**Job Description**

Project Officer – Team Europe Technical Assistance Facility to support AfCFTA (EU-TAF)

**Title**: Project Officer

**Location**: Accra (Ghana)

**Duration:** 1 year renewable

**Starting date**: 5 May 2025

**Type of employment**: Full time

**Sector**: business administration, project management, trade and regional integration

**Project name and description**: Team Europe Technical Assistance Facility to support AfCFTA and Continental Economic Integration (EU-TAF)

**Context**

Team Europe Technical Assistance Facility (EU-TAF): Supporting the AfCFTA and Continental Economic Integration

The African Continental Free Trade Area (AfCFTA), signed by 54 of the 55 African Union member states, is a significant milestone towards establishing a continental single market. It aims to boost intra-African trade, drive structural transformation, and create substantial employment opportunities across the continent. However, achieving these goals requires strengthening institutional capacities to complete negotiations, implement obligations, and foster active cooperation among stakeholders, including the private sector, at continental, regional, and national levels.

The Team Europe Technical Assistance Facility (EU-TAF) aims to support the AfCFTA and broader African economic integration by focusing on the following Outputs:

1. The capacities of the AfCFTA Secretariat to finalize the remaining negotiations and steer the implementation of the AfCFTA Agreement are strengthened;
2. The capacities of the AUC and its specialized agencies to advance Continental Economic and Industrial policies complementary to the AfCFTA are strengthened;
3. The capacities of targeted RECs to implement AfCFTA related priority reforms and to facilitate cross-REC exchanges are strengthened;
4. The capacities of countries’ authorities to negotiate and implement their AfCFTA commitments are strengthened;
5. The capacities of private sector organisations to benefit from the AfCFTA are strengthened;
6. The integration of the transversal areas (e.g. gender, youth, and climate) in the African continental economic integration process including through the engagement of civil society organisations and/or think tanks having the capacities to lead initiatives, is facilitated.

Description of the EU-TAF

The EU-TAF is funded by the EU, the German Ministry of Development Cooperation (BMZ), Agence Française de Development, Sweden, Netherlands, Denmark, Finland and Ireland. The EU-TAF is implemented by GIZ, Expertise France, and FIAP under the guidance of the AfCFTA Secretariat and the AUC.

The EU-TAF is implemented through a joint programming, implementation and monitoring approach. While the three implementing agencies implement in line with their own respective processes and procedures, the programme is jointly managed through the Programme Management Unit (PMU) based at the AfCFTA Secreteriat.

Job description

A Project Management Unit (PMU) will oversee the implementation of the Team Europe Technical Assistance Facility (EU-TAF) and the execution of activities. Each implementing partner agency (Expertise France, GIZ and FIAP) will be represented in the PMU.

Expertise France is looking for a Project Officer who will assist the PMU in daily activities.

**Missions**:

Under the supervision of Senior Programme Manager for Expertise France, the Project Officer will assist the Project Management Unit in the implementation of activities led by Expertise France. Based in Accra, with frequent missions in AU countries, she/he will:

* Assist the implementation of activities led by Expertise France under the EU-TAF, by performing the below-mentioned tasks in close collaboration with the Programme Manager :
	+ Contribute to the initial identification of programme areas within the scope of the TAF with a view to enhance programme delivery and coverage;
	+ Draft Concepts Notes informed by programme objectives, as a tool to deliver specific activities targeted by the Project;
	+ Draft terms of reference in coordination with partners and recruit expertise for the implementation of activities;
	+ Identify experts and service providers to be involved in the implementation of activities ;
	+ Provide back-stopping logistical support, monitoring and oversight support to field staff deploying specific assignments to ensure effective delivery of consultants outputs;
	+ Ensure quality control of deliverables and appropriate implementation of activities;
	+ Contribute to the update of piloting tools (action plans, etc);
* Contribute to the production of progress reports and update of the monitoring tools, as well as to Expertise France’s internal reporting;
* Assist in administrative, financial, logistics and procurement tasks;
* Perform any other task requested by the Senior Programme Manager.

**Qualifications and skills** :

* University degree (BA or MA or equivalent) in International Studies, International Trade, Private Sector Development, Economics, Public Policy, or other relevant post graduate Degree;
* Ability to learn fast and adaptability;
* Multi-tasking;
* Excellent interpersonal skills, high flexibility and capacity to work under pressure and deliver on tight deadlines;
* Sound analytical skills, and ability to work in a multi-cultural environment;
* Fluency in English; fluency in French and in any other official AU languages is a distinctive advantage;
* Flexibility to frequently travel.

**Professional Experience**:

* Demonstrated experience of 3 or more years working in Africa, including in trade and regional economic integration, ideally with a technical assistance organisation (for instance Expertise France, GIZ) or with the AfCFTA Secretariat, AUC, AU Specialized agencies, RECs, AU Member States, and/or a private sector support organisation;
* Demonstrated capacity to manage project portfolios;
* Demonstrated ability to work in a team of diverse capacity;
* Experience of working in a multi-cultural environment.