



Coordinator, Code of Conduct and Ethics for Business in EAC Terms of Reference

A. Background

As a regional private sector lobby and advocacy body, East African Business Council (EABC)'s success depends on its reputation, integrity and transparency. Both regionally and globally, a clear business case has repeatedly been underscored for businesses to behave in a manner that promotes ethical business practices, transparency and fair competition in the private and public sectors; for the benefit of their companies; the economy, the citizenry and the environment.

Against this background EABC has embarked on an initiative to promote adaption and adoption of standard ethics and integrity in the business operations by business community in EAC.

This Code of Conduct/Ethics shall ensure compliance with legal requirements and standards of business conduct. The Code will set out responsibilities and values to guide business operations and relationships. The business community will be expected to serve as role models by visibly demonstrating support and by regularly encouraging adherence to the set standards.

EABC is in the process of developing a Code of Conduct and Ethics for Business in East Africa and will promote it within the business community in the EAC Partner States. The Code shall guide the conduct of the private sector with respect to provision and acquisition of services from one another, and from business facilitating institutions and government agencies. The Code will incorporate key themes that are internationally recognized as basic principles for responsible global citizenship for any business. EABC will organize training for the Staff of companies that sign up to the Code.

To coordinate these activities including organizing the launch of the code of conduct at EAC level by April 2015, EABC intends to recruit a consultant/expert whose role and responsibilities are defined below.

B. Specific the terms of reference for the coordinator will include among others the following:

- 1) Supervise the analysis of the results and recommendations from the baseline assessment and risk mapping in EAC member states study
- 2) Supervise the development of the draft Code of Conduct & Ethics
- 3) Conduct multi-stakeholder validation workshop
- 4) Design and print brochure for the Code of Conduct& Ethics.
- 5) Organize the launch of the Code of Conduct & Ethics during the EAC Heads of State Summit.
- 6) Assess training needs of National BMOs in relation to ethics and anti-corruption.
- 7) Review existing training curricula and develop training curriculums for promotion of Code of Conduct& Ethics and training of company staff.
- 8) Develop training material and guidelines/manuals and conduct Training of Trainers for EABC national focal points and staff of other BMOs and signatory companies in each country on promotion of business Ethics and implementation of the Code of Conduct& Ethics.
- 9) Develop content and presentation for sensitization workshops, and organize sensitization workshops for private sector companies
- 10) Organize Awareness Campaign through the Identification of opportunities to place business ethics in leading regional and national newspapers, talk shows at National TVs and FM channels, articles in BMO magazines, social-media campaign and any other avenue.

C. Qualifications and expertise of the coordinator

Essential: - First Degree in any of the following; Law, Business administration, and Economics.

Advantage: - A Masters in any of the above degrees is added advantage

D. Experience

Essential:- Minimum of 6 years' experience in managing a similar project, business management, and policy advocacy

E. Skills

Competence:-

1. Ability to prioritize, organize, manage and adopt management styles according to the need
2. Excellent communication and negotiation skills
3. Ability to convene stakeholder meetings and facilitate policy dialogue with National Authorities and Donors
4. Ability to produce results under tight schedules
5. Ability to foster integration, network and team work

F. Language

Essential: - Excellent knowledge of written and spoken English

Desirable: - Working knowledge of Swahili

Functional Skills

1. In-depth knowledge of regional integration policies and strategies
2. Sound knowledge about standards in business operations

G. Duration

The Assignment will be for 6 months.

H. Reporting

The Coordinator shall report to the Executive Director, EABC. He/she shall maintain direct communication with the management of EABC NFPs to facilitate coordination of implementation of the code activities at national and firm level.

I. Application

Send applications, curriculum vitae and any other relevant documents to EABC Secretariat Olorien House, Perfect Printer Street, Off Njiro Road, Kijenge P.O. Box 2617, Arusha, Tanzania. OR info@eabc-online.com . Applications close on the 10th December 2014. Applicants will be selected in accordance with the procedures set out in the current edition of EABC Procurement Guidelines: Selection and Employment of Staff.