

## ASSOCIATION OF AFRICAN HIGHER EDUCATION FINANCING AGENCIES (AAHEFA)

AAHEFA is a continental body that brings together national higher education financing agencies across Africa. The Secretariat supports member states through policy development, capacity building, student financing reforms, and strategic partnerships. To strengthen its operations, AAHEFA invites applications from suitably qualified individuals for the following positions:



### Deadline:

Sunday, November 23<sup>rd</sup>, 2025

Only shortlisted candidates  
will be contacted

# Vacancy ANNOUNCEMENT



## AAHEFA

ASSOCIATION OF AFRICAN HIGHER  
EDUCATION FINANCING AGENCIES

### 1. FINANCE & ADMINISTRATION OFFICER (1 POSITION)

**Role Summary:** Responsible for financial management, administration, and ensuring compliance with AAHEFA procedures.

**Minimum Qualification:** Bachelor's Degree in Accounting, Finance, or Business Administration.

**Experience:** 2–3 years in financial and administrative management.

**Key Competencies:** Financial reporting, budgeting, audit and compliance knowledge, integrity, accuracy, and proficiency with accounting systems.

### 2. PROGRAMME COORDINATOR (1 POSITION)

**Role Summary:** Coordinates AAHEFA programmes, training initiatives, member engagement activities, and partnership projects.

**Minimum Qualification:** Bachelor's Degree in Project Management, Public Administration, Development Studies, or related fields.

**Experience:** 3–5 years in programme coordination, project management, or stakeholder engagement.

**Key Competencies:** Strong planning, reporting, meeting coordination, diplomacy, multitasking, and communication skills.

### 3. RESOURCE MOBILISATION OFFICER (1 POSITION)

**Role Summary:** Leads the development of fundraising strategies, donor engagement, and partnership cultivation for financial sustainability.

**Minimum Qualification:** Bachelor's Degree in Development Studies, Business Administration, Economics, Finance, or related fields.

**Experience:** 3–5 years in donor engagement, fundraising, or proposal development.

**Key Competencies:** Proposal writing, partnership building, negotiation, innovation, and strong presentation skills.

### APPLICATION PROCEDURE

Interested candidates must submit:

- Detailed CV, Cover letter stating the position applied for, Certified copies of academic and professional certificates
- Contact details of three referees

Applications should be addressed to:  
[recruitment@aahefa.org](mailto:recruitment@aahefa.org)