



## **AFRICAN SCHOOL OF GOVERNANCE FOUNDATION (ASGF)**

The ASG Foundation is a not-for-profit foundation established by Prominent African Leaders to facilitate the establishment and financing of the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa. The Foundation is an established organisation with a Guardian and a Governing Council that comprises of distinguished leaders from across the African Continent and beyond. It is registered and headquartered in Rwanda.

The ASGF received funding from Mastercard Foundation towards financing of activities to establish the Africa School of Governance (ASG). The African School of Governance is a distinctively African, globally leading, independent graduate professional school established to impact governance and public policy across the continent and improve the lives of citizens across a wide range of outcomes.

The purpose of the ASGF is to establish, support, and mobilize financing for the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa.

The core objectives of ASGF include the following.

1. The custodian of the vision of the African School of Governance (ASG) and any other beneficiary decided in accordance with ASGF regulations and relevant laws;
2. Support the vision and mission of the ASG;
3. Mobilise financial and other endowments to support the development and advancement of the ASG;
4. Engage and mobilise world leaders, policymakers, philanthropists, and researchers to promote and advance the mission of the ASG;
5. Manage the financial and in-kind resources for the ASG; and
6. Incubate and support other initiatives considered essential to develop and advance transformative African governance and leadership.

The ASGF seeks to build an ASG institution that is financially sustainable and independent through investment income from the endowments, and income from activities of the ASGF.

### **JOB DESCRIPTION**

#### **JOB DETAILS**

**JOB TITLE:** Executive Secretary

**REPORTS TO:** ASGF Council

**JOB REF:** ASGF/HR001

**DEPARTMENT/UNIT:** Executive Secretary's Office

#### **Job / Role Purpose:**

The role holder will be the team leader for ASG Foundation technical team and will provide leadership in coordinating activities for smooth operationalization of ASGF initiatives, develop and implement strategies and programs to enable the ASG Foundation to mobilise resources and deliver on its mission. He/she will regularly engage with the ASG Foundation Council to steward the institution's vision and mission.

The Executive Secretary plays a critical role in shaping the strategic direction and operations of the Africa School of Governance Foundation, driving impact and sustainability in the implementation of ASGF transformative initiatives across the continent.

### **Key duties and responsibilities**

#### **Vision and Strategy**

- Serve as the custodian of ASGF vision, ensuring alignment with the Foundation's mission and strategic objectives.
- Work closely with the ASGF Council and other stakeholders to shape, develop and implement strategies that advance the vision of the ASGF and other related initiatives.

#### **Strategic Leadership**

- Provide strategic and technical leadership and oversight to the staff at ASGF and work with other functions within the Foundation to deliver on their responsibilities and duties.
- Work with the Council to shape strategy and ensure that programs are designed, developed and implemented to address ASGF priorities and achieve desired results.
- Develop and implement long-term plans, policies, and initiatives that contribute to the development and advancement of transformative governance and leadership in Africa.

#### **Partnership building and Stakeholder Management**

- Cultivate and maintain strategic partnerships with key stakeholders, including government agencies, academic institutions, NGOs, and donor organizations, to advance the mission of the ASG Foundation.
- Conduct regular targeted engagements with the ASG Council, ASG Foundation Advisors and partners and provide regular reports on strategic priorities and activities of the Foundation.
- Represent ASGF at national and international forums, conferences, and events to promote visibility and collaboration.

#### **Incubation of Initiatives**

- Identify, incubate, and support initiatives that align with the goals of transformative governance and leadership in Africa, ensuring they contribute to the overall impact and sustainability of the ASGF.

#### **Monitoring and follow-up activities**

- Provide project monitoring and proper coordination support for operations of the ASGF and liaise with ASG leadership to ensure timely completion of major planned and strategic activities.
- Monitor and evaluate the progress of incubated projects, providing guidance and support for their successful implementation.

#### **Resource Mobilization**

- Work with the team to plan, engage, and organize fundraising activities for the ASGF.
- Identify and mobilize financial resources, endowments, and partnerships to support the establishment and sustainability of ASGF transformative initiatives.
- Periodically engage with world leaders, policymakers, philanthropists, and researchers to secure funding and support for ASGF initiatives.

**Resource Management**

- Provide oversight over the management of the financial resources (grants and endowments) and assets of the ASGF effectively and efficiently, ensuring sound financial practices, accountability, and transparency to facilitate achievement of the Foundation's strategic objectives and ambition.
- Oversee budget development, financial reporting, and compliance with donor requirements and financial regulations.
- Provide technical support to the Council to ensure that the Foundation has systems and processes required to manage proper utilisation of resources of the Foundation.

**Compliance**

- Promote compliance with the requirements of ASGF Charter, existing laws and regulations, as well as funding/donor and philanthropists' requirements.
- Manage grant life cycle using appropriate grant management tools for set-up, monitoring, and reporting.

**Design and Management of Grants**

- Work closely with the ASGF team to identify funding needs, opportunities, and develop concept papers for grants and funding proposals.

**Team Leadership**

- Serve as the team leader for the technical team at ASGF, providing guidance, mentorship, and support to ensure team cohesion and effectiveness.
- Foster a culture of collaboration, innovation, and performance excellence within the organization.

**Other duties**

- Perform other work-related ad hoc duties as may be requested by the ASGF Council from time to time.

**Expected Outputs/ Deliverables**

- ASGF strategy.
- Periodic workplans.
- Project management and technical support to ASG.
- ASGF program design
- Funding proposals
- Program management for ASGF programs and projects.
- ASGF concept papers and reports.
- Continuous update of grant partners.
- Efficient ASGF mechanisms for raising endowments and grants.
- Review of relevant reports.
- Approval of budgets.
- Approval of policies and procedures.

## PERSON SPECIFICATION

### Educational Requirements

- Master's degree in a relevant field such as Public Policy, Public Administration, International Development, Business Administration, or a related discipline from recognised institution.
- Relevant professional qualification in program/project management is added advantage.

### Related Job Experience

- Minimum of 10 years of senior leadership experience in a non-profit, academic, or international development organizations, philanthropy organizations, or another comparable institution.
- Proven track record in resource mobilization, partnership building, and strategic planning.
- Strong understanding of governance issues in Africa and a commitment to advancing transformative leadership on the continent.
- Practical experience in establishing new non-for-profit organizations and raising funds from international organizations is preferred.

### Required Technical Knowledge/Skills

- Knowledge and skills in project management and monitoring.
- Program design and coordination
- Resource mobilization strategies
- Significant experience in or aptitude for developing strategies that combine different approaches, such as programs, research and technical assistance for the growth of organizations.
- Strong analytical and quantitative and qualitative skills and experience in organizing, analysing, presenting complex information for winning grants for non-profit organizations.
- Ownership mentality regarding successful project delivery and institutional performance.

### Required Behavioural Skills

- Exemplary and servant leadership skills
- Interpersonal and stakeholder engagement
- Planning and organizing skills
- Strong networking and negotiation.
- Transparency and accountability
- Integrity
- Team coordination and persuasion
- Innovativeness
- Self-drive and achievement oriented

### Terms of Employment and Remuneration

- You will sign an employment contract with the ASG Foundation and be a member of leadership team of the ASG Foundation.
- The work will be carried out in Kigali, Rwanda (There may be instances where local/international travel is required).
- Competitive salary with comprehensive healthcare.

**Contact/application information:**

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for the role, please complete and submit your application via the following link: [Application form for ASGF job applications](#). All applications must be submitted via the online application form at this link.