

JOB VACANCY

Ref: 001/EACO/EXCOM/018

RECRUITMENT OF EACO LIAISON MANAGERS

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 Burundi, Kenya, Rwanda, Tanzania, Uganda and South Sudan with its Headquarters in Kigali, Rwanda. EACO would like to carry out recruitment for the positions of (i) One Liaison Manager Human Resources and Administration (LM/HRA), (ii) One Liaison Manager Information and Communications Technology Affairs (LM/ICT) and (iii) One Liaison Manager Regulatory Affairs (LM/RA). These positions will fall vacant on 31st July 2018.

A: JOB TITLE: LIAISON MANAGER HUMAN RESOURCES AND ADMINISTRATION (LM/HRA).

1. Duties and Responsibilities

- i. Carries out research on human capital development in the sector
- ii. Spearheading the harmonization of Human Resource Development activities
- iii. Implements decisions of the EACO Congress and /or Executive Committee relating to the EACO Legal and Human Resources Committee and the Audit and Risk Management Committee
- iv. Acting as Secretary to the Legal and Human Resources Committee and the Audit and Risk Management Committee,
- v. Ensuring continuous achievement of the EACO's financial and operating goals and objectives relating to the Legal and Human Resource Committee
- vi. Develops, implements, monitors and reviews the organisation's financial policies, strategies and financial control systems that support the regulatory functions and objectives of the Organisation in line with EACO financial rules and regulations and accounting procedures manual.
- vii. Spearheads the development and implementation of the organisation's corporate financial plans that optimize the resources available to EACO in line with the Secretariat's Mission and Vision.
- viii. Supervises the preparation of financial reports, financial statements and forecasts that comply with all financial reporting requirements in line with various stakeholder requirements and EACO financial rules and regulations and accounting policies and procedures manual.
- ix. Provides financial input in all EACO policy advisory processes both internal and external. Prepares financial reports for annual audit and liaise with external auditors.
- x. Monitors the income activities to the organization and ensure that all that is due to the organization is collected.
- xi. Maintains accounts receivables and Prepares invoices for annual contribution and follow up payments of member contributions.
- xii. Maintains the Financial Management Information System (FINIS) that supports all the financial and regulatory functions of the organization. Monitors the expenditure activities and maintains accounts payables, processes payment of suppliers' invoices and ensures that they are processed in accordance with EACO financial rules and regulations and accounting policies and procedures manual.
- xiii. Coordinates the preparation of the annual budget and action plans in collaboration with other Liaison Managers
- xiv. Maintains an up to date record of transactions with the Asset register/ledger in accordance with EACO financial rules and regulations and accounting policies and procedures manual.
- xv. Oversees the Human Resource function and processes in line with EACO Human Resource policies and procedures
- xvi. Oversees the procurement function in EACO
- xvii. Recommend to Executive Secretary appropriate investment opportunities for the available resources.
- xviii. Any other responsibilities as may be necessary to achieve the EACO's objectives.

2. Qualifications and Experience

- i. Masters Degree in any of the followings subjects: Business Management, Law, Economics, Human Resources, Public Administration, or a related field.
- ii. A Minimum experience of 8 years in the Communications sector; 5 years of which must have been in a management position.
- iii. Regional or International exposure shall be an added advantage.

- iv. The applicant must be 50 years or below.

3. Personal Attributes

- Strong interpersonal and communication skills;
- Should be Computer literate;
- Must be a team player;
- High integrity;
- Leadership skills;
- Relationship Management;
- Problem Solving and Analysis;
- Strategy Formulation;
- Understanding of ICT Industry operations;
- Personal Organization;
- Governance/Management;

B: JOB TITLE: LIAISON MANAGER INFORMATION AND COMMUNICATIONS TECHNOLOGY AFFAIRS (LM/ICT).

1. Duties and Responsibilities

- i. Coordinating the work of the Information and Communications Technology Affairs.
- ii. Spearhead research into ICT practices for the region.
- iii. Spearheading the harmonization of ICT policies, guidelines and activities.
- iv. Collating inter-operator issues relating to Telecommunications and Broadcasting within the region and reporting to the different organs of EACO.
- v. Following upon implementation of ICT Affairs resolutions.
- vi. Acting as Secretary and 1st Rapporteur to the ICT Working Groups and Assemblies.
- vii. Support the Development the long-term strategy, business plans relating to Information and Communications Technology; and establishing proper internal monitoring and control systems and procedures.
- viii. Coordinating and preparing proposals, policy proposals, draft documents, reports and other submissions for consideration by the Secretariat, the Assemblies, the Executive Committee and EACO Congress.
- ix. Ensuring continuous improvements in the quality and value of services under the ICT function.
- x. Ensuring continuous achievement of the EACO's operating goals and objectives relating to the Information Communications Technology.
- xi. Any other responsibilities as may be necessary to achieve the EACO's objectives.

2. Qualifications and Experience

- i. Masters Degree in Engineering in any of the following: ICT, Telecom, Electronics, Computer or any related field
- ii. A minimum experience of 8 years in ICT, Broadcasting or Postal sector; 5 years of which must have been in a management position.
- iii. Regional or International exposure shall be an added advantage.
- iv. The applicant must be 50 years or below

3. Personal Attributes

- Strong interpersonal and communication skills;
- Should be Computer literate;
- Must be a team player;
- High integrity;
- Leadership skills;
- Relationship Management;
- Problem Solving and Analysis;
- Strategy Formulation;
- Understanding of ICT Industry operations;
- Personal Organization;
- Governance/Management;

C: JOB TITLE: LIAISON MANAGER REGULATORY AFFAIRS (LM/RA).

1. Duties and Responsibilities

- i. Coordinating the work of the Regulatory Affairs.
- ii. Spearhead research in to regulatory practices for the region.
- iii. Spearheading the harmonization of regulatory policies, guidelines and activities.
- iv. Collating inter-operator postal and regulatory issues within the region and reporting to the different organs of EACO.
- v. Following up implementation of Regulatory Affairs Resolutions.
- vi. Acting as Secretary and 1st Rapporteur to the Regulatory Working Groups.
- vii. Support the Development the long-term strategy, business plans relating to Regulatory Affairs; and establishing proper internal monitoring and control systems and procedures.
- viii. Coordinating and preparing proposals, policy proposals, draft documents, reports and other submissions for consideration by the Secretariat, the Assemblies, the Executive Committee and EACO Congress.
- ix. Ensuring continuous improvements in the quality and value of services under the Regulatory Affairs function.
- x. Ensuring continuous achievement of the EACO's operating goals and objectives relating to the Regulatory Affairs.
- xi. Any other responsibilities as may be necessary to achieve the EACO's objectives.

2. Qualifications and Experience

- i. Masters Degree in any of the followings subjects: Law, Engineering, Management, Economics or any related field.
- ii. A minimum experience of 8 years in ICT or Broadcasting or Postal sector; 5 years of which must have been in a management position.
- iii. Experience in Communications Regulations
- iv. Regional or International exposure shall be an added advantage.
- v. The applicant must be 50 years or below

3. Personal Attributes

- Strong interpersonal and communication skills;
- Should be Computer literate;
- Must be a team player;
- High integrity;
- Leadership skills;
- Relationship Management;
- Problem Solving and Analysis;
- Strategy Formulation;
- Understanding of ICT Industry operations;
- Personal Organization;
- Governance/Management;

D: SUBMISSION OF APPLICATIONS

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 below address **not later than 24th April 2018 at 17h00 local time:**

Director General
Communications Authority of Kenya (CA)
Waiyaki Way, Westlands
P. O. Box 14448,
NAIROBI 00800
Email: recruitment@ca.go.ke

E: CONDITIONS OF EMPLOYMENT

- i. Applications are invited from Kenyan Nationals ONLY
 - ii. The successful candidates will be based in Kigali, RWANDA.
 - iii. The term of office for Liaison Managers is three(3) years renewable once
 - iv. Remuneration package is very attractive.
- Please note that EACO is an equal opportunity employer.