



## EAST AFRICAN BUSINESS COUNCIL

The East African Business Council (EABC) is the umbrella body of the business community in the East African Community (EAC) region. A membership organisation bringing together the widest cross section of the private sector from the region, EABC's members currently number 165 and include national private sector umbrella bodies, manufacturers, employers, bankers, insurance and transporters associations, chambers of commerce, corporate, medium and small enterprises.

EABC's mission is to represent and promote the interests of the EAC business community; provide value added services that create new business opportunities, enhance global competitiveness of EAC businesses, and actively influence government policies to improve the business environment.

With almost 15 years representing the interests of the business community, the EABC has successfully positioned itself as the key institution representing the business community at the EAC level and now aims to build on its achievements by recruiting a **Policy Analyst**, to be based at the EABC Offices in Arusha, Tanzania.

### JOB DETAILS:

Job title: Policy Analyst and Advocacy Manager	Line Manager Title: Executive Director
Grade:	Direct reports:
Department:	Location: Arusha

### JOB SUMMARY:

Under the overall guidance of the Executive Director, the Policy Analyst will have the overall responsibility of analysing EAC and other relevant policies as well as preparing position papers for presentation to policy makers during policy dialogue.

### KEY RESPONSIBILITIES:

The Policy Analyst will undertake the following duties and responsibilities:

- Identify and analyse relevant EAC, regional and international trade and investment related laws, policies and regulations that affect the business community in the EAC Partner States.
- Participate in the development of Terms of Reference for various consultants who will undertake studies to inform policy positions and review their to ensure consistency

with the ToRs.

- Undertake leadership in monitoring all projects related to policy advocacy including monitoring all on-going policy advocacy initiatives, evaluate and monitor progress on policy position papers presented to the EAC Secretariat.
- The policy analyst will also be expected to develop strong linkages with the EABC focal points at the national level and develop strong linkages on policy advocacy strategies at both the national and regional level and ensure alignment or core areas
- Research and analyse existing and emerging program and policy areas at the EAC and partner state levels such implementation of the Customs Union, Common Market Protocol, Single Customs Territory, Tax Harmonisation, Summit directives and the impact this will have on the business environment in the EAC regional integration process.
- Monitor and analyse implementation of regional and national laws and legislation as related to growth in trade and investments as well as the general business environment and reports that convey in concise terms the impact both positive and negative of policy and legislative proposals.
- Participation in research projects on which the policy advisor will lead in the production of policy briefs, memos, and full - length reports as required.
- Evaluate research methods and innovative approaches to research projects on new or expanding program and policy areas for EABC and EABC focal points.
- Develop policy recommendations for EABC and ensure presentation of the same to key policy advocacy targets at both the regional and national level.
- Ensuring timelines for grants and work projects are met.
- Provide editorial and content development on EABC's written pieces through close liaison with the EABC Communications team.
- Present research papers to funders, law makers, policymakers, and service providers as required.
- Maintaining relationships and attending relevant conferences and meetings to maintain relationships with regional and state partners, government officials, policy advocacy partners, and funders.
- Work closely with the EABC Communications team to prepare monthly e-newsletters with key policy positions and recommendations
- Lead in the formulation of policy proposals and preparation of position papers, either directly (where initial studies are not required) or working with selected consultants where applicable.
- Organise Workshops and stakeholder consultations for the purpose of policy legitimation / validation.
- Working with the Executive Director and relevant Committees among others, ensure adequate advocacy and eventual implementation of the selected policies. This will include preparation of the necessary advocacy material such as issue and policy briefs; position papers and press releases, among others.

## **REPORTING LINES AND COMMUNICATIONS**

The Policy Analysts will report to the EABC Executive Director. S/he will establish and maintain collaborative relationships with the senior management team of EABC.

## REQUIRED COMPETENCIES & QUALIFICATIONS:

In order to perform the required tasks effectively, the candidate should have the following key competences:

- Policy Analysis: - requisite skills to develop sources for data collection; collect and analyze primary and secondary data and prepare analytical papers. This should be complemented by strong analytical skills to prepare issue, policy briefs and position papers; and to prepare ToRs that are geared towards policy formulation.
- Communication and Networking: - ability to speak and write clearly and in a persuasive and compelling manner. Additionally, you are able to identify key stakeholders; listen to them, correctly interpret their messages and respond appropriately.
- Planning and Organizing: - including developing clear goals that are consistent with agreed organisational objectives; identifying priority activities and assignments; and is conscientious and efficient in meeting commitments, observing deadlines and achieving results
- Teamwork: - Working collaboratively with colleagues to achieve project and organizational goals; and ability to work in a multicultural environment with diverse groups of stakeholders.

## QUALIFICATIONS:

- Academic and Professional background: - An advanced university degree in Economics; Policy Analysis, Social Sciences, International Trade Law or any other relevant field is required. A first degree in combination with 5 years and above qualifying experience will be considered in lieu of the advanced degree.
- Work Experience: - A minimum of three years progressive experience in policy research and analysis is a must. Experience in policy analysis for Business Membership Organisations; civil society and other advocacy group; and knowledge of the EAC Integration process and private sector priorities are key assets.
- Languages: - English is the main EAC working language. Fluency in oral and written English is required. Knowledge of French and Kiswahili will be an advantage.
- Other Skills: -Excellent computer skills (Microsoft Office, Email, Analytical tools / software and internet) are required.
- Nationality: - This position is only open to nationals from any of the EAC Partner States – Burundi, Kenya, Rwanda, Tanzania, Uganda and South Sudan.

These roles are on a three year renewable contract based on performance.

## HOW TO APPLY:

If you have the relevant qualifications and experience please email a cover letter and your CV quoting the reference number of the job you are applying for in the subject line of your email to [esd@deloitte.co.ke](mailto:esd@deloitte.co.ke) on or before **28<sup>th</sup> June 2015** addressed to:-

**The Director**

**Executive Selection Division  
Deloitte Consulting Limited  
Email :esd@deloitte.co.ke;  
Nairobi Kenya.**