



**TERMS OF REFERENCES FOR THE RECRUITMENT**  
**OF EXECUTIVE DIRECTORS**

**1.0 BACKGROUND**

The Volta is a transboundary river shared among six countries in West Africa (Benin, Burkina Faso, Cote d’Ivoire, Ghana, Mali and Togo). These countries essentially depend on the natural resources of the Volta basin for their development. To institute measures for sustainable transboundary water resources management in the basin, the Ministers in charge of water resources in the riparian countries approved a draft Convention and statutes of the Volta Basin Authority (VBA) in Lomé, on 17 July 2006.

On 19 January 2007, the six (6) Heads of State and Government of the riparian countries officially signed during their Assembly in Ouagadougou the Convention on the Status of the Volta River and the Establishment of the Volta Basin Authority with its headquarters in Ouagadougou, Burkina Faso.

The Ministers signed the Statutes which supplement the Convention during their first meeting in Ouagadougou on 16 November 2007.

The Convention on the Status of the Volta River and the Establishment of the Volta basin Authority came into force on 14 August 2009 after its ratification by four (04) of the six Member States. To date, all the six (06) states have ratified the Convention.

The Volta Basin Authority has a mandate to:

- Promote permanent consultation tools among the parties for development of the basin;
- Promote the implementation of integrated water resources management and the equitable distribution of the benefits resulting from their various utilizations;
- Authorize the development of infrastructure and projects planned by the stakeholders and which could have substantial impact on the water resources of the basin;
  
- Develop joint projects and works;
  
- Contribute to poverty alleviation, the sustainable development of the Parties in the Volta basin, and for better socioeconomic integration in the sub-region.

The vision of the VBA is that of: ‘A basin shared by willing and cooperating partners managing the water resources rationally and sustainably for their comprehensive socio- economic development’.

The permanent organs of the Authority are:

- i. Assembly of Heads of State and Government;
- ii. Council of Ministers Responsible for Water Resources;
- iii. Forum of the Parties involved in the Volta basin development;
- iv. Committee of Experts;
- v. The Executive Directorate

The Executive Directorate is the executive body of the Authority. It applies the decisions of the Council and reports regularly on their implementation. The Executive Directorate also provides secretarial support for all the bodies of the Authority. The Executive Directorate is headed by an Executive Director. He is appointed by the Assembly upon the recommendation of the Council for a period of four years with the option to renew once, upon proposal of the Council, in accordance with the procedures set forth in the Staff Regulations. His mission shall be terminated on the same terms. The Deputy Executive Director is appointed by the Council of Ministers for four years renewable once.

## **2.0 MAJOR RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR**

As the Chief Executive Officer, the Executive Director shall be responsible for the efficient and effective management of the Authority subject to general control by the VBA Council of Ministers. Specifically, the Executive Director shall:

- a. Implement the decisions of the Council of Ministers;
- b. Report on activities to the Council of Ministers;
- c. Build and strengthen cooperation with the member states and especially the National Focal Points, Forum of Parties, etc;
- d. Represent the Authority to bilateral and multilateral institutions, especially, the Technical Financial and Partners;
- e. Authorize execution of the budget of the Authority;
- f. Supervise and control the management of material, financial and human resources of the Authority;
- g. Supervise the activities of the technical departments.

## **3.0 MAJOR RESPONSIBILITIES OF THE DEPUTY EXECUTIVE DIRECTOR**

In general the Deputy Executive Director shall supervise activities concerning design and implementation of projects and programmes of the Authority and shall be responsible for the efficient and effective management of the Authority in the absence of the Executive Director. Specifically, he shall:

- a. Initiate and lead the design, implementation, monitoring and evaluation of each development project or programme of the VBA;
- b. Participate in negotiations on funding and implementation of projects and programmes of VBA;
- c. Draft annual activity reports of projects and programmes for the attention of the Executive Director;
- d. Collaborate with relevant heads of department to design and implement a Water Management Plan for the Volta basin
- e. Deputize for the Executive Director, where needed.

#### **4.0 RECRUITMENT OF THE EXECUTIVE DIRECTOR AND DEPUTY EXECUTIVE DIRECTOR**

Through resolution N°7, the sixth Council of Ministers requested the launching of a recruitment through call for application for the positions of Executive Director and Deputy Executive Director in charge of operations.

The shortlisting process is conducted by the Chairman of the Council of Ministers, Minister of Energy, Water and Mines of Benin and includes the following steps:

- 1) Drafting recruitment adverts;
- 2) The recruitment adverts in French and English previously used for the hiring of these two (2) positions, are attached to the current Terms of Reference (ToR) ;
- 3) Submission of recruitment adverts to the countries for any amendment;
- 4) Forwarding adverts to the member states for publication on the same date to be communicated to all;
- 5) Publication by each Member State of adverts for recruitment of an Executive Director, a Deputy Executive Director and a Consultant in two ( 2) newspapers and possibly in the international press and eventually on sites deemed relevant by the Ministries of Water with a three (03) month deadline for the submission of application packages;
- 6) Submission of application packages to the Chairman of the Council of Ministers;
- 7) Selecting a consulting firm specialized in human resources recruitment ;
- 8) Assessment of applications packages and shortlisting;
- 9) Examination of the Consultant's report by the Focal Points for submission to the Council of Ministers;
- 10) Final selection of candidates by the Council of Ministers.

Costs relating to this operation are charged to VBA. Costs relating to the publication in newspapers will be repaid to the States subject to the presentation of invoices and payment receipts.

The duration of the shortlisting process is indicated as follows:

- Drafting recruitment adverts;
- Approval of recruitment adverts by countries - 14 days ;
- Sending recruitment adverts to countries and preparation of publication –14 days ;
- Publication of recruitment adverts - three (03) month ;
- Selection of a consulting firm –21 days ;
- Assessment and reporting (14 days).
- Examination of reports by National Focal Points – 3 to 7 days
- Final Choice by the Council of Ministers

DURATION (Weeks)	W1	W2	W3	W4	W5	W6	W7	W8	W16	W17	W18	W19	w
1. DRAFTING ADVERT													
2. APPROVAL OF ADVERTS BY COUNTRIES													
3. SENDING /PREPARATION OF THE PUBLICATION													
4. PUBLICATION OF THREE ADVERTS (ED+DED+CONSULT)					★								
5. SUBMISSION OF APPLICATION PACKAGES													
6. SELECTION OF THE RECRUITMENT FIRM													
7. ASSESSMENT AND REPORT BY THE FIRM													
8. SELECTION AND REPORTING BY CONSULTANT													
9. EXAMINATION OF REPORT BY COMMITTEE OF EXPERTS													
10. FINAL CHOICE BY COUNCIL OF MINISTERS													

Attachments :

- Advert for ED in French and English;
- Advert for DED in French and English.