



**Cooperating to Disarm**

**Vacancies**

The Regional Centre on Small Arms in the Great Lakes Region, the Horn of Africa, and Bordering States (RECSEA), based in Nairobi, Kenya, is an Inter-Governmental Organisation established in June 2005 to coordinate and implement the Nairobi Declaration on the Problem of the Proliferation of Illicit Small Arms and Light Weapons, and the Nairobi Protocol on the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region, the Horn of Africa and Bordering States. RECSEA's Member States are Burundi, Republic of Congo, Djibouti, Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Rwanda, Seychelles, Somalia, Sudan, Tanzania and Uganda.



**European Union**

RECSEA has received a grant from the European Union (E.U.) to implement a 3-year project on the fight against the illicit accumulation and trafficking of firearms in Africa. RECSEA seeks to use part of the grant to recruit the following project staff:

- **Project Coordinator (1)**
- **Accounts Assistant (1)**
- **Administrative Assistant (1)**

These are non-established positions supported by Donor Funds whose contract terms and conditions are limited to the availability of funds.

The initial appointments will be for 12 months including a 3 months probation period. Contract extension will be subject to performance and availability of funding.

**1. PROJECT COORDINATOR (RECSEA/EU/2010/01)**

**Responsibilities**

The Project Coordinator will :-

- Provide leadership and project management through co-ordination and supervision of the implementation of the project activities.
- Plan, implement, monitor and evaluate project activities including writing technical reports.
- Closely liaise with regional bodies in the implementation of project activities.
- Supervision of project staff.

**Reporting**

The Project Coordinator will report to the RECSEA Deputy Executive Secretary.

**Qualifications**

A minimum of an Advanced University Degree in either of the following disciplines: Social Sciences, Business Administration, Project Management, or other relevant fields.

**Experience**

- Minimum of 5 years experience in project management.
- Experience in working with regional organizations in Africa.
- Relevant experience in areas of SALW and/or human security will be an advantage.

**Skills required**

- Knowledge of off the shelf computer applications.
- Proficiency in English a must; knowledge of any of the other African Union (AU) official languages will be an advantage

**2. ACCOUNTS ASSISTANT (RECSEA/EU/2010/02)**

**Responsibilities**

- Assist in the daily financial accounting of funds.
- Prepare primary accounting records.
- Assist in the production of financial reports.
- Offer administrative and logistical support.

**Reporting**

The Accounts Assistant will report to the Project Coordinator.

**Qualifications**

Bachelors Degree in Commerce, Accounting option, BBA Finance, or CPA.

**Experience**

- Minimum of five years working experience in accounting.

- Experience of working with quick book accounting package and spreadsheets.

### 3. ADMINISTRATIVE ASSISTANT (RECSA/EU/2010/03)

#### Responsibilities

- Handling all secretariat duties for projects.
- Providing administrative and logistical support.
- Handling incoming and outgoing correspondences.
- Taking meetings and conferences notes.
- Stores and record management.

#### Reporting

The Administrative Assistant will report to the Project Coordinator.

#### Qualifications

- Minimum a Diploma Secretarial studies.
- Qualification in Administration would be an advantage.

#### Experience

Minimum of five years experience as an administrative assistant in busy environment.

#### Skills required

- Knowledge of off the shelf computer applications (Microsoft Office Package).
- Proficiency in English a must; knowledge of any of the other African Union (AU) official languages will be an advantage.

#### How to Apply

Interested candidates who meet the above requirements may send their applications under strictly confidential cover indicating the reference of the position applied for with detailed Curriculum Vitae containing names and addresses of three referees and daytime telephone contacts, and copies of relevant certificates and testimonials addressed to **The Executive Secretary, Regional Centre on Small Arms (RECSA)** to be received on or before **15<sup>th</sup> March 2010 at 5.00 pm.**

Applications to be sent by email, post, or hand-delivered:

**Email address: [recruitment@recsasec.org](mailto:recruitment@recsasec.org), Mail Address: P.O. Box 7039-00200, Nairobi, Kenya, Physical Address: 7<sup>th</sup> Floor, Timau Plaza, Argwings Kodhek Road, Nairobi, Kenya.**

RECSA is an equal-opportunity employer. Only short-listed candidates will be contacted.