

## **JOB ADVERT FOR THE RECRUITMENT OF A NEW EXECUTIVE SECRETARY OF EACO**

The East African Communications Organization (EACO) is a regional organization that brings together national ICT regulators, operators, services providers in the telecommunication, broadcasting and postal sub-sectors, ICT training institutions and other stakeholders in the communication sector within Burundi, Kenya, Rwanda, Tanzania and Uganda with its Headquarters in Kigali, Rwanda. EACO would like to fill the position of the Executive Secretary which will fall vacant on 31<sup>st</sup> July 2017.

### **A. JOB TITLE: EXECUTIVE SECRETARY**

The Executive Secretary will provide leadership and direction to the EACO Secretariat and coordinate all EACO activities in line with the EACO Constitution. The Executive Secretary will report to the EACO Executive Committee and EACO Congress.

### **B. KEY RESPONSIBILITIES**

- (i) Act as the Secretary to EACO Executive Committee
- (ii) Conducting and executing EACO business operations on a day to day basis;
- (iii) Responsible for the development and implementation of the EACO strategic plan and management of all EACO programs and projects;
- (iv) Convening in consultation with the Chairpersons of the relevant organs, the meetings of the various organs/Committees taking and maintaining records of those meetings;
- (v) Development of necessary information and position papers to be discussed by the various EACO organs;
- (vi) Provide strategic, technical, administrative and logistical support to the meetings of the EACO organs;

- (vii) Establish an EACO database for the ICT sector for dissemination of information to the EACO membership and stakeholders.
- (viii) Oversee the general and financial administration of EACO, including preparation and implementation of EACO's operational and financial plans and budgets, keeping proper books of accounts and ensuring annual audit of EACO's financial accounts;
- (ix) Representing and promoting EACO in regional and international fora relevant to EACO;
- (x) Maintaining and safekeeping of all official documents, records and assets of EACO.
- (xi) Carry out such other duties as the Executive Committee and Congress may from time to time determine;

### **C. QUALIFICATIONS AND EXPERIENCE**

- i. A Masters Degree in either Management, ICT, Law, Economics or Engineering.
- ii. At least Seven (7) years working experience five (5) years of which must have been in a senior management position in any organization in the ICT Sector in East Africa.
- iii. Strong financial management skills.
- iv. Knowledge and appreciation of emerging legal and regulatory issues relating to the communications sector within the EAC region.
- v. Regional exposure shall be an added advantage.

### **D. AGE LIMIT**

The applicant must be 50 years or below.

### **E. PERSONAL ATTRIBUTES**

The applicant must possess the following personal qualities or attributes:

- Strong interpersonal and communication skills.
- Computer literate.
- Team player.
- High integrity;
- Good leadership skills;
- Relationship Management;
- Problem Solver ;

- Strategic Planning;
- Understanding of the ICT Industry in EAC;
- Organization skills;
- Good Management and analytical skills;

## **F. SUBMISSION OF APPLICATIONS**

Interested candidates shall be required to submit their application letters along with their detailed CVs , photocopies of their academic professional certificates and copies of their National Identity Cards to the addresses of EACO Regulatory members below not later than **6<sup>th</sup> April 2017 at 17h00** local time at the following address:

### **If Applicant is:**

#### **In BURUNDI, applications to be sent to:**

Director General

Agence de Régulation et de Contrôle des Télécommunications (ARCT)

B.P. 6702,

E-mail: [dq.arct@arct.gov.bi](mailto:dq.arct@arct.gov.bi)

**BUJUMBURA, BURUNDI**

#### **In KENYA, applications to be sent to:**

Director General

Communications Authority of Kenya (CA)

Waiyaki Way

P. O. Box 14448, 00800

Westlands

E-mail: [info@ca.go.ke](mailto:info@ca.go.ke)

**NAIROBI, KENYA**

#### **In TANZANIA, applications to be sent to:**

Director General

Tanzania Communications Regulatory Authority (TCRA)

P. O. Box 474

E-mail: [dq@tcra.go.tz](mailto:dq@tcra.go.tz)

**Dar Es Salaam, TANZANIA**

**In RWANDA, applications to be sent to:**

Director General

Rwanda Utility Regulatory Authority (RURA)

P. O. Box 7289

E-mail: [dgooffice@rura.rw](mailto:dgooffice@rura.rw)

**Kigali, RWANDA**

**G. LANGUAGE**

The working language for EACO is English.

**H. CONDITIONS OF EMPLOYMENT**

- (i) The successful candidate will be based in Kigali, RWANDA.
- (ii) The term of office for Executive Secretary is four years and not renewable.
- (iii) The remuneration package is very attractive.

EACO is an equal opportunity employer.

Dated 23<sup>rd</sup> March 2017

**Hodge SEMAKULA**  
**Executive Secretary**