

EACO VACANCY ANNOUNCEMENT

MANAGER, CORPORATE SERVICES (P5)

The East African Communications Organisation (EACO) is a regional body that brings together national ICT regulators, operators, service providers (in the telecommunications, broadcasting, and postal sub-sectors), ICT training institutions, and other stakeholders across the communications sector in East Africa, with its Headquarters in Kigali, Rwanda.

EACO invites applications from suitably qualified and experienced candidates for the position of:

1.0 JOB TITLE:

Manager, Corporate Services

Job Grade: P5

a) Job Purpose:

To provide strategic leadership and oversight of the Corporate Services function of EACO, including Human Resources, Administration, Finance, and Institutional Development, in support of the Organisation's mandate and long-term sustainability.

The role supports the Executive Director in driving organisational performance, resource mobilization, and institutional strengthening, including advancing EACO's regional positioning, including its institutionalization within the East African Community (EAC) framework.

The role serves as a key advisor to the Executive Director on corporate governance, institutional strategy, and organisational sustainability.

b) Duties and Responsibilities:

The Manager, Corporate Services reports to the Executive Director and will be responsible for the following:

➤ **HR & Organisational Development**

- i. Coordinate and provide secretariat support to the Human Resource Committee (HRC), including preparation of agenda items, technical papers, and follow-up on decisions.
- ii. Aligning human resource strategies with the corporate strategy to support delivery of EACO strategic objectives.

- iii. Advising Management on policies, strategies, and operational issues relating to Human Resources in support of the Organisation's overall strategic directionL
- iv. Providing strategic oversight for the development and implementation of HR policiesL
- v. Developing innovative and comprehensive programmes for attracting and retaining a high-calibre workforceL
- vi. Providing human resource business partner support to other functions to enhance organisational effectivenessL
- vii. Developing and implementing succession planning frameworks within EACOL
- viii. Designing and implementing training and development policies to ensure workforce capability meets current and future organisational needsL
- ix. Designing staff performance management systems, including job descriptions, performance standards, and evaluation toolsL
- x. Developing and implementing compensation and benefits frameworks appropriate for EACO staffL
- xi. Leveraging the Human Resource Management Information System (HRMIS) to enhance efficiency and decision-makingL
- xii. Promoting sound employee relations, organisational values, and professional work ethicsL
- xiii. Designing and implementing policies and procedures for disciplinary and grievance managementL

➤ **Corporate Services & Finance**

- xiv. Overseeing the effective and sustainable management of EACO's assets and facilities, including fleet managementL
- xv. Ensuring efficient service delivery and quality control in Corporate Services functionsL
- xvi. Providing leadership in the preparation and management of staff cost budgets, asset acquisition, and maintenance budgets in line with EACO's strategyL
- xvii. Providing strategic oversight of financial planning, budgeting, and reporting, ensuring alignment with organisational priorities and sustainability objectivesL
- xviii. Performing any other duties as may be assigned by the Executive Director in furtherance of EACO's objectives.

➤ **Institutional Development & Strategy**

- xix. Leading resource mobilization efforts for EACO, including development of funding proposals, donor engagement, and strategic partnerships with development partners and stakeholdersL
- xx. Supporting the Executive Director in advancing EACO's institutionalization within the East African Community (EAC), including strategic engagement with the EAC Secretariat, Partner States, and relevant policy organsL
- xxi. Identifying and developing strategic initiatives and partnerships to enhance EACO's financial sustainability and regional impactL
- xxii. Coordinating organisational planning processes, including contribution to strategic plans, annual work plans, and performance monitoring frameworksL
- xxiii. Advising Management and the Board on financial strategy, risk management, and long-term sustainability of the OrganisationL
- xxiv. Representing the Organisation, as delegated by the Executive Director, in strategic engagements with partners, development agencies, and regional institutions.

➤ **Governance & Legal Affairs**

- xxv. Coordinate and provide secretariat support to the Legal and Constitutional Affairs Committee (LCAC), including preparation of agenda items, technical papers, and follow-up on decisionsL
- xxvi. Coordinate legal matters of the Organisation, ensuring timely review and follow-up on legal and regulatory issues affecting EACOL
- xxvii. Interpret legal documents, agreements, and policy instruments to support Management decision-making and ensure alignment with the Organisation's mandateL
- xxviii. Oversee the preparation, review, negotiation, and follow-up of Memoranda of Understanding (MoUs), agreements, and other legal instruments with partners and stakeholdersL
- xxix. Ensure proper record-keeping, tracking, and compliance monitoring of all legal instruments and commitments entered into by the OrganisationL
- xxx. Liaise with external legal counsel, Partner States, and relevant institutions on legal, contractual, and governance mattersL
- xxxi. Support the development, review, and implementation of EACO's legal, governance, and regulatory frameworks, policies, and instrumentsL
- xxxii. Support the Executive Director in handling institutional and legal aspects of EACO's engagement with the East African Community, including institutionalization processes.

c) Academic Qualifications & Required Experience

- i. A Master's Degree in Human Resource Management, Finance, Commerce, Business Administration, Law, or a related field from a recognized institutionL
- ii. A minimum of **ten (10) years** of relevant work experience, at least **five (5)** years at senior management levelL
- iii. Additional training or certification in legal, governance, or regulatory affairs will be an added advantage.
- iv. Membership in a relevant professional bodyL
- v. Proficiency in computer applicationsL
- vi. Demonstrated professional competence and administrative capability as reflected in work performance and results.
- vii. Experience working with a National Regulatory Authority (NRA), regional or international organisation, development partner, or multilateral institution will be an added advantage, particularly in environments involving policy, regulatory, or legal frameworks.
- viii. Demonstrated experience in corporate governance, legal coordination, or supporting board/committee processes within a public, regulatory, or regional organisation, including handling of legal instruments and agreementsL

d) Required Job Competencies

- i. Proficiency in information technology;
- ii. Strategic thinking and planning skills;
- iii. Strong analytical and problem-solving skills;
- iv. Excellent communication and reporting skills;
- v. Strong leadership and managerial skills;
- vi. Mentoring, coaching, and team development abilities;
- vii. Interpersonal and negotiation skills;
- viii. Project management skills;
- ix. Ability to work effectively as part of a team;
- x. High level of integrity and professionalism.
- xi. Strategic partnership development and stakeholder engagement;

- xii. Resource mobilization and proposal development skills;
- xiii. Strong understanding of regional integration frameworks (preferably EAC);
- xiv. Financial and business acumen;

1.1. Submission of Applications

Interested candidates shall be required to submit the following documents:

- i. A cover letter
- ii. A detailed Curriculum Vitae (CV)
- iii. Three (3) professional reference letters
- iv. Copies of Academic and Professional Certificates
- v. A copy of National Identity Card or Passport

1.2. Language

The official working language of EACO is English.

1.3. Conditions of employment

- i. The successful candidate will be based in Kigali, Rwanda.
- ii. The term of office shall be five (5) years, renewable once upon satisfactory performance.
- iii. Remuneration package is competitive and attractive.

1.4. Further Notes:

- i. The age limit for applicants is 55 years.
- ii. Only short-listed candidates will be contacted.
- iii. EACO is an equal opportunity employer.
- iv. EACO reserves the right to withdraw this advert should circumstances change.

1.5. Eligibility for Application

Applicants must be citizens of an East African Community (EAC) Partner State whose National Regulatory Authority is a member of EACO.

For this position, only applicants from the following EACO Member States are eligible: **Democratic Republic of Congo, Republic of Burundi, Republic of Rwanda, and the United Republic of Tanzania.**

1.6. Mode of Application

All applications shall be submitted through the respective National Regulatory Authorities (NRAs) of the eligible Member States listed below. Applications submitted directly to the EACO Secretariat will not be considered.

1. **Applicants in Burundi should send their applications to the following address:**

Dr. Samuel Muhizi
Director General of ARCT
P.O Box 6702, Bujumbura, Burundi
Email : dq.arct@arct.gov.bi

2. Applicants in DRC should send their applications to the following address:

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

3. Applicants in Rwanda should send their applications to the following address:

Mr. Evariste Rugigana
Director General
Rwanda Utilities Regulatory Authority (RURA)
B.O BOX 7289 KIGALI, RWANDA
Email: dgoffice@rura.rw

4. Applicants in TANZANIA should send their applications to the following address:

Eng. Peter Mwasalyanda
Director General
Tanzania Communications Regulatory Authority (TCRA)
P.O. Box 474 DAR ES SALAAM, TANZANIA
Email: dgoffice@tcra.or.tz

1.7. **Deadline of submission of Applications:**

Applicants are required to submit their applications by not later than **1st June 2026 at 24:00 hours (local time).**

Applications received after this deadline will not be considered.

Issued in Kigali, Rwanda on 6th May 2026



Caroline Koech
Executive Director (EACO)