

EXCITING OPPORTUNITIES IN TRADE & REGIONAL DEVELOPMENT IN EAST & CENTRAL AFRICA



TradeMark East Africa (TMEA) is an aid-for-trade organisation that was established with the aim of growing prosperity in East Africa through increased trade. TMEA operates on a not-for-profit basis and is funded by the development agencies of the following countries: Belgium, Canada, Denmark, Finland, the Netherlands, Norway, United Kingdom, and United States of America. TMEA works closely with East African Community (EAC) institutions, national governments, the private sector and civil society organisations.

TMEA, with an annual expenditure of around US\$100 million, is now the leading aid-for-trade facility in the world. TMEA has its headquarters in Nairobi with vibrant and successful operations in EAC-Arusha, Burundi, Democratic Republic of Congo, Ethiopia, Rwanda, South Sudan, Tanzania and Uganda. The first phase of TMEA has delivered exceptional results which have directly contributed to substantial gains in East Africa's trade and regional integration environment in terms of reduced transit times, improved border efficiency, and reduced barriers to trade.

We are now in the second phase and we aim to deliver even more large-scale impact to maximise the potential benefits of aid-for-trade interventions which lead to sustainable and inclusive prosperity through job creation, poverty reduction and enhanced economic welfare.

We are looking for high calibre, results-oriented and experienced professionals to join our team in the positions below.

Senior Director, Business Competitiveness

A key member of TMEA's Senior Management Team, the Senior Director, Business Competitiveness will be responsible for programme quality and delivery of TMEA's Strategic Outcome of "Improved Business Competitiveness for Trade" of East African products and services. S/he will lead on ensuring that private sector issues are programmed into TMEA's work and that TMEA's strategic outcomes around private sector competitiveness (and associated impacts, outcomes and outputs) are achieved. S/he will align TMEA work with best practice in effective public-private dialogue for trade, increased efficiency in private sector logistics, improved export capacity of businesses in East Africa, and greater inclusion of women in trade. The jobholder will ensure strong linkages with the private sector in East Africa, particularly around private sector advisory groups to ensure the appropriateness and impact of TMEA's work.

The ideal candidate will possess an undergraduate degree with at least 15 years relevant work experience OR a Master's degree with at least 13 years relevant work experience. A minimum of seven years of leadership and management experience is essential. In addition, s/he will have a minimum of 10 years' experience in leading development and delivery private sector development programmes to enhance the capacities of developing countries to improve business competitiveness in key sectors and commodities; five years' experience in working in the private sector at senior level, preferably in East Africa for a leading company; and, three years of relevant senior level experience within East Africa or other developing economies.

The position is open to national, regional and international candidates.

Country Director, Ethiopia

The Country Director will have the overall responsibility of establishing the Ethiopian Country Programme and developing, managing and monitoring its strategy and programme delivery in line with TMEA's Strategy and Project Cycle Management (PCM) Guidelines. This will include activities in the fields of regional trade, customs and infrastructure development, and institutional development of Government institutions. S/he will develop, manage and maintain strategic relationships with Government, the private sector, civil society and the donor community. In addition, the CD is responsible for recruiting and managing a new country team to ensure good design and delivery of the programme, and ensuring best practice is followed with TMEA corporate guidelines, procedures and systems. In addition, the Country Director will work with TMEA's Senior Leadership Team to identify opportunities for leveraging additional investments into TMEA's Ethiopian Programme, co-ordinating with development partners in Ethiopia.

The ideal candidate will possess an undergraduate degree preferably in Economics, Development Studies, International Trade, Planning, Finance or Management with at least 12 years of relevant working experience in programme management OR a postgraduate degree with at least 10 years of relevant working experience. In addition, s/he will have five years of leadership and

management experience. S/he will also possess at least three years of working experience gained in Ethiopia or the other countries in which TMEA operates, primarily in managing economic development co-operation programmes related to regional integration, trade facilitation, trade and investment climate reform, transport sector development, and/or institutional reform.

The position is open to Ethiopian nationals only.

Country Representative, Burundi

The Country Representative will have the overall responsibility of managing delivery and monitoring the day-to-day activities of the operations of the Burundi Country Programme (BCP). The key focus will be programme delivery including developing and maintaining an effective programme information and monitoring system in line with the TMEA Burundi strategy and project documents and the medium-term strategic plan. S/he will also be responsible for developing and maintaining strong working relationships with Burundian and East African partners, as well as other key stakeholders.

The ideal candidate will possess an undergraduate degree preferably in Economics, Development Studies, International Trade, Planning, Finance or Management with at least 10 years of relevant working experience in programme management OR a postgraduate degree with at least eight years of relevant working experience. In addition, s/he will have three years of the working experience gained in Southern and East African countries (preferably in Burundi, Kenya, Rwanda, South Sudan, Tanzania or Uganda) primarily in managing economic development co-operation programmes related to regional integration, trade facilitation, trade and investment climate reform, transport sector development, and/or institutional reform.

The position is open to Burundi nationals only.

Manager, Corporate Office

The Manager, Corporate Office will support the management of operations in the CEO's office including coordinating work flows, work schedules, diary and information management as well as tracking progress on key corporate initiatives. The level of responsibility associated with the position will require the job holder to work independently, and with a high degree of diplomacy and sensitivity for confidential issues. S/he is expected to exercise initiative and independent judgment in providing a wide range of assistance to the CEO's office.

The ideal candidate will possess an undergraduate in Communication, Business Management, Commerce, Administration, International Relations, or related discipline, preferably supplemented with courses in secretarial training/administration/office management with at least seven years of relevant work experience OR postgraduate degree with at least five years of relevant work experience.

The position is open to Kenyan nationals only.

Application details

The detailed job profiles for these posts can be accessed on our website www.trademarka.com

These positions are available on contract to 30 June 2020 with the possibility of renewal. Please apply online through <http://www.trademarka.com/work-with-us/> by **Friday, 2 November 2018, 5.00pm Kenyan time**. Attach your cover letter and detailed CV, including details of your qualifications, experience, and present position. Your application should also include a working e-mail address, daytime telephone contacts, and names and contact details of three referees. Interviews will be conducted in January 2019.

Please note that we will only consider applications received on-line through the link provided above. Applications received after the deadline will not be accepted. We reserve the right to accept or reject any application. Only short-listed candidates will be contacted.

TMEA is an equal opportunity employer and is committed to open and transparent recruitment processes. Qualified women and persons living with disabilities are particularly encouraged to apply.