



**MINISTRY OF DEVOLUTION AND PLANNING
NEPAD/APRM KENYA SECRETARIAT**

**RECRUITMENT OF SHORT TERM RESEARCH ASSISTANTS TO
SUPPORT THE GOVERNMENT OF KENYA IN PREPARATIONS FOR
HOSTING OF THE 2ND GLOBAL PARTNERSHIP FOR EFFECTIVE
DEVELOPMENT CO-OPERATION (GPEDC) HIGH LEVEL MEETING.**

A. BACKGROUND INFORMATION

The Government has accepted the request to host the 2nd High Level Meeting of the Global Partnership for Effective Development - the first ever to be held in Africa, bringing together over 2000 foreign dignitaries including Heads of State and Governments.

The objective of GPEDC is to deliberate on measures for improved coordination and effective delivery of development assistance to developing countries. Various preparatory meetings will be held in Kenya attended by representatives of the continental NEPAD Agency, African Co-chair of GPEDC (Malawi) and Kenya Government officials (host).

In view of this, the NEPAD Kenya Secretariat needs to engage short term research assistants who will assist in preparations for this high level meeting including preparatory engagements with technical officers of various Ministries; organizing protocol and hospitality services; preparation of publicity materials and any other duties assigned.

The purpose of this call is to invite individuals with the requisite skills to apply for consideration.

Objective of the Position and Scope of Services

The purpose of this position is to support the NEPAD Kenya Secretariat and other Ministries involved in the preparation of the GPEDC meeting.

Deliverables

- Regularly updated reports on progress on the preparations of the meeting.
- Draft workplans and budgets for the various meetings.
- Development of a database of possible donors to contribute funds towards hosting of the meeting.
- Well researched policy briefs
- Well organized meetings and forums
- Any other deliverables that may be required by the Secretariat and Government.

Qualifications and Experience

The candidates must have a minimum qualification of a Bachelor's degree in Communications, Law, Economics, Social Sciences or any other relevant field. The candidates should also have at least 2 years of experience.

Application Criteria

Interested candidates must provide information indicating that they are qualified to perform the services including CV's, academic qualifications and other relevant material demonstrating experience in similar conditions and availability of appropriate skills.

Applications may be hand delivered or sent via email to the NEPAD Kenya Secretariat at the below address no later than 12.00 noon of 5th March, 2015.

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