



## **REQUEST FOR EXPRESSION OF INTEREST FOR THE CONSULTANCY TO DEVELOP A HUMAN RESOURCE DEVELOPMENT STRATEGY**

**Institution:** Centre for Tobacco Control in Africa (CTCA)

**Project Title:** Enhancing Tobacco Control Sustainability in Africa  
**Expression of interest No:** CTCA/EOI/2020/012

### **1. Introduction:**

The Centre for Tobacco Control in Africa (CTCA) was established in July 2011 by the World Health Organization, with funding from Bill and Melinda Gates Foundation, to build and sustain Institutional Capacity of African governments in tobacco control. CTCA, for the period 2019-2025, envisions a tobacco free Africa. The mission of the Centre is to enhance African governments' capacity to formulate and implement Tobacco Control programs through partnerships and cooperation.

CTCA is transforming from a project to a semi-autonomous institution guaranteed by Makerere University. The Centre's focus is premised on its 5 strategic objectives that include;

1. Strengthening the capacity of countries in Africa to formulate and implement FCTC compliant programs
2. Promoting evidence-based tobacco control policy formulation and program implementation
3. Mobilizing human, material and financial resources for sustainable tobacco control in Africa
4. Promoting partnerships for tobacco control at national, regional and international levels
5. Enhancing CTCA's ability to support capacity development in tobacco control

CTCA requires a comprehensive sustainable human resource system to achieve its objectives in Africa. CTCA therefore wishes to recruit a consultant to develop its human resource development strategy. The focus of the human resource development strategy is to develop the most superior workforce so that CTCA

and individual employees can accomplish their work goals in service to tobacco control in Africa. The strategy will ensure adequate human resources to meet the strategic goals and operational plans while keeping up with the trends that impact on human resources globally and in tobacco control. The Specific duties include;

- a) Conducting a skills audit to identify skills gap required for effective delivery
- b) Forecast human resource needs based on the strategic direction of CTCA
- c) Conduct a job analysis so as to determine attributes, content and requirements of the required positions at CTCA
- d) Review and heighten training and development approaches focused on professional areas and tobacco control technical areas
- e) Recommend mechanisms for re-skilling and continuous learning to cater for changes in the labour market and in tobacco control
- f) Develop a Performance management plan
- g) Developing a talent and succession planning and management strategy
- h) Recommend Employee engagement and retention strategies
- i) Design a Human Resource training and Development Plan- options for short- and long-term training, skills transfer,

## **2. Qualifications**

- a) A minimum of a Masters' degree in Human Resource Management, Organizational psychology, Business Administration or related degree.
- b) Minimum of ten years' work experience in human resource management and organizational development
- c) Language: Excellent command in English. French will be an added advantage
- d) Knowledge on labor laws and human resource best practices
- e) Skills and abilities:
  - Strong interpersonal skills
  - Excellent Oral and written communications
  - Excellent computer skills
  - Strong organizational and planning skills

## **3. Expected Key Deliverables**

The Consultant will be expected to deliver on the following;

- Skills gap analysis
- Human resource training and development plan
- Employee retention strategies
- Performance management plan
- Job descriptions and specifications.

#### **4. Duration of the consultancy**

Duration of the consultancy is 30 days

#### **5. Selection of best candidate**

The best candidate will be selected on merit in accordance with the **Selection Based on the Individual Qualifications and experience.**

#### **6. How to apply**

Interested and suitably qualified candidates may apply for the post by:

Submitting a motivation letter of not more than 1000 words and clearly marked as **“Expression of interest to develop the CTCA Human resource development strategy”** in soft copies at the address below not later than **17:00 hours EAT on the April 14, 2020.**

- a) In addition to the requirement in (a), interested applicants should submit:
  - i) a detailed CV with previous work done related to the assignment
  - ii) a copy of all relevant academic documents.

- b) Applications may be sent to:

**Email:** [eo@ctc-africa.org](mailto:eo@ctc-africa.org)