



Terms of Reference for the Recruitment of a Digital Trade Expert, AfCFTA Secretariat

Title:	Expert - Digital Trade
Level:	P1
Duty Station:	Accra, Ghana
Type:	Short-term
Office:	Office-based (Accra, Ghana)
Expected Start Date:	1 st January 2026 or as soon as possible
Expected Duration:	12 months

A. BACKGROUND & INTRODUCTION

The AfCFTA Protocol on Digital Trade was adopted by the 37th Ordinary Session of the African Union Assembly of Heads of State and Government in February 2024, with its eight Annexes subsequently endorsed at the 38th Ordinary Session in February 2025. The Protocol aims to establish harmonised rules, principles, and standards that enable digital trade and promote sustainable, inclusive, and technology-driven growth across Africa.

The AfCFTA Secretariat, in collaboration with State Parties, is implementing a comprehensive Digital Trade Strategy aiming at accelerating Africa's digital transformation. To support these efforts, the Secretariat seeks to engage a Digital Trade Expert to assist in research, data analysis, and coordination activities contributing to the effective implementation of the AfCFTA Protocol on Digital Trade.

B. SCOPE OF WORK

Under the overall guidance of the Chief Technical Advisor, the Digital Trade Expert will support the implementation of the AfCFTA Protocol on Digital Trade and its eight Annexes. The incumbent will assist in data analysis, policy research, programme delivery, and stakeholder coordination to advance Africa's digital trade agenda.

Key Responsibilities:

- Collect, analyse, and interpret data on digital trade trends and performance across Member States, and prepare analytical reports, briefs, and dashboards to inform their decision-making processes.
- Support the development of a digital trade database and related knowledge management tools.
- Contribute to the design and roll-out of regional digital trade programmes and initiatives.
- Identify opportunities for innovation, partnerships, and capacity-building among Member States.

- Provide technical input for the development and maintenance of AfCFTA digital platforms and systems, including solutions that promote digital inclusion and interoperability.
- Conduct policy research on global and regional digital trade frameworks, emerging technologies, and best practices; and assist in drafting policy briefs and recommendations to support harmonisation of digital trade standards.
- Support the monitoring, evaluation, and reporting of programme progress and outcomes.
- Perform any other related duties as may be assigned by the supervisor or the Secretariat's management.

C. REQUISITE QUALIFICATIONS, EXPERIENCE, SKILLS AND EXPERTISE OF THE SUCCESSFUL CANDIDATE

Education and Experience:

- A minimum of a Bachelor's Degree in Economics, International Trade, ICT, Digital Economy, Business Administration, or a related field from a recognised institution. A postgraduate qualification will be an added advantage.
- At least one (1) year of relevant experience with a Master's degree, or two (2) years with a Bachelor's degree, preferably in data analysis, digital trade policy, or programme development.
- Experience working with regional or international organisations, and exposure to continental or global digital transformation initiatives.
- Familiarity with monitoring, evaluation, and research tools and methods.

Skills and Competencies:

- Strong analytical, research, and communication skills, with the ability to collect, interpret, and present complex data effectively.
- Solid understanding of digital trade concepts, including data governance, e-commerce, digital payments, and emerging technologies.
- Proficiency in digital tools and platforms used for trade analysis, collaboration, and project management.
- Excellent organisational and coordination abilities, with the capacity to manage multiple priorities under tight deadlines.
- Ability to work effectively in multicultural teams and engage with governments, private sector, and development partners constructively.

Language Requirement:

- Proficiency in at least one of the African Union (AU) working languages (Arabic, English, French, Kiswahili, Portuguese, or Spanish) is mandatory.
- Knowledge of one or more additional AU languages is an advantage.

D. DUTY STATION

- a. The duty station for this assignment is Accra, Ghana.
- b. The Expert may be required to undertake official travel as necessary. All travel shall comply with African Union (AU) rules and procedures.

E. TERMS AND CONDITIONS OF THE ASSIGNMENT

- a. The assignment will be for a duration of twelve (12) months, commencing on 1 January 2026.
- b. Either party may terminate the contract at any time by giving one (1) month's written notice or payment in lieu of notice.
- c. The contract is non-pensionable and does not carry any gratuity entitlement.
- d. The Expert – Digital Trade must be a citizen of an African Union Member State.

F. EVALUATION CRITERIA

The AfCFTA Secretariat invites eligible candidates to express their interest in this assignment. Applicants must demonstrate that they possess the required qualifications, experience, and competencies to perform the services effectively.

Criteria	Weight (%)
General educational qualifications and relevant experience	40
Demonstrated experience related to the assignment	50
Language proficiency	10

Only shortlisted candidates will be contacted. Applications accompanied by all relevant supporting documents and clearly indicating the title of the post, should be submitted by 5.00 pm GMT on 14th November 2025, to:

The Directorate of Human Resources and Management
AfCFTA Secretariat
Africa Trade House
Ambassadorial Enclave, Liberia Road
Accra, Ghana
Email: Tender.AfCFTA@au-afcfta.org