ADVERTISEMENT TO FILL POSITION AT AFRALTI

OVERVIEW OF THE ORGANISATION

The African Advanced Level Telecommunications Institute (AFRALTI) based in Nairobi, Kenya, is a leading Intergovernmental Organization and ITU Academy Training Centre (ATC) which is mandated with the provision of information and communication technology training and consultancy in English speaking Africa, invites applications to fill the following vacant post.

JOB TITLE: DIRECTOR

Grade: D1 Step 1
Report to: Governing Council
Direct Reports: All Heads of Department
Contract Duration: Five (5) Years, Renewable Once
Job Location: AFRALTI - Nairobi, Kenya

1. Overall Job Purpose:

To provide visionary leadership, strategic direction, and executive management of the African Advanced Level Telecommunications Institute (AFRALTI), ensuring the effective implementation of the Institute's mandate in accordance with the policies, resolutions, and strategic direction established by the Governing Council. The Director is responsible for driving institutional growth, operational excellence, financial sustainability, stakeholder engagement, and organizational performance while promoting AFRALTI as a leading regional centre of excellence in ICT capacity development, research, consultancy, and innovation.

2. Core Duties and Responsibilities

a) Strategic Leadership and Governance

- Provide overall leadership and executive direction for the Institute in accordance with the Governing Council's policies, strategic priorities, and resolutions.
- Lead the development, implementation, monitoring, and evaluation of AFRALTI's Strategic Plan, Annual Work Plans, and institutional performance framework.
- Advise the Governing Council on strategic, operational, financial, and policy matters affecting the Institute.
- Ensure compliance with applicable legal, regulatory, governance, and institutional requirements.

b) Executive Management

- Direct and oversee the day-to-day operations and administration of AFRALTI to ensure efficient, effective, and accountable service delivery.
- Coordinate and supervise all Heads of Department, ensuring alignment of departmental objectives with the Institute's strategic goals.
- Foster a culture of innovation, collaboration, accountability, continuous improvement, and high performance across the Institute.
- Ensure effective institutional risk management, business continuity, and quality assurance systems.

c) Business Development and Partnerships

- Lead initiatives to recruit and retain Member States, Associate Members, development partners, and strategic collaborators.
- Develop and strengthen strategic partnerships with governments, regulators, ICT organizations, academic institutions, regional and international organizations, and development agencies.
- Represent AFRALTI in regional and international forums, conferences, committees, and high-level stakeholder engagements.
- Promote the Institute's visibility, reputation, and influence through strategic advocacy and stakeholder engagement.

d) Marketing and Institutional Growth

- Provide strategic oversight for institutional marketing, branding, and communication initiatives.
- Lead initiatives that promote AFRALTI's training programmes, consultancy services, research activities, and specialized ICT solutions.
- Drive participant recruitment and market expansion to increase the Institute's regional and international reach.
- Identify and pursue emerging opportunities that enhance the Institute's competitiveness and long-term sustainability.

e) Financial Leadership and Resource Mobilization

- Provide overall stewardship of the Institute's financial resources, ensuring sound financial management and accountability.
- Lead resource mobilization initiatives to diversify and expand the Institute's revenue streams.

- Ensure prudent budget planning, expenditure control, and optimal utilization of resources.
- Promote financial sustainability through innovative income-generating initiatives and strategic investments.

f) Programme Development and Quality Assurance

- Provide strategic leadership in the development, review, and implementation of training, consultancy, research, and innovation programmes.
- Ensure programmes remain relevant, responsive to industry needs, and aligned with emerging ICT trends and global best practices.
- Promote excellence in programme delivery through effective monitoring, evaluation, and continuous quality improvement.

g) Human Resource Leadership

- Provide leadership in talent management, succession planning, organizational development, and workforce planning.
- Foster a positive organizational culture that promotes employee engagement, diversity, inclusion, integrity, and professional development.
- Ensure effective performance management systems that drive accountability and continuous improvement.

h) Corporate Governance and Institutional Representation

- Serve as the official spokesperson and principal representative of AFRALTI.
- Promote and safeguard the Institute's corporate image, reputation, and strategic interests.
- Build and maintain productive relationships with Member States, governments, partners, donors, regulatory bodies, and other stakeholders.

i) Monitoring, Evaluation and Reporting

- Monitor institutional performance against approved strategic objectives and key performance indicators.
- Prepare and submit periodic operational, financial, and strategic reports to the Governing Council.
- Ensure timely implementation of Governing Council decisions and recommendations.

j) Other Responsibilities

- Perform any other duties as may be assigned by the Governing Council in furtherance of the Institute's mandate.

3. Person Specification

Academic Qualifications

- Master's degree in Business Administration, ICT, Telecommunications, Engineering, or another relevant discipline from a recognized institution.
- A relevant postgraduate qualification in leadership, management, governance, strategy, or a related field will be an added advantage.

Professional Qualifications

- Membership in a relevant professional body, where applicable.
- Leadership and executive management training from a recognized institution is desirable.

4. Work Experience

- At least ten (10) years of progressively responsible management experience, with a minimum of five (5) years in a senior executive leadership position.
- Demonstrated experience in strategic leadership, organizational management, financial oversight, business development, and stakeholder engagement.
- Proven success in developing strategic partnerships, mobilizing resources, and managing institutional growth.
- Experience within the ICT, telecommunications, training, research, public sector, or international development environment will be an added advantage.

5. Skills and Competencies

Leadership Competencies

- Visionary and strategic leadership
- Corporate governance and policy implementation
- Change management
- Results orientation
- Decision-making and sound judgement
- Innovation and continuous improvement

Technical Competencies

- Strategic planning and execution
- Financial management and resource mobilization
- Business development and partnership management
- Performance management
- Risk management
- Monitoring and evaluation
- Institutional governance

Behavioural Competencies

- Excellent communication and presentation skills
- High integrity and ethical standards
- Strong negotiation and influencing skills
- Relationship management and diplomacy
- Emotional intelligence
- Excellent interpersonal and networking skills
- Problem-solving and analytical thinking
- Resilience and adaptability

6. **Language Proficiency:** Proficiency in English.

7. Eligibility Criteria

- Maximum age of **Fifty (50)** Years at the time of recruitment.
- Appointment will be on a five **(5)** year fixed term contract, renewable once.
- The position is open to the below eligible Member States.
    1. Kingdom of Estwatini
    2. Republic of Uganda
    3. Republic of Mozambique
    4. Republic of Zambia
    5. Republic of South Sudan
    6. The Gambia
    7. Democratic Republic of Congo
    8. Republic of Malawi

8. Job Benefits

The position offers attractive fringe benefits, including an education allowance, medical scheme among others.

9. Application Guidelines:

Suitably qualified and interested candidates are required to submit the following documents:

a) A signed cover letter;
b) A comprehensive curriculum vitae (CV) outlining their qualifications, relevant work experience, and positions held;
c) Copies of academic and professional certificates;
d) A copy of the passport page showing the applicant's date of birth; and
e) Contact details of three (3) referees, including their names, mobile telephone numbers, and email addresses. Referees must be individuals who have directly supervised the applicant's work.

AFRALTI is an Equal Opportunity Employer committed to fostering an inclusive and diverse working environment. Applications are therefore encouraged from qualified candidates of all backgrounds.

Applications should be submitted electronically through the respective regulators in the respective Member States.

Deadline for submission of applications: Monday, 30 November 2026.

10. Shortlisting and Recruitment of Applicants

Applicants who best meet the job requirements will be shortlisted and invited for preliminary interviews by eligible Member State. The names of candidates who successfully pass the preliminary interviews will be submitted to the Director General of the Communications Authority of Kenya for final interviews and recruitment by the Communications Authority of Kenya.

Application documents submitted will not be returned.

11. Shortlisting and Recruitment of Applicants

Applicants shortlisted for interviews at any stage of the recruitment process will be notified by email and advised of the interview date.

All related logistical and travel arrangements to Nairobi, Kenya, will be facilitated and covered by the respective **Member State.**