



ADVERTISEMENT



PROJECT COORDINATOR

Summary of the assignment:

Nature of assignment	Short term
Location	EABC Secretariat, Arusha with travels within and outside the region
Timeframe	One (1) year
Reporting	To Executive Director/CEO-East African Business Council
Activity reports	Monthly reporting

I. BACKGROUND TO THE EABC - TRADEMARK EAST AFRICA PROJECT

The EABC in partnership with TradeMark East Africa (TMEA) will be implementing a project “Public-Private Sector Dialogue (PPD) for Trade and Investment - Regional Programme”. The programme aims to mainstream advocacy throughout TMEA’s project clusters – i.e. in transport and logistics, trade facilitation, customs & tax, standards and NTBs. The programme’s core objective is to enhance private sector organisations’ (PSO) capacity to proactively and positively influence decision-making, to accelerate dispute resolution, to sustain political buy-in, to increase commitment and to reduce overall programme risks in TMEA’s project clusters. The overall goal of the project is to increase trade and investment in the EAC. The Regional and Country Programmes will contribute to core TMEA corporate results outlined below:

1. Reduce transport (road, rail, and air) cost and time along transport corridors by 10% and increase efficiency in private sector logistics services provision
2. Enhance Customs and other trade-related agencies efficiency (25% reduction in time to process trade documentation) through integrated trade management systems and greater inter-agency collaboration.
3. Reduced tariffs, taxes, and levies by 5-8% overall (including sub-national) reduce exemption regimes, CET, and increase import/export tax incentives
4. Enhanced efficiency of Bureaux of Standards, reduce related costs and time by 10%, reduce counterfeit and sub-standard goods by 20% through enhanced inter-agency collaboration and improve private sector compliance.
5. Resolve 30% of all reported NTBs along TMEA project clusters within a year.
6. Catalyzing a 10% increase in exports annually, 93,000 direct jobs and \$425m additional investment after seven years in targeted sectors in the EAC under the Compact and TLCs through increased investment incentives.

II. 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.

For effective implementation of the Regional PPD programme, EABC was selected by TradeMark East Africa as the lead implementing partner for the Private Sector Organizations.

III. RATIONALE AND OBJECTIVE OF THE ASSIGNMENT

To realize the outcomes of this project, EABC seeks to recruit a **Project Coordinator** for **twelve (12) months** to be based at the EABC Offices in Arusha, Tanzania to provide overall programmatic support, enhance programme implementation and delivery of results.

IV. DUTIES

1. Overall coordination of the EABC-TMEA project and brief the Executive Director
2. Coordinate and prepare project steering committee meetings
3. Coordinate and receive activity reports from line managers and experts for consolidation
4. Ensure implementation of the EABC –TMEA project results framework
5. Coordinate with Finance and Administration department for timely reports and budgets
6. Liaise closely with TMEA project team leader for quality checks on project implementation
7. Prepare timely project reports to the development partners
8. Undertake project monitoring and evaluation
9. Perform any other duties that may be as assigned by the management.

V. DELIVERABLES

The key deliverables include:

- One (1) year work Plan
- Monthly, quarterly and annual narrative reports submitted in line with EABC reporting timelines and TMEA's reporting template. This should be accompanied with all forms of evidence; official meeting reports, position papers, study reports, etc.

- End of contract report detailing the overall programmatic work; activities and results as per TMEA's reporting template.

VI. SCOPE OF WORK

The Project Coordinator will work in partnership with EABC Executive Director and programme staff, particularly those who are directly engaged in the implementation of the project.

VII. QUALIFICATIONS AND EXPERIENCE

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

- Academic and Professional Experience:** A minimum of a University Degree in Business Administration, Project Management, or any other relevant field is required.
- Work Experience:** A minimum of three (3) years 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.
- Policy Dialogue:** Requisite skills to organize Public-Private Dialogue meetings and articulate Private Sector views and concerns. This must be complemented by robust analytical skills to prepare issues, policy briefs, and position papers.
- Knowledge of the EAC Integration is a must**
- Communication and Networking:** Ability to speak and write clearly and in a persuasive and compelling manner.
- 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.
- 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.
- Additional Skills:** Excellent computer skills (Microsoft Office (Word, PowerPoint, Excel), Email, analytical tools/software for data analysis, experience in 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.

VIII. 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:

Checked by:

Received by:

Approved by: