



ADVERTISEMENT

EXPERTS/ PROFESSIONALS REQUIRED

Summary of the assignment:

Experts Required Urgently	<p>-Manager-Finance and Accounting -Manager- Membership and Business Development -Manager- Trade in Services, Policy and Advocacy</p> <p>The above positions require experienced and qualified candidates in Finance, Business Administration, Economics, Law or any other relevant University Degree</p>
Location	EABC Secretariat
Timeframe	6 (six) months renewable to longterm
Reporting	To Executive Director/CEO-East African Business Council
Activity reports	Monthly reporting

I. ABOUT EAST AFRICAN BUSINESS COUNCIL

The East African Business Council (EABC) is the umbrella body of the Private Sector in the East African Community (EAC). It brings together national private sector umbrella bodies, manufacturers, employers, bankers, insurance and transporters associations, chambers of commerce, corporates, and medium and small enterprises from the entire East African region.

EABC's mandate is to represent and promote the interests of the EAC business community, provide value-added services that enhance trade and competitiveness, and to participate actively and positively influence legal and regulatory formulation to improve the business environment. EABC works with the major stakeholders such as the EAC Secretariat, Organs, Institutions and National Governments and provides input in policy discussion while advocating for the implementation of resolutions at the national level aimed at increasing intra-regional trade. EABC is in the process of setting up sector-specific desks to ensure all sector issues are addressed at the regional level.

These positions are supported by Germany Development Cooperation (GIZ).

II. RATIONALE AND OBJECTIVE OF THE ASSIGNMENT

In line with our vision and mission and to remain the voice of Private Sector in the East African Region, we wish to strengthen the capacity of the secretariat by recruiting the following professionals;

- 1) Finance and Accounting Manager
- 2) Manager- Membership and Business Development
- 3) Manager- Trade in Services, Policy and Advocacy

The above positions require experienced and qualified candidates.

III. QUALIFICATIONS AND EXPERIENCE

A suitable candidate should hold the following qualifications and key competencies:

- a. **Academic and Professional Experience:** A minimum of a University Degree or Masters in Finance, ACCA, CPA, Economics, Law, Business Administration or any other relevant field is required.
- b. **Work Experience:** A minimum of five (5) years experience in your respective field. Experience in donor project management. Experience working with Business Membership Organisations; and knowledge of the private sector and regional integration would be critical assets. Experience in project management is necessary.
- c. **Knowledge of the EAC Integration is a must**
- d. **Communication and Networking:** Ability to speak and write clearly
- e. **Teamwork:** Working collaboratively with colleagues to achieve project and organizational goals and the ability to work in a multinational environment with diverse groups of stakeholders.
- f. **Languages:** Fluency in oral and written English is required as it is the main EAC working language. Good working knowledge of Swahili will be an advantage.
- g. **Additional Skills:** Excellent computer skills (Microsoft Office (Word, PowerPoint, Excel), Email, analytical tools/software for data analysis, experience in SAGE PASTEL Accounting Software, working with internet searches, online databases, and data retrieval) are required.

Nationality: The position is only open to nationals of any of the EAC Partner States, Burundi, Kenya, Rwanda, Tanzania, Uganda and South Sudan.

IV. REMUNERATION AND MODE OF PAYMENT

This position attracts a competitive package as per EABC terms.

THE APPLICATION PROCESS

Applicants should submit a Cover Letter, Capability Statement in line with the Terms of Reference below, List of previous assignments and Curriculum Vitae stating their current position, remuneration, email, telephone contacts and three referees.

The applications should be sent via email to procurement@eabc-online.com and copy director@eabc-online.com to reach EABC by 20th June 2019. Only applicants who meet the selection criteria and shortlisted will be contacted.

X. EQUAL EMPLOYMENT OPPORTUNITY

EABC is an equal opportunity employer thus recruitment is on merit and with no regard to one's, colour, gender, marital status, disability or impairment, race or creed. Canvassing shall lead to automatic disqualification.

Prepared by:

Approved by: