

# JOB VACANCY

## INTRODUCTION AND BACKGROUND

The Association of Regulators of Information and Communications in Eastern and Southern Africa (ARICEA) is a consultative and collaborative forum for ICT regulators in Eastern and Southern Africa (ESA) region that was formally established, through a Constitution, in January 2003 in Addis Ababa. The Association provides a platform for sharing experience and for reaching consensus on common ICT regulatory problems in the ESA region.

ARICEA was established to support policy and regulatory harmonization in the region and promote the exchange of experience on ICT regulatory issues.

Members of ARICEA are drawn from the following countries: Burundi, Comoros, Democratic Republic of Congo, Djibouti, Egypt, Eritrea, Ethiopia, Kenya, Madagascar, Malawi, Mauritius, Rwanda, Seychelles, Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

ARICEA invites applications from suitably qualified and experienced professionals for the following vacancy at the Secretariat:

S/N	NAME OF VACANT POST	GRADE	NO. OF POSTS
1.	Executive Secretary	UG	1

## 1. EXECUTIVE SECRETARY OF ARICEA

The Executive Secretary of the Association of Regulators of Information and Communications in Eastern and Southern Africa is responsible to the Annual General Meeting and the Executive Committee of ARICEA for guidance. The Executive Secretary shall be charged with the following responsibilities;

### GENERAL RESPONSIBILITIES

- Implement strategic planning that is approved by the General Meeting;
- Prepare strategic focus by developing long term strategic plans, annual budget and financial plans;
- Carry out general administration of the affairs of ARICEA;
- Undertake financial planning and administration of ARICEA including the preparation of annual budget, financial plans and audits;
- Manage ARICEA projects and programmes;
- Carry out production of information and position papers on information and communication technology regulatory and policy issues;
- Organize and lead Annual General Meeting, the meeting of the Executive Committee and other project meetings;
- Research, compile and produce reports of the General Meeting, Executive Committee Meeting and other Project Meetings;
- Carry out recruitment of professionals and consultants, as appropriate and as approved by the Executive Committee;
- Coordinate the production policy proposals, offers and submissions;
- Establish an information and knowledge base on ICT policy and regulation;
- Represent ARICEA at regional and international levels; and
- Carry out such other duties as may arise in pursuance of the objectives of ARICEA and as assigned from time to time by the Executive Committee and the Annual General Meeting of the Association.

### QUALIFICATIONS

A MSc degree or equivalent with relevant experience in the ICT sector and at least 15 years post qualification experience.

### EXPERIENCE

At least 10 years of relevant work experience in the ICT sector at senior management positions with a regulatory body or communications service provider and related institutions is will be an added advantage. Must have experience in strategic planning, management, and negotiation and must process a high level of computer proficiency.

### LANGUAGES

Must be fluent in one of the official languages of the region. Knowledge of the other official languages shall be an advantage. The working languages of ARICEA are English and French.

### ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country. Applications from women are highly encouraged.

### DURATION OF APPOINTMENT

Contract for successful candidate will run from the date they take up the appointment to a period of three years, subject to availability of funds and performance.

### LOCATION OF PERFORMANCE OF THE CONTRACT

The duty Station will be at the ARICEA Secretariat in Kigali, Rwanda.

### FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications MUST be submitted to the address below on the prescribed COMESA APPLICATION FORM which can be accessed at the following COMESA website: <http://www.comesa.int/>, Opportunities, COMESA Job Application Format.

Interested candidates shall be required to submit their application letters along with their detailed CVs, photocopies of their academic and professional certificates and copies of their National Identity Cards to the address below **not later than 20th April 2018 at 17h00 local time:**

**Director General  
Communications Authority of Kenya (CA)  
Waiyaki Way, Westlands  
P. O. Box 14448,  
NAIROBI 00800  
E-mail: [recruitment@ca.go.ke](mailto:recruitment@ca.go.ke)**