

# EAST AFRICAN COMMUNITY

## SECRETARIAT



### TERMS OF REFERENCE

#### **PROJECT ASSISTANT – OFFICE OF THE SECRETARY GENERAL, EAST AFRICAN COMMUNITY SECRETARIAT, ARUSHA, TANZANIA**

##### **1. Introduction and Background**

The East African Community (EAC) is a Regional Intergovernmental Organization of 7 Partner States: the Republics of Burundi, Kenya, Rwanda, South Sudan, the United Republic of Tanzania, the Republic of Uganda and the Democratic Republic of Congo with its headquarters in Arusha, Tanzania.

Since its inception, the EAC integration agenda has leveraged its progress on projects and programs in different sectors at the national and regional levels. Within the past five years, the EAC Projects portfolio has increased several fold coverings all the sectors that contribute to the regional integration agenda. About 20 regional projects are currently being implemented in different sectors, hence the need for effective coordination.

Consequently, a Project Coordination Unit (PCU) was established in 2017 to ensure effective coordination and integration of projects management into the mainstream EAC management processes.

It is against this background that the Secretariat seeks the services of a short-term project assistant to support the PCU.

##### **2. Rationale**

The project assistant for the EAC's Project Coordination Unit (PCU) is to constantly gather information on EAC's project implementation and act as a key point of information for the office of the Secretary General as well as the EAC's Communication Unit as both need to be fully aware on project's processes and achievements in order to communicate them to the EAC's stakeholders. Additionally, the assistant will closely engage with the IT department, which is implementing a monitoring tool on EAC integration. Furthermore, it is expected that the information gathered by the project assistant will support the EAC Secretariat – Development Partner Working Groups in establishing a transparent overview on concluded and ongoing projects.

### **3. Objective:**

To coordinate with relevant Directorates/ Departments and produce consolidated information on projects for purposes of updating the Management projects implementation.

### **4. Duties and Responsibilities:**

1. Produce weekly updates focusing on key issues affecting projects so that they are brought to the attention of the Secretary General;
2. Prepare summary updates on specific projects as and when required by Management and other stakeholders;
3. Prepare consolidated presentation on projects clearly showing synergies among projects;
4. Regularly update the EAC Projects database;
5. Consolidate Project quarterly, biannual and annual progress reports based on information provided by each Project Manager;
6. Perform any other duties as may be assigned from time to time by the supervisor.

### **5. Qualifications and Experience:**

1. Bachelor's degree in Social Sciences, or a related field.
2. A minimum of 3 years in programme/project administration in the public or private sector. Experience in working in a similar position and private sector background in any regional/international organization will be an added advantage.

### **6. Skills and Competencies:**

1. Strong interpersonal and communication skills
2. Excellent written skills
3. Excellent planning and time management skills
4. Sound judgment and ability to pay attention to details
5. Proficiency in office software applications, particularly word processing, spreadsheets, internet and PowerPoint
6. Fluency in oral and written English.

### **7. Duration**

The duration of the assignment will be for Six Months only.

### **Reporting Framework**

The project assistant will report to both the Secretary General

## **8. Qualifications and Experience**

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

Applications are invited from suitably qualified candidates who are citizens of East African Community Partner States (Burundi, Kenya, Rwanda, Tanzania, Uganda Republic of South Sudan and the Democratic Republic of Congo ) to apply for the assignment at East African Community Secretariat, Arusha, Tanzania.