

TIMELINES FOR RECRUITMENT PROCESS OF A NEW EXECUTIVE DIRECTOR AT EACO SECRETARIAT.

Find below the proposed timeline for the recruitment process for the position of the Executive Director:

S/N	Activity	Date
1.	Secretariat to send advert to eligible NRA's	21 st January 2025
2.	NRA's to circulate advert on widely read newspapers/website (NRA's to allow 14 days to applicants to apply for the job vacancy)	27 th January 2025
3.	Dead line for NRA's to receive applications	10 th February 2025
4.	NRA's to shortlist 3 – best candidates from amongst the applications received	11 th – 19 th Feb 2025
5.	NRA's to send the 3 – Names of the shortlisted candidates	20 th February 2025
6.	HRC to conduct final shortlisting of candidates (venue – Kigali, Rwanda)	26 th – 27 th Feb 2025
7.	Secretariat to send letters to shortlisted candidates for interviews	28 th February 2025
8.	The EACO Chairman to request NRA's to nominate senior officers to be part of the Interview Panel	3 rd March 2025
9.	Interview Panel to Conduct Interviews (venue – Kigali, Rwanda)	18 th March 2025
10.	Interview Panel to compile Report for Interview (venue – Kigali Rwanda)	19 th March 2025
11.	Interview Report to be send to EACO Chairman for noting and approval and appointment	20 th March 2025
12.	Successful Candidate to be notified officially	01 st April 2025