

Communications for all in East Africa

Ref: 001/EACO/ES/VA/025

EACO VACANCY ANNOUNCEMENT:

EXECUTIVE DIRECTOR

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 East African region with its Headquarters in Kigali, Rwanda. EACO is seeking for a highly skilled and experienced person for the position of Executive Director (ED) to head the Secretariat.

1.0 JOB TITLE: EXECUTIVE DIRECTOR

JOB GRADE: D1

Job Purpose:

The Executive Director is responsible for providing strategic and visionary leadership and has full operational responsibility in the development, implementation and evaluation of strategic business plans of EACO.

a) Duties and Responsibilities

The duties and responsibilities of the Executive Director entail the following:

- i. Serve as the Accounting Officer for EACO, overseeing all financial operations and ensuring compliance with relevant financial regulations and standards.
- ii. Act as Secretary to the EACO Executive Committee;
- iii. Oversee the day-to-day business of the EACO;
- iv. Provide leadership to the EACO;
- v. Ensure continuous achievement of the EACO's mission, vision, operating goals and objectives;
- vi. Oversee and implement the Strategic Plan, Action plans and annual operating budgets; management of all EACO programmes and projects by establishing proper international monitoring and control systems and procedures;
- vii. Provide proper internal control systems and procedures;
- viii. Ensure continuous improvement in the quality and value of services and products by the EACO;
- ix. Create and maintain effective communication between the Secretariat, EXCOM and external stakeholders;
- x. Spokesperson of EACO on operational matters;

- xi. Ensure continuous improvements in the quality and responsiveness of regulatory frameworks adopted by EACO;
- xii. Ensure industry stakeholders comply with the regulatory frameworks;
- xiii. Oversee the implementation of organizational policies and programmes;
- xiv. Maintain a conducive work environment that attracts, retains and motivates skilled and talented employees;
- xv. Esteem a corporate culture that promotes implementation of ethical and good corporate governance practices;
- xvi. Ensure compliance with the laws of the host country;
- Oversee in consultation with the chairmen of the relevant organs of EACO, the meetings of the various organs / committees, and taking and maintaining records of these meetings;
- xviii. Ensure the necessary information, position papers and other submissions for consideration, by the various EACO organs;
- xix. Provide strategic and technical facilitation as well as administrative and logistical support to the meetings of the EACO Congress;
- Ensure an information database and documentation of the ICT industry and disseminate such information to the membership as may be necessary;
- Any other responsibility as may be necessary to achieve the objectives of EACO.

1.1. Job Specifications

a) Academic Qualifications & Required Experience

- I. Have relevant Bachelor's Degree in any of the following: Applied and Physical Sciences, Humanities and Social Sciences, Business related fields, or equivalent qualification from a recognized institution;
- II. Have relevant Master's Degree in any of the following: Applied and Physical Sciences, Humanities and Social Sciences, Business related fields, or equivalent qualification from a recognized institution;
- III. Have a minimum of fifteen (15) years relevant work experience with at least five (5) years in a Senior Management Position;
- i) Required Job Competencies Strategic visioning and leadership skills
- ii) Strong analytical skills
- iii) Strategic and innovative thinking
- iv) Ability to mobilize resources
- v) Excellent interpersonal and communication skills
- vi) Negotiation skills
- vii) Emotional Intelligence
- viii) Flexibility, agility and decision making
- ix) Regional or International exposure shall be an added advantage.

1.2. Submission of applications

Interested candidates shall be required to submit the following documents:

- i) A cover /application letter
- ii) A detailed Curriculum Vitae (CV)
- iii) Three professional reference letters
- iv) Copies of academic and professional Certificates
- v) A copy of National Identity Card or Passport

1.3. Applications should be sent to:

Dr. Samuel Muhizi

Director General of ARCT and Chairman of EACO

P.O Box 6702, Bujumbura, Burundi

Email: dg.arct@arct.gov.bi

Mr. David Mugonyi, MBS

Director General

Communications Authority of Kenya (CA)

P.O Box 14448, 00800 Westlands -NAIROBI, KENYA

Email: info@ca.go.ke

Mr. Evariste Rugigana

Director General

Rwanda Utilities Regulatory Authority (RURA)

B.O BOX 7289 KIGALI, RWANDA

Email: dgoffice@rura.rw

Mr. Napoleon Adok Gai

Director General

National Communication Authority (NCA)

P.O.BOX 531, JUBA, SOUTH SUDAN

Email: nadok@nca.gov.ss

Mr. Christian Katende

The President

Autorité de Régulation de la Poste et des Telecommunications du Congo (ARPTC)

Democratic Republic of the Congo

BP 3000KIN1 Kinshasa, Gombe.

Email: christian.katende@arptc.gouv.cd

Deadline of submission of Applications:

Applicants are required to submit their applications by **not later than 24:00 hours (local time) on 10**th **February 2025.** Applications received after this deadline will not be considered.

1.4. Language

The working language of EACO is English.

1.5. Conditions of employment

- (i) The successful candidate will be based in Kigali, Rwanda.
- (ii) The term of office for the Executive Director shall be four (4) years, renewable once upon satisfactory performance.
- (iii) Remuneration package is competitive and very attractive.

1.6. Further Notes:

- (i) EACO is an equal opportunity employer. Qualified Female Candidates are strongly encouraged to apply.
- (ii) Only short-listed candidates will be contacted.
- (iii) EACO reserves the right to withdraw this advert should circumstance change.
- (iv) The age limit for applicants is 55 years.
- (v) Based on the principal of rotation, applicants from Republic of Uganda and United Republic of Tanzania are not eligible to apply for this position.

Issued in Kigali, Rwanda on 27th January 2025

Dr. Ally Simba

Executive Secretary