

GIZ SUPPORT TO EAC's PROJECT IMPLEMENTATION UNIT

VACANCY ANNOUNCEMENT – SHORT TERM PROJECT ASSISTANT

Title	Office of the Secretary General
Priority Area	Project Management and Private Sector Development.
Organisation Name	East African Community Secretariat
Address	Po Box 1096 Arusha, Tanzania
Period	6 Months (October 2021 – March 2022)

1.0 Introduction

The EAC region is going through challenging times due to the COVID-19 pandemic and its economic and political impacts on East Africa. To gather the relevant stakeholders including the people of East Africa behind the EAC's spirit and vision is therefore key to be able to steer the integration process in the right direction.

The change of leadership at the EAC Secretariat provides for the opportunity to refocus and lift the organisation's image among the decision makers, development partners and the EAC stakeholders including the EAC Partner States particularly on how we manage projects. With five-year tenure ahead of him, the new Secretary General, Dr. Peter Mathuki, provides the energy to revitalize the spirit of market and people-centred integration as a cornerstone for stability and prosperity in the region.

2.0 Rationale

In order to make the best use of the window of opportunity, which marks the beginning of the starting five-year tenure and the change of leadership, the EAC Secretariat welcomes applications to supplement the Secretary General's search and consultations and qualified youth are encouraged to apply. The expert will support the Office of the Secretary General's integration agenda.

The expert will provide strategic support for a period of six (6) months to the Resource Mobilisation Unit which is a critical function of the Secretary General's mandate.

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 Resource Mobilisation Unit and Office of the Secretary General.

Applications are invited from suitably qualified youthful and energetic citizens of East African Community Partner States (Burundi, Kenya, Rwanda, Tanzania and Uganda) to apply for the following non established position tenable at East African Community Secretariat, Arusha, Tanzania.

3.0 Purpose

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

4.0 Expected Outputs / Outcomes

The following outputs are expected from this intervention:

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.

5.0 Approach

The Project Assistant works directly under the EACS' Resource Mobilisation Unit and support the Office of the Secretary General. The Assistant will support to prepare a one-stop centre for EAC projects for ease of coordination and follow up by Office of the Secretary General.

6.0 Reporting

The Project Assistant Junior Consultant reports to the EAC Resource Mobilisation Unit and will work closely with the Office of the Secretary General.

7.0 Basic Assumptions / Preconditions

The success of the assignment is premised on the following preconditions:

- Support from and collaboration with the different EAC departments and units responsible for project implementation.
- Consistent engagement of the Project Assistant and Office of the Secretary General as well as the Resource Mobilisation and Planning Department.
- Ease of access to relevant information from the implementing units.

8.0 Qualifications and Experience:

1. Bachelor's degree in a related field.
2. A minimum of 2 years in programme/project support 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.

9.0 Skills and Competencies

Funding of the Project Assistant will complement the long-standing GIZ partnership with the EAC in promoting social, economic and technical investments in the region and is expected to have the following 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.

10.0 Duration

GIZ support to the office of the Secretary General will cover the period from 1st October, 2021 to 30th March, 2022.

11.0 Deadline for Applications

The Applications will be received **not later than** 30th September, 2021 and the expert will be expected to onboard in October, 2021.