

EACO VACANCY ANNOUNCEMENT:

SENIOR OFFICER, POSTAL & COURIER SERVICES (P3)

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:

Senior Officer, Postal & Courier Services
Job Grade: P3

a) Job Purpose:

To support the development, harmonization, and implementation of regional postal and courier policies, strategies, and initiatives in line with EACO's mandate and Strategic Plan.

The Senior Officer, Postal & Courier Services reports to the Manager, Technical Services.

b) Duties and Responsibilities:

The Senior Officer, Postal & Courier Services will be responsible for the following:

- i. Coordinating the development of postal and courier policy and regulatory frameworks;
- ii. Coordinating the harmonization of addressing systems and postcodes across the region;
- iii. Supporting the implementation of postal modernization strategies in line with industry developments;
- iv. Implementing resolutions of the Postal Assembly and the Board relating to postal and courier services;

- v. Serving as Secretary to Working Group 4 and the Postal Assembly, including preparation of reports and documentation;
- vi. Supporting the development of long-term strategies for postal and courier services in line with the EACO Strategic Plan;
- vii. Preparing technical proposals and reports on postal and courier services for submission to the Assemblies and Board;
- viii. Promoting continuous improvement in the quality and value of services within the postal and courier function;
- ix. Monitoring and reporting on the achievement of EACO objectives relating to postal and courier services;
- x. Coordinating the harmonization of EACO Members' positions in regional and international postal and courier forums;
- xi. Participating in regional and international meetings (e.g., UPU, PAPU) to contribute to the development and promotion of common regional positions;
- xii. Supporting the harmonization of regional postal and courier policies and positions across EACO Member States;
- xiii. Performing any other duties as may be assigned by the supervisor from time to time.

c) Academic Qualifications & Required Experience

- i. A Bachelor's Degree in Telecommunications Engineering, Economics, Commerce, Communications, or a related field from a recognized institution;
- ii. A Master's Degree in a relevant field will be an added advantage;
- iii. Membership in a relevant professional body will be an added advantage;
- iv. A minimum of eight (8) years of relevant experience, including at least three (3) years in a supervisory role within the postal or courier sector;
- v. Experience working with a National Regulatory Authority (NRA), postal operator, or regional/international postal organisation will be an added advantage;
- vi. Proficiency in computer applications;
- vii. Demonstrated professional competence and ability to deliver results.

d) Required Job Competencies

- i. Strong communication and reporting skills;
- ii. Proficiency in computer applications;
- iii. Strong interpersonal and teamwork skills;
- iv. High level of integrity and professionalism;
- v. Research and analytical skills;
- vi. Knowledge of postal and courier sector developments;

1.1. Submission of Applications

Interested candidates shall be required to submit the following documents:

- i. A detailed Curriculum Vitae (CV);
- ii. Three (3) professional reference letters;
- iii. Copies of academic and professional certificates;
- iv. A copy of a valid 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.

- a) **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

b) 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

c) 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

d) 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)