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Department of Global Operations [RNT/can/cko]

NOTE VERBALE

The Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS) presents its compliments to the Embassies and Missions of the Member States and has the honour to announce the vacancy of Head Programme Coordination and Delivery (Grade P5) in the Department of Policies and Programmes.

Applicants should apply on the OACPS Website via the link below:

<https://acpaccount.bamboohr.com/careers/119>

Applications must be accompanied by an updated curriculum vitae completed in the following format: <https://europass.cedefop.europa.eu/editors/en/cv/compose>. Applications in another format will be treated as incomplete and will not be considered for further evaluation.

Applicants must provide copies of degrees, diplomas, certificates and any other documents attesting to their competence and professional experience.

Candidates must be nationals of a member of the OACPS Countries and must enclose a photocopy of their valid passport as proof of nationality.

Please note that only shortlisted applicants will be contacted at a later stage.

The Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS) is at the disposal of the OACPS Missions for any further information and avails itself of this opportunity to renew to the Embassies and Missions of the Member States the assurances of its highest consideration. *Nls*

Brussels, 3 August 2026

To all OACPS Embassies and Missions



Head of Programme Coordination and Delivery
Department of Policies and Programmes(PP) - Brussels, Belgium

I. Position information

Job Title	:	Head Programme Coordination and Delivery
Department	:	Policies and Programmes
Reports to	:	Assistant Secretary General
Position Status	:	Professional
Grade Level	:	P5
Duty Station	:	Brussels, Belgium
Family Duty Station	:	Yes
Date of Posting	:	3 August 2026
Closing Date	:	31 August 2026
Type of assignment	:	Member of the Staff
Duration	:	Fixed-term appointment of 3 years, renewable only once, subject to a satisfactory performance assessment and availability of funds

II. Organisational Context

Comprised of 79 Member States from Africa, the Caribbean, and the Pacific, the Organisation of African, Caribbean, and Pacific States (OACPS) strives to achieve the sustainable development of its members and their progressive integration into the world economy. As the largest group of southern countries, the OACPS recognises its own structure and history as a form of South-South cooperation and aims to strengthen its role in promoting and coordinating South-South and Triangular Cooperation (SSTC), a key strategy for development and achieving Sustainable Development Goals.

Guided by the Revised Georgetown Agreement and the Samoa Agreement, the Organisation promotes political dialogue, sustainable development, and strategic partnerships to improve the lives and livelihoods of its Member States.

In delivering its mandate, the OACPS maintains liaison offices to strengthen its international presence and ensure closer coordination and implementation of specific programs. Currently, there are two liaison offices, one in Geneva and the other in Malabo

As part of its institutional transformation agenda, the OACPS Secretariat has established a new Department of Policies and Programmes to strengthen the Organisation's capacity to translate political commitments into coherent policies, strategic partnerships and high-impact programmes that deliver measurable results.

The Department provides strategic leadership across three interconnected priority areas:

- Economic Transformation and Sustainable Prosperity
- Climate Resilience and Sustainable Resource Management
- Digital Sovereignty, Innovation and Human Capital Development

The Department also serves as the Secretariat's focal point for programme development, strategic partnerships, policy dialogue, monitoring, evaluation and learning, and knowledge management, ensuring that departmental interventions contribute to organisational effectiveness, institutional learning and sustainable development outcomes.

The Head of Programme Coordination and Delivery plays a central leadership role in establishing the Department as a high-performing, results-oriented function that advances the strategic priorities of the Organisation and supports Member States in achieving sustainable, inclusive and resilient development.

III. Reporting relationship

Under the overall guidance of the Secretary General and the direct supervision of the Assistant Secretary General of the Department of Policies and Programmes, the Head of Programme Coordination and Delivery will provide overall coordination, operational management, and technical oversight to the Department

The incumbent will be expected to work in close collaboration with other Heads of Department and other senior officials across the Secretariat to ensure coherence in the implementation of organisational priorities.

He will be expected to maintain regular engagement with:

- OACPS Member States;
- Regional organisations;
- International and multilateral organisations;
- Development finance institutions;
- Bilateral development partners;
- United Nations agencies;
- Academic and research institutions;
- Civil society organisations;
- Private sector partners; and
- Other strategic stakeholders.

IV. Duties and Responsibilities

He / She will be responsible for coordinating the development and implementation of the Department's strategic agenda by translating organisational priorities into integrated policies, programmes, partnerships and resource mobilisation initiatives that deliver measurable results for OACPS Member States.

The Head is expected to provide strategic advice to the Assistant Secretary-General and senior leadership on emerging policy issues, oversee the Department's programme portfolio, strengthen institutional performance and accountability, promote innovation and organisational learning, and ensure effective collaboration with Member States, development partners and other stakeholders.

Supervisory Responsibilities

The Head of Programme Coordination and Delivery is responsible for ensuring overall coordination of team inputs and delivery performance of the Department of Policies and Programmes.

The incumbent will:

- Supervise and provide leadership to professional staff, programme personnel and administrative support staff assigned to the Department.
- Oversee the work of consultants, technical experts, interns and other personnel engaged to support departmental priorities.
- Provide strategic direction, coaching and mentoring to staff to strengthen technical excellence, innovation and professional development.
- Ensure departmental work plans, performance objectives and accountability mechanisms are established, reviewed and updated regularly.
- Promote effective teamwork, collaboration, knowledge sharing and continuous organisational learning.
- Foster an inclusive, respectful and high-performing work environment that reflects the values of the OACPS.

Key Responsibilities

A. Departmental Management

The Head of Programme Coordination and Delivery shall:

- Work closely with the Assistant Secretary General to ensure the effective and efficient implementation and delivery of the Department's Strategic Architecture and annual work programme.
- Translate the strategic direction into departmental priorities, operational plans and measurable results.
- Ensure effective planning, coordination and delivery of departmental activities.
- Ensure timely preparation and implementation of departmental budgets and performance reports.
- Ensure the effective management of departmental human, financial and technical resources.
- Promote a culture of accountability, innovation, collaboration and continuous improvement.
- Strengthen internal systems, processes and governance arrangements to improve departmental effectiveness.
- Contribute to organisational change initiatives that strengthen the Secretariat's policy and programme functions.

B. Strategic Policy and Advisory Services

The incumbent shall:

- Coordinate the development of integrated policy frameworks and strategic initiatives supporting the implementation of the Revised Georgetown Agreement, the Malabo Declaration, the Samoa Agreement and other organisational priorities.
- Provide strategic policy advice to the Assistant Secretary-General, the Secretary-General and Member States on emerging development issues.
- Guide the preparation of policy papers, analytical reports, strategic briefs and institutional position papers.

- Monitor global policy trends and identify opportunities that strengthen the relevance and influence of the OACPS.
- Support the development of common policy positions for international and regional negotiations.
- Promote policy coherence across the Department's three strategic priority areas.

C. Programme Delivery

The incumbent shall:

- Provide strategic oversight of the Department's programme portfolio across all thematic areas.
- Ensure the design, implementation and monitoring of flagship programmes and initiatives.
- Ensure programme quality, effectiveness and alignment with organisational priorities.
- Promote integrated programming approaches that maximise development impact.
- Strengthen programme management systems, quality assurance mechanisms and adaptive management practices.
- Provide technical guidance to programme teams and consultants.
- Ensure programmes incorporate principles of results-based management, gender equality, inclusion, sustainability and innovation.

D. Strategic Partnerships and Resource Mobilisation

The incumbent shall:

- Contribute to the Department's engagement with strategic partners, including governments, regional organisations, multilateral institutions, development finance institutions, philanthropic organisations, academia, civil society and the private sector.
- Identify and cultivate new partnership opportunities that advance departmental priorities.
- Lead resource mobilisation efforts through the preparation of funding proposals, partnership frameworks and investment concepts.
- Strengthen collaboration with existing development partners and identify opportunities for innovative financing.
- Promote South-South and Triangular Cooperation as a mechanism for knowledge exchange, innovation and programme delivery.
- Represent the Department in high-level meetings, conferences and technical forums as required.

E. Knowledge Management, Innovation and Organisational Learning

The incumbent shall:

- Contribute to the development and implementation of departmental knowledge management strategies.
- Promote evidence-based decision-making and the use of research and innovation to strengthen policy and programme effectiveness.
- Foster collaboration with research institutions, centres of excellence and knowledge networks.
- Support the development of flagship publications, policy briefs, analytical reports and knowledge products.

- Promote digital innovation and institutional learning across the Department.
- Encourage the documentation and dissemination of good practices, lessons learned and innovative approaches across Member States.

F. Results, Performance and Accountability

The incumbent shall:

- Coordinate the Department's monitoring, evaluation and learning functions.
- Establish and oversee departmental results frameworks, performance indicators and reporting mechanisms.
- Monitor progress towards organisational objectives and recommend corrective actions where necessary.
- Promote a culture of performance, accountability and continuous improvement.
- Ensure evidence generated through monitoring and evaluation informs strategic decision-making and programme improvement.
- Contribute to corporate reporting, organisational performance reviews and accountability processes.

G. Corporate and Institutional Representation

The incumbent shall:

- Serve as the principal technical adviser to the Assistant Secretary-General on matters relating to policies and programmes.
- Contribute to corporate planning, institutional reform and organisational development initiatives.
- Promote collaboration and coordination across Secretariat departments to ensure integrated delivery of organisational priorities.
- Represent the Organisation at regional and international meetings, conferences and technical consultations as delegated.
- Build and maintain productive relationships with Member States and strategic partners.
- Perform any other duties assigned by the Assistant Secretary-General consistent with the responsibilities of the post.

V. Core Competencies

The Head of Programme Coordination and Delivery is expected to demonstrate the highest standards of professional leadership, strategic management and institutional effectiveness.

A. Leadership Competencies

- Strategic Leadership
- Vision and Innovation
- Systems Thinking
- Political and Organisational Awareness
- Strategic Decision-Making
- Change Leadership
- Leading Through Influence

B. Managerial Competencies

- Programme and Portfolio Management
- Results-Based Management
- Performance Management
- Resource Management
- Risk Management
- Planning and Organising
- Quality Assurance
- Financial and Budget Oversight

C. Partnership and External Engagement Competencies

- Diplomatic Engagement
- Negotiation and Influencing
- Partnership Development
- Resource Mobilisation
- Stakeholder Management
- Networking and Relationship Building
- Advocacy and Policy Dialogue
- Representation of the Organisation

D. Behavioural Competencies

- Integrity and Professionalism
- Accountability
- Collaboration and Team Leadership
- Communication
- Coaching and Mentoring
- Innovation and Continuous Improvement
- Cultural Sensitivity
- Client Orientation
- Sound Judgement
- Resilience and Adaptability

VI. Academic Qualifications

Applicants must possess an advanced university degree (Master's degree or equivalent) in one or more of the following disciplines:

- International Development
- Public Policy
- Public Administration
- Economics
- International Relations
- Sustainable Development
- Climate Change
- Environmental Sciences

- Digital Transformation
- Innovation Policy
- Information and Communication Technology
- Education
- Business Administration
- Programme Management
- Political Science
- Law
- or another closely related discipline.

Professional certifications in Programme and Project Management (e.g. PMP, PRINCE2 or MSP), Results-Based Management, Monitoring, Evaluation and Learning (MEL), Strategic Management or Leadership Development will be considered an asset.

Candidates should demonstrate a strong academic foundation that supports strategic leadership, policy development, programme management, institutional strengthening and organisational performance within an international development context.

VII. Professional Experience

Applicants should possess extensive progressively responsible experience in international development, public policy, programme management or related disciplines, including demonstrated leadership within complex institutional environments.

Essential

The successful candidate must demonstrate:

- A minimum of twelve (12) years of progressively responsible professional experience in international development, public policy, programme management or a related field.
- At least seven (7) years of senior leadership and management experience, including responsibility for multidisciplinary teams.
- Demonstrated experience leading the design, implementation and oversight of complex policy and programme portfolios.
- Proven experience providing strategic policy advice to senior executives, governments or governing bodies.
- Demonstrated experience leading organisational planning, programme management and institutional performance improvement.
- Experience managing human, financial and technical resources within a complex organisational environment.
- Demonstrated success in developing and maintaining strategic partnerships with governments, regional organisations, multilateral institutions, development finance institutions and other stakeholders.
- Proven experience in resource mobilisation, donor engagement and the development of funding proposals or strategic investment initiatives.
- Experience representing organisations in high-level international meetings, negotiations and policy dialogue.
- Strong experience in results-based management, organisational performance monitoring, evaluation and reporting.
- Excellent drafting, analytical and communication skills.

Desirable

Preference will be given to candidates with experience in one or more of the following areas:

- Working within an international or intergovernmental organisation.
- Supporting institutional transformation and organisational change.
- Managing multi-country or regional development programmes.
- Working across Africa, the Caribbean and the Pacific.
- Supporting implementation of international agreements and multilateral frameworks.
- Leading multidisciplinary technical teams across diverse thematic portfolios.
- Promoting South-South and Triangular Cooperation.
- Establishing strategic partnerships with the United Nations system, multilateral development banks, regional organisations, philanthropic foundations, academia or the private sector.
- Driving innovation, digital transformation and organisational learning.

VIII. Language Requirements

The day-to-day languages of the OACPS are English and French. Candidates must have an excellent command of one and a working knowledge of the other. A working knowledge of other languages, including Portuguese and Spanish, will be an advantage.

The successful candidate should demonstrate the ability to communicate effectively with diverse stakeholders in multicultural and multilingual environments.

IX. Performance Expectations

The Head of Programme Coordination and Delivery is expected to:

- Provide leadership in advancing the implementation of the Department's Strategic Architecture.
- Deliver high-quality policy advice and programme leadership that contributes to the achievement of the Organisation's strategic objectives.
- Foster a high-performing, collaborative and accountable departmental culture.
- Strengthen the Organisation's partnerships, resource mobilisation efforts and international profile.
- Promote innovation, organisational learning and evidence-based decision-making.
- Ensure effective stewardship of departmental resources and delivery of measurable results for Member States.

Performance will be assessed through the OACPS performance management framework and agreed annual objectives.

X. Eligibility

Applicants for the post must be Citizens of an OACPS Member State and must attach a copy of their valid passport or proof of nationality. They should also declare any other nationality that they hold. Applications from non-OACPS nationals will not be considered.

XI. Special Notice

Applications for this post must reach the Secretariat by midnight on **Friday 31 August 2026 at 23:59 Central European time**

Applications must be accompanied by an updated curriculum vitae completed in the following format: **<https://europass.cedefop.europa.eu/editors/en/cv/compose>**

Applicants must provide copies of their degrees, diplomas, certificates, and any other documents attesting to their competence and professional experience.

Only shortlisted candidates will be contacted, and those under serious consideration will be subject to reference checks.