



## ADVERTISEMENT

### NATIONAL LIAISON OFFICER - REPUBLIC OF SOUTH SUDAN

#### 1.0 INTRODUCTION

The East African Business Council (EABC) is the apex advocacy body for Private Sector Associations and Corporates from the eight (8) East African Community (EAC) Partner States (Burundi, Democratic Republic of the Congo, Federal Republic of Somalia, Kenya, Rwanda, South Sudan, Tanzania, and Uganda). Established in 1997, EABC aims to advance the private sector's interests in the EAC integration process.

EABC's vision is a borderless East Africa for business and investment, with a primary mission of promoting sustainable private sector-driven growth in the EAC. With Observer Status at the EAC level, EABC provides an authentic platform to advocate for private sector interests, fostering a conducive business environment in the region.

#### 2.0 SCOPE OF WORK

The National Liaison Officer (NLO) will focus on all member-related matters in the respective Partner State. The role encompasses more than administrative duties, including recruiting and retaining members, resource mobilization, organizing membership-related events, addressing members' policy and trade issues, and building relationships with EABC stakeholders and partners.

#### 2.1 KEY DUTIES AND RESPONSIBILITIES

1. Prepare a list of prospective companies, associations, and government agencies for EABC membership.
2. Compile a list of key partner organizations and trade and investment events in South Sudan.
3. Recruit at least seven (7) new members per quarter, totaling fourteen (14) members by the end of the contract.
4. Generate a minimum of USD 30,000 within six months.
5. Follow up and collect membership subscription fees at the national level and report to EABC.
6. Visit EABC members, collect key trade policy issues affecting them, and submit a report to EABC.
7. Conduct interviews with members who have withdrawn from EABC and provide a report to the Executive Director.
8. Provide a weekly report for the membership briefing, submitted by Thursday, detailing:
  - Members visited
  - Activities carried out
  - Key issues identified

- Changes in key contact persons within visited organizations
- 9. Mobilize sponsorships and organize membership value-adding events/services in the country.
- 10. Market EABC flagship events to mobilize members for participation and sponsorship.
- 11. Strategize and invite businesses to EABC activities (e.g., training sessions in South Sudan) and follow up with attendees to join EABC membership.
- 12. Deliver EABC documents (letters, magazines, invoices, etc.) to members and stakeholders.

## **2.2 OFFICE STATION**

South Sudan National Chamber of Commerce, Industry & Agriculture, Juba, South Sudan.

## **3.0 TIMELINE**

The assignment will last six months, renewable subject to satisfactory performance and availability of funds.

## **4.0 REPORTING**

The National Liaison Officer will report to the Membership Manager and the EABC Executive Director.

## **5.0 QUALIFICATIONS**

### **Educational Qualifications:**

- Minimum Bachelor's degree in Marketing, Business Administration, Economics, or a relevant field from a recognized institution of higher learning.

### **Work Experience:**

- Minimum of three (3) years of experience in business administration, sales, marketing, or engaging with public, private, and regional integration settings.

### **Communication and Networking:**

- Excellent verbal and written communication skills with the ability to identify and engage stakeholders effectively.

### **Teamwork:**

- Proven ability to collaborate in a multinational environment and achieve organizational goals.

### **Languages:**

- Fluency in English (oral and written) is required.
- Proficiency in Arabic is an added advantage.

### **Additional Skills:**

- Proficiency in Microsoft Office (Word, PowerPoint, Excel) and other digital tools.
- Strong data analysis and reporting skills.

### **Nationality:**

- The position is open only to nationals and residents of South Sudan.

## **6.0 APPLICATION PROCESS**

Applicants should submit:

- An application letter.
- A detailed CV with telephone contacts and three referees.
- Certified copies of academic certificates.
- A copy of their National Identity Card or Passport.

All documents must be scanned into one (1) PDF file. Applications should be emailed to [procurement@eabc-online.com](mailto:procurement@eabc-online.com) with a copy to [director@eabc-online.com](mailto:director@eabc-online.com), quoting “**National Liaison Officer - South Sudan**” in the subject line.

**Deadline:** Applications must be submitted by **7<sup>th</sup> February 2025**.

### **Submission Address:**

The Executive Director/CEO  
East African Business Council (EABC)  
Ninth Floor, Mafao House, Old Moshi Road  
P. O. Box 2617  
Arusha, Tanzania

### **Note:**

- Only shortlisted will be contacted.
- EABC is an equal opportunity employer. Recruitment is based on merit, regardless of age, gender, marital status, disability, race, or creed.
- Canvassing will result in automatic disqualification.



### **Our Contacts**

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