EAST AFRICAN COMMUNITY

## EMPLOYMENT OPPORTUNITY

The East African Community is a regional intergovernmental organization comprising the Republic of Burundi, Democratic Republic of Congo, the Republic of Kenya, the Republic of Rwanda , Republic of South Sudan, the Republic of Uganda and the United Republic of Tanzania with its Headquarters in Arusha, Tanzania.

The EAC mission is to widen and deepen economic, political, social and cultural integration to improve the quality of life of the people of East Africa through increased competitiveness, value added production, trade and investments.

This is an exciting opportunity for highly motivated and result-driven professionals reserved for the following Partner States (Burundi, Democratic Republic of Congo, South Sudan and Uganda) to apply for the position below tenable at East African Community-Secretariat.

**DEPUTY SECRETARY GENERAL- CUSTOMS, TRADE & MONETARY AFFAIRS (1 post) (REF: EAC/HR/2022-23/02)**

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| **Grade** | : | D2 |
| **Organ** | : | EAC Secretariat |
| **Reports to** | : | The Secretary General |
| **Job Supervises** | : | Director Customs, Director Trade, Director Monetary Affairs |
| **Station** | : | Arusha, Tanzania |

**Job Purpose**

The key purpose of this role is to ensure achievement of the EAC's mission which is to widen and deepen economic, political, social and cultural integration through increased competitiveness, value added production, trade and investments. The Deputy Secretary General will be in charge of matters related to customs, trade and monetary Affairs in line with the Protocols and the Treaty for the Establishment of the East African Community. She/he will deputise and assist the Secretary General and provide strategic leadership for the development of overall strategies and implementation of projects and programs in the sectors in collaboration with the implementing ministries of the Partner States in line with the EAC Development Strategy.

**Duties and Responsibilities:**

**Assist to:**

1. Provide strategic leadership in matters related to customs, trade and monetary affairs in collaboration with the implementing ministries of the Partner States;
2. Oversee the development of the policies and strategies for the Community in the specific sectors;
3. Oversee the implementation of programs and projects for the most appropriate expeditious and efficient ways of achieving the objectives of the community in line with the EAC Development Strategy;
4. Coordinate the implementation of the Protocols for the establishment of the EAC Customs Union, Common Market and Monetary Union;
5. Oversee the development and implementation of the consolidated annual operation plans and budgets, and ensure complementarity and synergy and cooperation within sectors under his/her supervision;
6. Coordinate resource mobilization for the various programs and projects of the customs, trade and monetary affairs;
7. Initiate and implement systems that guarantee prudent utilization of the mobilized resources for the sectors and alignment of the resource requirements to the EAC Development Strategy;
8. Provide leadership to and manage the performance of the Directors in the sectors through the development of annual targets, performance standards and annual performance appraisals;
9. Coordinate the implementation of decisions and directives of Summit and Council;

10. Pursue strategic partnership, collaboration and regular relations with top-level stakeholders in appropriate agencies in the Partner States and other Development Partners;
11. Perform any other duties as may be assigned by the Secretary General from time to time.

**Qualifications and Experience:**

1. A minimum of a Master's degree in any of the following fields: regional integration, customs, trade, economics, governance, business administration or management, law, leadership, management, education or any other related field from a University recognized by a competent authority in a Partner State;
2. A minimum of 15 years of experience in management and leadership with evidence of working and succeeding in complex public, private, or regional integration settings, at least 8 of which shall be at executive level;
3. A proven track record of working collaboratively with stakeholders including development partners and senior/executive Government officials;
4. A proven track record of implementation and monitoring of multilateral/Regional/ Bilateral agreements;

**Skills and competencies:**

1. Leadership and managerial skills;
2. Conceptual, analytical, result-oriented, and problem-solving skills;
3. Communicate with impact to influence and motivate others to achieve results;
4. Financial management skills including planning and budgeting oversight.
5. Demonstrated experience in networking, teamwork, and building sustainable strategic partnerships;
6. Negotiation skills with demonstrable experience in navigating between differing demands and stakeholders;
7. Work effectively with people from various backgrounds and create an environment where diversity is respected.

**Eligibility for applications:**

Only applicants from the Republics of Burundi, DRC, South Sudan, and Uganda are eligible to apply for the above position.

**Terms and Conditions of Service**

The above position is tenable for a contract of Three (3) years renewable once.
This position is subject to the application of the **Quota System**.

**Fringe Benefits**

The established posts offer attractive fringe benefits including housing allowance, transport allowance, education allowance, a medical scheme, and insurance cover.

**Education Qualifications**

All candidates applying must have qualifications that are recognized by the relevant national accreditation body in their respective Partner State. This condition is applicable for locally and internationally attained qualifications.

All professions that require registration with specific professional bodies will be expected to be in compliance with such requirements.

**Relevant Working Experience**

Internship, training and apprenticeship will not be considered as relevant work experience.

**Equal Opportunity**

The EAC is an equal opportunity employer; therefore, female candidates are particularly encouraged to apply. EAC will only respond to those candidates who strictly meet the set requirements.

**How to Apply**

Interested candidates who meet the qualification and experience requirements for the above mentioned position should:

- Fill in the application form attached (download from here);
- Attach their application letter, a detailed CV, Copies of certified academic certificates, and a copy of National Identity Card or Passport in PDF format scanned in one (1) file.
- Quote the respective job reference number on both the application letter and envelope.

- For electronic submission, please quote the respective job reference number on the subject of the email and send to the address given below.

Applications should be submitted to the address of the country of origin as indicated below **not later than Friday, 19th August, 2022**.

Please note:

1. You may submit your application either electronically or in hard copy but not both.
2. All Applications **MUST STRICTLY**:
   - have EAC application form, CV, application letter, ID ;
   - indicate nationality and age;
   - have the job reference number;
   - have certified copies of their academic degrees and other professional Certificates;
   - provide referees.
3. Only qualified candidates will be contacted
4. EAC Staff Rules and Regulations preclude considerations of applicants above 55 years of age.

Please note that EAC does not require candidates to pay money for the recruitment process. All invitations for interviews will be done in writing.

A due diligence will be conducted for all successful candidates in respect of their academic certificates (certification by a recognized higher education body in respective Partner States) and employment records.

**Citizens from the Republic of Uganda to address their applications to:**

**Permanent Secretary**
Ministry of East African Community Affairs
2nd Floor, Kingdom Kampala Building
P.O. Box 7434,
**Kampala, UGANDA**
**E-mail**: meaca@meaca.go.ug / ensajja@yahoo.com

**Citizens from the Republic of Burundi to address their applications to:**

**Permanent Secretary**
Ministry of East African Community Affairs Youth, Sports and Culture
P. O. Box 6056
**Bujumbura, BURUNDI**
**E-mail**: minintegra@yahoo.fr

**Citizens from the Republic of South Sudan to address their applications to:**

**Under Secretary**
Ministry of East African Community Affairs
**Juba, SOUTH SUDAN**
Email: rsseacjuba@gmail.com / aaguer.ariik@gmail.com

**Citizens from the Democratic Republic of Congo to address their applications to:**

**Vice Prime Minister and Minister of Foreign Affairs**
1, Avenue des Heros nationaux, Place de l'Independance.
**Commune de la Gombe, Kinshasa**
Email : lotetsha@gmail.com ; frnachrist@gmail.com