.
5. Act as AMA's institutional delivery troubleshooter by facilitating periodic institutional performance reviews, implementation review meetings, executive performance dialogues, and strategic delivery sessions with Directorate Heads and responsible officers. Lead structured problem-solving processes aimed at resolving implementation bottlenecks, accelerating delivery, improving inter-directorate collaboration, and removing obstacles affecting achievement of institutional priorities.
6. Maintain and oversee institutional RAID Registers, including Risks, Assumptions, Issues, Dependencies, constraints, mitigation measures, and escalation actions.
7. Identify implementation bottlenecks, organizational risks, delays, resource constraints, and inter-departmental dependencies and take primary responsibility for coordinating, facilitating, and driving their resolution through stakeholder engagement, negotiation, problem-solving sessions, corrective action planning, and follow-up implementation. Escalation to the Chief of Staff or Director General shall occur where executive authority, policy decisions, resource allocation decisions, or institutional intervention are required.
8. Exercise delegated authority from the Director General and Chief of Staff to convene implementation review meetings, coordination forums, performance discussions, delivery improvement sessions, and cross-functional problem-solving engagements. The incumbent may require participation of relevant directorates and business units, facilitate agreement on corrective actions, monitor implementation of agreed actions, and escalate unresolved matters for executive decision.
9. Maintain and regularly update a centralized register of all active and completed consulting assignments, technical assistance engagements, externally funded projects, and advisory support arrangements, including scope of work, deliverables, timelines, contractual obligations, designated AMA counterparts, and implementation status.
10. Ensure that every significant consultancy assignment, technical assistance engagement, or externally funded advisory support activity has a documented knowledge transfer and institutional capacity strengthening plan approved by the Chief of Staff and submitted to the Director General for information.
11. Conduct a structured post-engagement review within thirty (30) days of the completion of each significant consultancy assignment, technical assistance engagement, or advisory support activity to assess delivery outcomes, institutional learning and absorption, knowledge transfer effectiveness, and required follow-up actions.
12. Coordinate monitoring and reporting of externally funded programmes, grants, technical assistance initiatives, consultancy assignments, and strategic partnerships to ensure alignment with institutional priorities.
13. Oversee development and maintenance of institutional knowledge repositories, governance records, implementation databases, lessons learned systems, document governance standards, and institutional memory frameworks.

14. Coordinate preparation of weekly implementation briefs, monthly progress reports, quarterly performance reports, annual institutional delivery reports, governance implementation matrices, and executive dashboards.
15. Support organizational planning processes including strategic planning, operational planning, annual work planning, performance reviews, organizational reforms, and institutional transformation initiatives.
16. Within the first ninety (90) days of appointment, conduct an assessment of AMA's emerging operational routines, governance practices, decision-making processes, meeting structures, implementation tracking systems, and document management arrangements, and develop recommendations for an AMA-specific operating framework that promotes agility, accountability, transparency, and execution excellence.
17. Coordinate implementation of audit recommendations, evaluation findings, management decisions, and institutional improvement initiatives to ensure timely closure and compliance.
18. Develop and implement a structured institutional capacity-building programme for all AMA Directorates and Business Units covering implementation planning, performance monitoring, reporting, action tracking, risk management, and delivery management. The objective shall be that, within three (3) months of implementation, each operational Directorate possesses the capability to independently maintain implementation tracking and performance reporting systems without reliance on the PDO for routine monitoring functions. Achievement of this objective shall constitute a key performance indicator of the PDO and shall be assessed through periodic Directorate capability assessments and reporting compliance reviews.
19. Supervise and provide leadership to PDO personnel and ensure effective utilization of human, financial, technological, and knowledge resources assigned to the Office.
20. Perform any other duties as may be assigned by the Chief of Staff and Director General.

Key Relationships

Internal Relationships

Who	Frequency	Why
Director General	Daily	Strategic guidance, reporting, implementation oversight and decision support
Chief of Staff	Daily	Direct supervision, coordination and implementation monitoring
Directorate Heads	Daily	Implementation coordination, performance monitoring and delivery reviews
Technical Officers and Programme Leads	Daily	Monitoring progress and implementation follow-up
Finance Unit	Weekly	Budget implementation and project monitoring
Procurement Unit	Weekly	Monitoring procurement-related deliverables
Human Resources Unit	Weekly	Organizational performance and workforce initiatives
Internal Audit and Compliance Functions	As required	Monitoring implementation of recommendations

External Relationships

Who	Frequency	Why
Development Partners	As required	Programme monitoring, reporting and implementation coordination
Donor Agencies	As required	Grant implementation monitoring and reporting
Technical Assistance Providers	As required	Monitoring implementation of technical assistance programmes
Consulting Firms and Experts	As required	Tracking deliverables, knowledge transfer and project implementation
African Union Organs and Institutions	As required	Governance reporting and implementation follow-up
Regional Economic Communities (RECs)	As required	Strategic coordination and implementation support
National Regulatory Authorities (NRAs)	As required	Programme implementation and institutional collaboration

Academic Requirements & Relevant Experience

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

Professional certification in Programme Management, Project Management, PRINCE2, PMP, MSP, PgMP, CAPM, Results-Based Management (RBM), Balanced Scorecard, or equivalent professional qualifications shall be an added advantage.

A minimum of eight (8) years of progressively responsible professional experience in programme management, project delivery, strategic planning, organizational performance management, institutional reform, governance implementation, monitoring and evaluation, organizational development, or related fields, of which at least three (3) years must have been at supervisory or management level within national, regional, continental, or international organizations.

Experience in multilateral institutions, public sector organizations, international organizations, development agencies, health sector institutions, or African Union organs shall be an added advantage.

Required Skills

- I. Demonstrated experience in programme management, project delivery, strategic planning, implementation monitoring, and organizational performance management.
- II. Demonstrated ability to resolve complex organizational challenges through facilitation, negotiation, stakeholder engagement, conflict resolution, and delivery-focused problem solving in multi-stakeholder environments.
- III. Strong knowledge of Results-Based Management (RBM), KPI development, performance measurement frameworks, and institutional accountability systems.
- IV. Experience in developing and managing implementation plans, performance dashboards, governance tracking systems, and organizational reporting frameworks.
- V. Proven experience in risk management, issue resolution, dependency management, and organizational performance improvement.
- VI. Strong analytical, problem-solving, and strategic thinking capabilities.
- VII. Demonstrated ability to coordinate cross-functional teams and facilitate organizational collaboration.
- VIII. Excellent report writing, presentation, communication, and stakeholder engagement skills.
- IX. Ability to manage multiple priorities and work effectively under pressure.
- X. Strong knowledge of project management software, dashboard applications, data visualization tools, and Microsoft Office Suite.
- XI. Ability to exercise sound judgment, discretion, confidentiality, and professionalism.
- XII. High level of integrity, accountability, initiative, and commitment to results.
- XIII. Ability to work effectively in a multicultural and multinational environment.
- XIV. Proficiency in one African Union working language. Knowledge of one or more additional AU working languages is an added advantage.

Leadership Competencies

- **Strategic Insight and Vision:** Develops and communicates a clear strategic direction, aligns institutional priorities with long-term objectives, and translates organizational vision into actionable implementation plans.
- **Change Management:** Leads and supports organizational transformation initiatives by promoting adaptability, managing resistance to change, and fostering a culture of continuous improvement.
- **Managing Risk:** Anticipates strategic, operational, and organizational risks, evaluates potential impacts, and implements proactive mitigation and escalation measures.
- **Driving Accountability and Results:** Establishes clear performance expectations, proactively addresses implementation barriers, drives corrective actions, and holds individuals and teams accountable for achieving agreed results.
- **Building Organizational Capability:** Strengthens institutional systems, processes, knowledge assets, and staff capacities to enhance organizational effectiveness and long-term sustainability.
- **Leading and Empowering Others:** Creates an enabling work environment by delegating responsibilities appropriately, providing guidance and coaching, and fostering professional growth among staff.
- **Fostering Innovation and Continuous Improvement:** Encourages creative thinking, promotes new approaches to solving organizational challenges, and drives improvements in systems, processes, and service delivery.

Core Competencies

- **Teamwork and Collaboration:** Builds productive working relationships across organizational boundaries, encourages collaboration, and contributes to the achievement of common institutional objectives.
- **Accountability Awareness and Compliance:** Demonstrates personal responsibility for assigned duties, adheres to organizational policies and procedures, and promotes a culture of transparency and ethical conduct.
- **Learning Orientation:** Actively seeks opportunities to acquire new knowledge, embraces feedback, and applies lessons learned to improve individual and organizational performance.
- **Communicating with Influence:** Presents ideas clearly and persuasively, adapts communication styles to different audiences, and effectively gains support for strategic initiatives and decisions.
- **Client and Stakeholder Orientation:** Anticipates and responds effectively to stakeholder needs while maintaining strong partnerships and ensuring delivery of high-quality services and outcomes.
- **Planning and Organizing:** Establishes priorities, allocates resources effectively, manages competing demands, and ensures timely delivery of assigned objectives and commitments.

Functional Competencies

- **Programme and Project Management:** Applies programme and project management methodologies to plan, coordinate, monitor, and deliver strategic initiatives within agreed scope, timelines, and resources.
- **Strategic Planning and Performance Management:** Develops strategic implementation frameworks, establishes performance indicators, and monitors progress toward organizational goals and objectives.
- **Governance and Decision Tracking:** Establishes systems to monitor implementation of governance decisions, executive directives, and institutional commitments while ensuring accountability and timely reporting.
- **Risk Management and Escalation:** Identifies implementation risks, dependencies, and issues; develops mitigation measures; and escalates critical concerns through appropriate management channels.
- **Results-Based Management (RBM):** Applies results-based management principles to strengthen planning, implementation, monitoring, evaluation, reporting, and organizational accountability.
- **Data Analysis and Performance Reporting:** Analyzes quantitative and qualitative information, generates implementation intelligence, and prepares evidence-based reports to support decision-making.
- **Knowledge Management and Institutional Learning:** Develops systems for capturing, organizing, sharing, and preserving organizational knowledge to strengthen institutional memory and learning.
- **Policy Implementation and Organizational Effectiveness:** Facilitates effective implementation of organizational policies, governance decisions, and institutional reforms to improve overall performance and operational efficiency.
- **Monitoring and Evaluation:** Designs and applies monitoring and evaluation frameworks to assess progress, measure outcomes, identify lessons learned, and support continuous improvement.
- **Continuous Improvement and Quality Management:** Promotes quality standards, identifies opportunities for process optimization, and drives initiatives that improve organizational effectiveness and service delivery

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 lump-sum of US\$110,951.49 (P4-Step:5) inclusive of all allowances for internationally recruited staff, and US\$92,867.97 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.