



East African Business Council

Terms of reference for Program Officer Small and Medium Sized Enterprises (SME).

BACKGROUND.

The East African Business Council (EABC) is the umbrella organization of the private sector in East Africa. Established in 1997, to foster the interests of the Private Sector in the integration process of the East African Community. EABC works closely with the East African Community (EAC) Secretariat, East African Legislative Assembly, governments, regional economic communities, multilateral groups and the business community to facilitate private sector participation in the EAC integration process.

EABC Membership is drawn from the six East African Partner States and is open to all national and regional associations as well as Corporates with interest in the EAC integration process or/and operations in the region. The Membership cuts across all business sectors and includes Corporates, the National Private Sector Apex Bodies; National Manufacturers' Associations; National Chambers of Commerce, Employer's Associations; National Women Associations, Transporters Associations, National Bankers Associations, Employers' Associations and various Regional Associations among others.

The Program officer will be in charge of the project called **“Creating Perspective: Business for Development, East Africa”**. This project is a joint Initiative by German Industry and the Federal German Ministry for Cooperation and Development (BMZ). The program pursues to increase productivity, competitiveness, and innovation in primarily small and medium enterprises (SMEs) in countries of the East African Community (EAC) through private sector development. This program is funded by GIZ and implemented in collaboration with the Federation of German Industries (BDI), EAC Secretariat, EABC and its Nation focal points. Main implementing countries of the program will be Tanzania, Kenya and Uganda with some activities in Rwanda.

To be located at EABC Headquarter in Arusha, Tanzania, EABC would like to recruit a **Program officer** who will be crucial in ensuring successful implementation of the Project. **The position is fully funded by GIZ.**

Job Description

Tasks

- Building up a knowledge and contact platform/database for SMEs at EABC
- Steering of SME activities of EABC such as meetings, workshops, conferences, publications,

- Identification of key bottlenecks affecting SME development and channeling to EABC for incorporation into policy agenda.
- Liaison to the GIZ-BDI project „Creating Perspectives“ aiming at scaling up SMEs from the EAC and bringing them in contact with German companies
- Accompanying and attendance of trainings and workshops organized by the project
- Assuring that content of trainings and learnings from the project are fed into EABC knowledge platform for SMEs and made available for all members.
- Identification of priority policy concerns or bottlenecks for channeling through the policy making processes at the EAC level.
- Linking the EABC SME program to other beneficial programs for SMEs in the regional and beyond and maintaining close partnerships with key stakeholders eg the EAC Secretariat.

Profile

- At least three years of working experience with some exposure to the EAC region
- Academic background in economics, business, political science any other relevant field is required
- Working experience in the private sector f.i. SMEs and/or consulting
- Communication and Networking: Ability to speak and write clearly and in a persuasive and compelling manner.
- Planning and Organization: Developing clear goals that are consistent with agreed organizational objectives; identifying priority activities and assignments; and is conscientious and efficient in meetings, observing deadlines and achieving results
- Teamwork: Working collaboratively with colleagues to achieve project and organizational goals
- Ability to work in a multicultural environment with diverse groups of stakeholders
- Sound knowledge of the EAC region
- Interest in SME topics and regional EAC policies
- Excellent computer skills (Microsoft Office (Word, PowerPoint, Excel) are required
- Fluent in English, knowledge of Swahili or German are an advantage

HOW TO APPLY

Applicants should submit their application, clearly indicating how they meet the requirements of the position, plus a detailed CV, stating their current position, remuneration, email and telephone contacts and 3 references.

Your application should be sent via email to recruitment@eabc-online.com, to reach EABC by **25th May 2018**. Only applicants who fully meet the selection criteria and are being considered for interview will be contacted.

EABC is an equal opportunity employer. Recruitment is done on merit and with no regard to one's, age, colour, gender, marital status, sexual orientation, disability or impairment, race or creed.