Applications are invited from suitably qualified candidates from all EAC Partner States for the following position tenable at the East African Community - Secretariat:

**SHORT TERM GENDER AND COMMUNITY DEVELOPMENT EXPERT**

**Grade:** P3  
**Organ:** EAC Secretariat  
**Directorate:** Social Sectors  
**Reports to:** Director, Social Sectors

**Main Purpose of the Job:**

To support the Gender and Community Development officer in the coordination and implementation of Gender, Youth, Children, Persons with Disability, Social Protection and Community Development programmes and projects.

**Duties and Responsibilities:**

1. Coordinate the convening of the 3rd Meeting of the Sectoral Council on Gender, Youth, Children, Social Protection and Community Development  
2. Coordinate the convening of the Meeting of the Sectoral Committee on Gender and Community Development  
3. Prepare assigned documents to inform the Meeting of the Sectoral Committee and the 3rd Meeting of the Sectoral Council  
4. Coordinate and convene in collaboration with the Private Sector, Civil Society and other Interest Groups the 4th Annual EAC SG’s Forum and the overall implementation of the Consultative Dialogue Framework for the Private Sector, Civil Society and Other Interest Groups in the interim;  
5. Coordinate the convening of the 2nd EAC Annual Women in Business Conference.  
6. Finalise the work on the development of the Project on Empowerment of Border Communities through shared Markets  
7. Work with the consultant on developing an EAC Strategy on Women in Business
8 Support the department in the implementation of programmes, policies and frameworks under the department in the interim;

9 Prepare progress and technical reports to inform policy making process by the EAC Council in regard to Gender mainstreaming in the Community, Organs and Institutions,

10 Undertake any other assignments as may be required.

Qualifications and Experience:

A Master’s degree in Social sciences, Gender & Development Studies, Project Planning and Management, or equivalent qualification from a recognized University.

10 years experience in the relevant field with 5 years at senior level. Knowledge of the regional Gender and Community Development policies and working with Civil Society Organizations is essential.

Skills and Competencies:

The ideal candidate should have the analytical skills, communication skills, computer skills, result oriented, team building skills, research skills, networking skills, Resource mobilization skills, planning skills, coordination skills, negotiation skills, networking skills, problem-solving, innovativeness, project proposal writing skills, budgeting and staff supervision.

TERMS AND CONDITIONS OF SERVICE

The expert will be contracted on short term basis based on agreed timeframes

FRINGE BENEFITS

The position offers attractive fringe benefits including housing allowance, transport allowance, education allowance, a medical scheme, and insurance cover.

For more information, visit our website: www.eac.int

HOW TO APPLY

Interested candidates should submit their applications by registered mail, courier service, e-mail or dispatch together with Curriculum Vitae, copies of both academic and professional certificates and testimonials, names and addresses of three referees, and day time telephone contact to:
The Secretary General
East African Community
P. o Box 1096
Arusha - Tanzania.

Fax No: +255 27 2504255/ +255 27 2050281
E-mail: vacancies@eachq.org

To be received not later than 12\textsuperscript{th} March, 2015

Female Candidates are particularly encouraged to apply.

The East African Community will only respond to those candidates who meet its requirements.