



**AFRICAN COUNCIL FOR DISTANCE EDUCATION (ACDE)**  
CAFS Centre, Upper Hill - Mara Road, P.O Box 8023 – 00100, Nairobi, Kenya  
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## VACANCY ANNOUNCEMENT

for the position of

### **Executive Director**

The African Council for Distance Education (ACDE), a continental unifying body of African Open and Distance Learning Universities and the African Union's lead implementing agency for distance education, wishes to fill the position of Executive Director that will fall vacant on **1<sup>st</sup> January 2012**. The Executive Director is the Chief Executive of ACDE who reports to the ACDE Executive Board. He/she will be based at the ACDE Secretariat in Nairobi, Kenya.

#### **Key Responsibilities**

The Executive Director shall be responsible for:

- The administration and management of the Secretariat, including the preparation of budget and financial as well as personnel management reports;
- Providing strategic vision and leadership for ACDE as guided by its Strategic Plan;
- Handling corporate communications, including enhancing the profile of ACDE with the media, Government ministries in charge of Education, Regional and Sub regional Organisations; Universities and other providers of Open and Distance Education;
- Facilitating institutional collaborations and recruitment of members
- Directing financial management of ACDE, including fundraising for ACDE projects, programmes and research;
- Facilitating achievement of the goals and objectives of ACDE;
- Project Management including Monitoring and Evaluation.

He/she shall be Secretary to and ex-officio member of the ACDE Executive Board.

### **Qualifications**

In order to be considered for this position, candidates must have credibility and command respect within the Open and Distance Learning practice and will be expected to have the following qualifications and competencies:

- Be a Professor or Associate Professor of an ACDE member university;
- Have served in senior management positions, at the level of Vice Chancellor, Deputy Vice Chancellor or Dean of Faculty/Director of Institute/School for at least three (3) years;
- Have a thorough knowledge of national and international trends of higher education generally and Open and Distance Learning in particular;
- A demonstrable track record of strategic and visionary leadership;
- Have excellent networking and marketing skills.
- Have excellent management skills and experience;
- Be an excellent communicator.

### **Terms of Service**

This performance- based appointment will be either on a three (3) year renewable contract or secondment upon mutual agreement. The ACDE will offer a competitive remuneration to the successful candidate in line with the approved ACDE Human Resources policy. The successful candidate will commence duties on 1<sup>st</sup> January 2012.

### **Application Procedure**

Interested and qualified applicants should send their applications (comprising cover letter and detailed CV that include full contact details of two referees) by e-mail addressed to the undersigned so as to be received not later than **20<sup>th</sup> October 2011**.

President, ACDE  
African Council for Distance Education

E-mails: [director@acde-africa.org](mailto:director@acde-africa.org) with copies to [tsambwette@yahoo.co.uk](mailto:tsambwette@yahoo.co.uk) and [tolly.mbwette@out.ac.tz](mailto:tolly.mbwette@out.ac.tz) and [princejsaadelabu@yahoo.co.uk](mailto:princejsaadelabu@yahoo.co.uk)

Those who do not hear from us by 30th November 2011, should consider their applications as unsuccessful.

Prepared by  
ACDE Human Resources Committee