

## **PALU IS GROWING: VACANCY ANNOUNCEMENTS**

Seventeen years after it was established, and eight years after opening its Secretariat in Arusha, the Pan African Lawyers Union (PALU) is growing again! We are happy to announce the establishment of six (6) new staff positions within our Secretariat in Arusha, mostly at senior officer level. This will dramatically scale up the ability of the organization to serve its institutional and individual members and its broader stakeholders, and to continue to be a major development actor on the African continent and with its diaspora.

### **We are recruiting the following:**

1. [Director of Membership and Business Development](#)
2. [Director of Finance and Administration](#)
3. [Programme Manager – Economic Governance](#)
4. [Resource Mobilisation Officer](#)
5. [Communications Officer](#)
6. [Personal Assistant – Office of the Chief Executive Officer](#)

## **ABOUT THE PAN AFRICAN LAWYERS UNION (PALU)**

The Pan African Lawyers Union (PALU) is a continental membership forum for African lawyers

and lawyers' associations. It was founded in 2002, by African Bar leaders and eminent lawyers, to reflect the aspirations and concerns of the African people and to promote and defend their shared interests. It brings together the continent's five regional lawyers' associations, over fifty-four national lawyers' associations and over 1,000 individual lawyers.

Our vision is to see a united, just and prosperous Africa, built on the rule of law and good governance. Our mission is to advance the law and the legal profession, rule of law, good governance, human and peoples' rights and socio-economic development of the African continent.

## **TENURE OF APPOINTMENTS**

The appointments will be made on a fixed term contract for a period of three (3) years, of which the first six (6) months will be a probationary period. Thereafter, the contracts will be open to renewal for similar periods, subject to satisfactory performance. It is however understood that employment is based on availability of adequate funding and can only renewed when this is assured.

**Employment type:** Full time

**Salary and benefits:** The remuneration will be commensurate with the skills and experience of the selected candidate plus contribution to health insurance and pension plan.

**Location:** Arusha, Tanzania, with travel across the continent

**Starting dates:** As soon as possible

## **LANGUAGE REQUIREMENTS**

Excellent written communication skills and verbal fluency in English (knowledge of French

and/or any other African Union (AU) languages will be an added advantage.)

**Except for the Director of Membership and Business Development and the Communications Officer: excellent written communication skills and verbal fluency in two (2) working languages of the African Union (AU).**

## **–APPLICATION PROCEDURE**

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Applications that meet the above requirements should include the following information:

- A one-page cover letter;
- A Curriculum Vitae with contact details of three referees. Referees must be available on request;
- Certified copies of Relevant Certificates.

Only short-listed candidates will be contacted. PALU is an equal opportunity employer that practises diversity and encourages applications from women and persons with disabilities. All applications will be treated in strict confidentiality. The deadline for the receipt of applications is one (1) month from publication.

***Applications should be sent to:*** □

**Pan African Lawyers Union (PALU)**

ATT: Human Resources Officer

No. 3 Jandu Road, Corridor Area, Off Njiro Road

P.O. Box 6065, Arusha, TANZANIA.

Tel/Fax (+255 27) 254 3192

Email: [recruitment@lawyersofafrica.org](mailto:recruitment@lawyersofafrica.org)

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***Director of Membership and Business Development***

The Secretariat of the Pan African Lawyers Union (PALU) is seeking a dynamic and highly competent Director of Membership and Business Development to join our diverse team. In addition to having an excellent business management record, candidates should have a working knowledge of how membership strategy and business development works in the sector of non-profit organizations.

## **1 OVERVIEW OF THE POSITION**

The Director of Membership and Business Development is responsible for providing leadership and direction concerning membership strategies among the management team. S/he will keep an updated database of current members, engage the members, including through Members' Committees and Task Forces, work with the finance team to ensure membership details and payments are up to date and develop strategies for recruiting new members.

## **2 RESPONSIBILITIES**

Under the overall supervision of the CEO, the main responsibilities of the Director of Membership and Business Development will be: -

### **2.1 Membership Development**

- Review and develop the current PALU membership value proposition, including pricing and benefits.
- Update the membership database and develop monthly membership reports.
- Develop and implement a membership growth strategy, covering membership services, marketing, recruitment and retention.
- Develop and manage the delivery of campaigns to recruit new members.
- Implement systems to identify individuals with a high propensity to engage with PALU with the aim of recruiting them as members.

- Responsibility for tracking and maintaining member participation and engagement statistics by creating reports and analyses that clearly illustrate member involvement.
- Coordinate, manage, track and evaluate all membership and renewal activities, and potential member mailings.
- Regularly interrogate and analyse the database to support the recruitment and retention activities and improve campaign effectiveness.
- In collaboration with the Communications Team, develop membership marketing and promotional materials, including applications, welcome kits, certificates, membership cards and other collaterals.
- Develop/improve programs, services and benefits for members.
- Coordinate with the Communications Team on production and dissemination of Members Journals, Newsletters and Bulletins.
- Coordinate all details of membership meetings and receptions, including development of materials, working with other team members to obtain information for dissemination and ensuring meeting logistics are handled impeccably.
- Work alongside with the Programme Team to ensure that institutional and individual members are fully integrated in PALU programming.
- Implement reconciliation systems with the Finance Team to ensure that financial aspects of Membership and reporting thereon is consistent and up-to-date.

- Synthesise membership data into comprehensive reports that can be delivered to the CEO and the Board.

## **2.2 Business Development**

- Develop a list of current and potential corporate supporters of PALU, from within and beyond the African continent.
- Develop value propositions for current and potential corporate donors, sponsors, advertisers and exhibitors.
- Develop and implement an Affinity Partnership Policy and Strategy for PALU.
- Develop and implement a strategy for consultancy and advisory services from PALU.
- Develop strategies for sale of memorabilia to members and friends of PALU.

## **3 QUALIFICATIONS**

### **3.1 Work Experience**

Candidates must have at least ten (10) years' experience, with at least three (3) years in a supervisory position. Experience in international organisations and understanding of non-profit membership systems and strategies would be added advantages.

### **3.2 Academic Qualifications**

Candidates must have a minimum of a university degree in business, marketing, communication, public relations or in related disciplines. A relevant advanced university degree (Master's Degree or equivalent) will be an added advantage. Courses or certificates in business development or marketing for non-profit organizations are considered an asset.

### 3.3 Expertise and Skills

- Excellent interpersonal skills and ability to work under pressure in a multi-lingual and multi-cultural environment and to provide leadership and mentorship to a team;
  - Excellent written and verbal communication skills;
  - Strong customer relationship, business management, organizational and planning skills;
  - Demonstrate professionalism, integrity, accuracy and ability to work under minimal supervision.
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#### ***Director of Finance and Administration***

PALU is seeking a dynamic and highly competent Director of Finance and Administration to join our diverse team. In addition to having an excellent financial and administrative management record, candidates should have a working knowledge of financial challenges and opportunities facing the non-profit sector in Africa.

### **-1 □ □ □ OVERVIEW OF THE POSITION**

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The Director of Finance and Administration is responsible for providing leadership and direction concerning financial and administrative responsibilities among the management team, as well as, providing leadership in preparation of budgets and financial reports for membership, programmes, projects and activities. S/he will also oversee the financial accounting and administrative management using sound management and control systems to ensure effective and efficient financial reporting, best management practices as well as compliance with local statutory and regulatory requirements and International Financial Reporting Standards (IFRS).

## **2.1 RESPONSIBILITIES**

Under the overall supervision of the CEO, the main responsibilities of the Director of Finance and Administration will be: -

### **2.1.1 Financial Management:**

- Analyse and present financial reports to the CEO in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, program, project and Grant accounting.
- Oversee and lead annual budgeting and planning processes in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep the senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Oversee the timely payment of the salaries, allowances, entitlements to the members of staff and consultants of PALU, payments to suppliers and other service providers, leveraging suitable technology and simplifying accounting processes.
- Implement robust Contracts Management and Financial Management/ Reporting systems; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

- Promote best management systems and practices, develop internal controls as well as ensure transparency and the obligation to justify expenditure.
- Coordinate and lead the annual audit process and liaise with oversight bodies (External Auditors and internal audit services), ensure implementation of their recommendations for changes in policy and work procedures, as appropriate.
- Update and implement all necessary business policies and accounting practices; improve the Finance and Administration Department's overall Principles, Policies and Procedures Manuals.

## **2.2 Administration and Human Resources Management:**

- Further develop PALU human resources and administration policies, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting, in order to have competent and motivated staff.
- Ensure approved salary increases are in line with the compensation system and are implemented accordingly.
- Conduct an annual assessment of the functions and employee satisfaction.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.

## **3 QUALIFICATIONS**

### **3.1 Work Experience**

Candidates must have at least ten (10) years of experience, including at least three (3) in a supervisory position. Experience in an international organisation and understanding of NGO finance, as well as experience in financial management, in particular in the development, monitoring and reporting on the financial status of the organization and its various strategic and programmatic initiatives would be added advantages.

The candidate should also demonstrate these other relevant working skills:

- Knowledge and experience in computerized accounting;
- Experience in dealing with regulatory authorities from a management standpoint;
- Experience in applying internal policies and appraising performance of staff members.

### **3.2 Academic Qualifications**

Candidates must have a minimum of a university degree in Accounting, Finance, Management, Administration or in related disciplines, and should be a Certified Public Accountant (CPA) or a Chartered Certified Accountant (ACCA) in good standing with the competent authorities. A relevant advanced university degree (Master's degree or equivalent) will be an added advantage. Courses or certificates in financial management for non-profit organizations and/ or human resources management are considered an asset.

### **3.3 Expertise and Skills**

- Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment and to provide leadership and mentorship to a team;
- Excellent written and verbal communication skills;

- Demonstrate leadership abilities;
- Strong financial management, organizational and planning skills;
- Strong human resource management expertise and project management experience;
- Demonstrate professionalism, integrity, accuracy and ability to work under minimal supervision.

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### ***Programme Manager – Economic Governance***

PALU is seeking a dynamic and highly competent Programme Manager – Economic Governance to join our diverse team. In addition to having an excellent economic governance record, candidates should have a working knowledge of continental or regional efforts to govern natural resources, combat corruption and/ or Illicit Financial Flows (IFFs) from Africa.

## **1. RESPONSIBILITIES**

The Programme Manager will lead the Economic Governance programmatic team (which may include staff officers, consultants, volunteers or interns) and will support and work with the Director Programmes to develop and implement PALU's Economic Governance Portfolio. The specific responsibilities include:

- Identifying opportunities for advocacy and areas of collaboration with partners in support of

programmatic goals.

- Providing high level policy and program advice for the implementation of PALU Economic Governance Programme.
  
- Preparing technical and financial proposals for funding and following up on matters related to resource mobilization.
  
- Financial management of the project: supervise expenses and ensure project spending as per the plan.
  
- Preparing annual and other periodic reports.
  
- Providing leadership in developing possible programmatic outreach for projects on combatting corruption and Illicit Financial Flows from Africa; and on natural resources governance and economic governance generally;
  
- Representing the organisation at various continental and regional meetings on combatting corruption, Illicit Financial Flows, natural resources governance or economic governance generally.
  
- Visit partners and meet with stakeholders working in the economic governance field.
  
- Organize internal meetings and present information where required; and
  
- Any other tasks that could be delegated to you from the Director of Programmes from time to time, on a need basis and based on your interests.

## **2. QUALIFICATIONS**

### **2.1 Work Experience**

Candidates must have at least five (5) years of experience, including at least two (2) years in a supervisory position. Experience in an international non-governmental organisation and understanding of NGO sector and membership forums, would be added advantages.

### **2.2 Academic Qualifications**

Candidates must have a minimum of a university degree in Law, Economics, Commerce or a related discipline. A relevant advanced university degree (Master's degree or equivalent) will be an added advantage. Courses or certificates in natural resources governance, combatting corruption and/ or management for non-profit organizations is considered an asset.

### **2.3 Expertise and Skills**

- Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment and to provide team leadership;
- Excellent written and verbal communication skills;
- Demonstrate leadership abilities;
- Strong management, organizational and planning skills;
- Demonstrate professionalism, integrity, accuracy and ability to work under minimal supervision.

### ***Resource Mobilisation Officer***

PALU is seeking a dynamic and highly competent Resource Mobilisation (Fundraising Officer) to join our diverse team. In addition to having an excellent fundraising track record, candidates should have a working knowledge of fundraising on a regional, continental and/ or international level.

## **1 OVERVIEW OF THE POSITION**

The Resource Mobilisation Officer will support and work with the Director of Programmes as well as other Programme Officers to establish, develop and deliver a fundraising strategy for PALU. S/he will ensure that the fundraising strategy and the wider organisation communications and development strategies support each other. S/he will lead the preparation for and manage proposals (including joint proposals and bids), contribute to research and trends analysis of donor funding, and support development and programmes and projects.

## **2 RESPONSIBILITIES**

Under the overall supervision of the Director of Programmes, the Resource Mobilisation Officer's main responsibilities will be the following:

- Develop a database of donors based on the different programmes PALU is running and ensure that it is regularly updated and properly managed.
- Work to identify potential corporate partners for sponsorship and donation initiatives
- Manage the proposal development process, including comprehensive pre-positioning for proposals and managing live proposals, ensuring that proposals meet funder specifications and deadlines as well as PALU's quality standards.
- Develop core generic proposals for each programme that requires funding.

- Monitor effectiveness of trust and grant applications to ensure the constant development and improvement of our application process
- Facilitate the development of strategic partnerships with other organizations and with current and potential donors.
- Build on relationships with existing trust supporters, writing reports to meet deadlines and submitting further applications for funding.
- Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals, sponsorship opportunities, etc.
- Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
- Maintain accurate information about business development opportunities in internal databases and assist with analysis of proposal development data; maintain accurate and timely electronic files; and ensure that relevant information is accessible to and circulated to the portfolio members
- Monitor and manage fundraising targets, systems and procedures to provide the data required to increase fundraising effectiveness.
- Monitor and measure the results and effectiveness of all partnership arrangements to ensure we constantly improve our results.
- Attend and present at external meetings or presentations as required.

- Attend internal meetings and present information where required.
- To carry out all aspects of the role in a satisfactory manner and within the guidance of PALU's vision, mission, ethos and values.

### **3.1 QUALIFICATIONS**

#### **3.1.1 Work Experience**

Candidates must have at least three (3) years of resource mobilisation/ fund-raising experience. Experience in an international organisation and understanding of NGO finance, as well as experience in the development, monitoring and reporting on its various strategic and programmatic initiatives would be added advantages. Demonstrable knowledge of Trusts, Foundations and Donors in general, and with a development focus in particular, would be a plus.

#### **3.2 Academic Qualifications**

Candidates must have a minimum of a university degree in Social Development, Business Management, Administration or in related disciplines. A relevant advanced university degree (Master's degree or equivalent) will be an added advantage. Courses or certificates in resource mobilisation, monitoring, evaluation and learning are considered an asset.

#### **3.3 Expertise and Skills**

- Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment and to work in a team environment;
- Excellent written and verbal communication skills;
- Strong customer relationship, business management, organizational and planning skills;

- Demonstrate professionalism, integrity, accuracy and ability to work under minimal supervision.

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### ***Communications Officer***

PALU is seeking a dynamic and highly competent Communications Officer to join our diverse team. In addition to having an excellent communication and outreach record with different stakeholders and media outlets, candidates should have a working knowledge of current information and communication strategies in the sector of non-profit organizations.

## **1 OVERVIEW OF THE POSITION**

The Communications Officer will support and work with the Chief Executive Officer and the Directors to develop and deliver a Communication Strategy for PALU at continental and international levels. S/he will ensure that the Communications Strategy and the wider membership, programmatic and development strategies support each other. S/he will contribute to research and trends analysis of media and new audiences, especially targeting influential Lawyers' Associations, Law Firms, lawyers and development actors in specific PALU programmes, projects and activities.

## **2 RESPONSIBILITIES**

Under the overall supervision of the Director of Membership and Business Development, the Communications Officer's main responsibilities will be: -

- Develop PALU's continental and international Communications Strategy and oversee its implementation.

- Support relevant membership and programmatic staff to acquire the skills for mainstreaming communication into their membership and programming portfolios.
- Build and maintain strategic partnerships with national, regional, continental and international media outlets.
- Create high quality, compelling content for a variety of platforms and formats, including social media, presentations, interviews, documents, and reports that will inspire a range of target audiences.
- Plan and coordinate the communication, profiling and showcasing of PALU's work.
- Coordinate and write the monthly Newsletter with inputs from the staff team.
- Monitor policy developments, news related to the legal profession, PALU programmatic areas and developments in the philanthropic and non-profit sectors.
- Manage communications projects and other initiatives from beginning to end.
- Attend and present at external meetings as required.
- Attend internal meetings and present information where required.
- To carry out all aspects of the role in a satisfactory manner and within the guidance of PALU's vision, mission, ethos and values.

## **3.1.1 QUALIFICATIONS**

### **3.1 Work Experience**

Candidates must have at least three (3) years of experience, including at least one (1) in a non-profit organisation. Experience in an international non-governmental organisation and understanding of NGO sector and membership forums, would be added advantages.

### **3.2 Academic Qualifications**

Candidates must have a minimum of a university degree in Communications, Journalism, Business Development, Public Relations or in related disciplines. A relevant advanced university degree (Master's degree or equivalent) will be an added advantage. Courses or certificates in communications for non-profit organizations or public relations are considered an asset.

### **3.3 Expertise and Skills**

- Excellent interpersonal skills and ability to work under pressure in multi-cultural environment and to provide leadership to a team and to work in a team environment;
- Excellent written and verbal communication skills;
- Strong customer relationship, business management, organizational and planning skills
- Demonstrate professionalism, integrity, accuracy and ability to work under minimal supervision.

## ***Personal Assistant (PA) - Office of the Chief Executive Officer (CEO)***

PALU is seeking a dynamic and highly competent Personal Assistant to the Chief Executive Officer (CEO) to join our diverse team. In addition to having excellent organizational and administrative skills, candidates should have excellent interpersonal communication (spoken and written) skills in English.

### **1. OVERVIEW OF THE POSITION**

The Personal Assistant will support, work with and report directly to the Chief Executive Officer. S/he will manage his Diary, arrange his meetings and conference calls, make his visa and travel arrangements, compose correspondence, review memos and reports, conduct research and create presentations. S/he will be the focal person between the CEO and other staff members.

### **2. RESPONSIBILITIES**

Working under the overall supervision of the CEO, the main responsibilities will be: -

- Provide executive secretarial, administrative, logistic and protocol support to the CEO, including but not limited to managing his Diary; making meeting, conference call, visa and travel arrangements; collating of speeches and briefing materials; and monitoring the CEO's email and correspondence with partners;
- Preparing CEO's expense report, reconciling credit card statements and submitting billing information to the Finance Team;
- Prepare agendas for meetings, briefing materials and presentations as needed;
- Ensure information flow between the Office of the CEO and Staff members;

- Manage the flow of outgoing correspondence presented to the CEO for signature;
- Undertake special projects requested by the CEO, including assisting in the organization of international seminars/conferences when required;
- Supporting the work of the CEO for the Executive Committee;
- Manage the PALU Front Office as well as the Office Diaries/ Calendars;
- Demonstrate interest in modern Office technologies and practices to improve the efficiency of the Office of the CEO and the organization as a whole.

### **3 QUALIFICATIONS**

#### **3.1 Work Experience**

Candidates must have at least three (3) years of experience in secretarial support or administrative work at senior management level in an international non-governmental organisation , or as an Executive Secretary in a law firm. Experience in an international organisation and understanding of NGO sector and membership forums, would be added advantages.

#### **3.2 Academic Qualifications**

Candidates must at least have a bachelor's Degree in Management, Public Relations, or in related disciplines. A relevant advanced university degree (Master's degree or equivalent) will be an added advantage. Courses or certificates in public administration or secretarial support for non-profit organizations are considered an asset.

#### **3.3 Expertise and Skills**

- Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment and to work in a team environment;

- Excellent written and verbal communication skills;
- Experienced with Minute-taking and management of an office;
- Demonstrate professionalism, integrity, accuracy and ability to work under minimal supervision.