



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 an **Executive Director**, to be based at the EABC Offices in Arusha, Tanzania.

JOB DETAILS:

Job title: Executive Director	Line Manager/s Title: EABC Executive Committee
Grade:	Direct reports: Board of Directors
Department:	Location: Arusha

JOB SUMMARY:

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for EABC’s staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, business plans and spearhead the development of the new EABC strategic plan. The successful candidate will be required to build strong relationships with the donor community and institutionalise a sustainability plan within EABC.

The successful candidate will have an impeccable reputation for integrity, being forward thinking and strategic, an excellent manager, expert in key EABC policy areas ,resource mobilization and demonstrate ability to build strong networks, especially with the EABC focal points, and synergy whilst demonstrating good communication skills.

The successful candidate will have a thorough understanding of the state of business environment in East Africa and key policymakers and influencers in the EAC region and respective partner states. The candidate should build and sustain close relationships with the EAC Secretariat and other policy makers at the partner state level. The candidate will be required to demonstrate an ability to advocate effectively and successfully for policy change and implementation through effective use of research and policy analysis, public awareness campaigns, traditional and new media engagement, and broad-based coalition building.

This position will be based in Arusha and it will be on a three year renewable and performance based contract.

KEY RESPONSIBILITIES:

Under the guidance of the EABC Board, the Executive Director will:

1. Provide leadership in developing and implementing the EABC Strategic Plan, including developing annual work plans and their budgets and monitoring and evaluating their implementation.
2. Lead and manage the EABC Secretariat, ensuring efficient and effective programmatic, financial oversight, administrative and communications management and motivating a team of 15 members of staff.
3. Oversee the development and implementation of policy advocacy strategies on key issues affecting the EAC business community, ensuring integration of EABC Members and wider business community into the EAC public policy formulation, implementation and monitoring;
4. Liaise and network with the EAC Secretariat and key EAC policy organs, including the EALA, EACJ, EAC Council of Ministers, Sectoral Councils and Committees, Northern and Central Corridor Secretariats among others;
5. The Executive Director will be expected to spearhead fund raising, resource mobilisation and business development leadership
6. The executive Director will also be expected to lead the development and implementation of the EABC Strategic Plan, including cultivating partnerships with key development partners supporting EAC integration, Corporates
7. The Executive Director will be expected to provide overall institutional leadership especially in external communications and partner relations including experience in managing relationships at board level.
8. Develop a clear sustainability plan for EABC through internally generated resources as well as external sources of funding. The ED will also be expected to develop EABCs business development unit.
9. Enhance EABC's mandate with the business community through developing and implementing strategies to increasing and widening EABC membership.
10. Develop strong networks with EABC's focal points at the national level to ensure synergy in policy advocacy strategies
11. Increase EABC visibility through ensuring implementation of the EABC Communication Strategy
12. The ED will be expected to develop a strong human resource function with clear KPIs across all job levels with EABC
13. Ensure proper governance of the organisation through maintaining a close working relationship with the EABC Board and the Board Committees and by implementing the decisions of the Board.
14. Cultivate strategic partnerships and alliances to move the EABC agenda forward with

organisations across the EAC region, with other RECs in Africa and internationally.

15. Mobilise knowledge from national, regional and international best practices in fostering private sector participation in policy formulation and regional integration.
16. Foster a corporate Culture that promotes results orientation and excellent customer service based on EABC values.
17. All other activities that would be required to foster the interests of EAC business community, in line with the EABC mandate and strategic objectives.
18. Act as the Spokesperson of the institution

SELECTION CRITERIA(including desirable skills, knowledge and experience):

In order to perform the above tasks effectively, the candidate should have the following qualifications and key competences:

- a) A minimum Bachelor's degree in Economics, Law, Business Administration, International Trade/Relations, or related fields; a master's degree and above will be an added advantage.
- b) At least ten (10) years of progressively responsible experience in the private sector, with 5 of them in senior management. Experience working with Business Membership Organisations will be an added advantage.
- c) Demonstrated ability to build strong networks with other advocacy partners, donor community, policy makers etc.
- d) Demonstrated leadership skills in a similar sized institution or bigger
- e) A diverse work background in trade and regional integration issues, especially in the EAC integration and the private sector priorities in the EAC is a must.
- f) Experience in advocacy and representing the interest of the business community especially to public policy makers;
- g) Strong operational experience and ability to contribute to strategic thinking and to integrate strategies and policies into EABC programs;
- h) Excellent interpersonal and communication skills and demonstrated ability to communicate ideas effectively;
- i) Strong leadership skills including the ability to mentor, coach and to work effectively in multicultural environment, both as a team leader and team member;
- j) Strong analytical skills and ability to produce high quality reports and briefs on key integration matters
- k) Sound decision making capabilities.
- l) Excellent computer skills: Word, Excel, PowerPoint etc;
- m) Language skills: proficiency in written and spoken English is a must. Good working knowledge of French and Kiswahili will be an added advantage.
- n) Nationality – The position is only open to nationals of EAC Partner States, i.e. 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 on or before 28th June 2015 addressed to:-

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