



EAST AFRICAN COMMUNITY

Applications are invited from suitably qualified citizens of East Africa for the following positions:

1. Director (Projects and Programmes)

Grade: P5
Department: Projects and Programmes
Reports to: Deputy Secretary General (Projects and Programmes)

Main Purpose of the Job:

To coordinate and enhance cooperation among Partner States related to macro economic policies, social sectors development, productive sectors and natural resources, and economic infrastructure development

Duties and Responsibilities:

- 1.1 Coordinate initiation, formulation and harmonisation of policies and programmes related to macro economic policies, social sectors development, productive sectors, natural resources and economic infrastructure development;
- 1.2 Provide technical guidance to Professional Staff under the Department;
- 1.3 Coordinate the development and implementation of plans and strategies that lead to increased cooperation in sectors in 1.1 above;
- 1.4 Identify policy gaps and facilitate research in priority areas/sectors;
- 1.5 Promote joint development strategies in policies and programmes related to the sectors in 1.1 above;
- 1.6 Coordinate harmonisation of laws and regulations related to the said sectors;
- 1.7 Promote information and data sharing among Partner States for policy coordination and harmonisation;
- 1.8 Coordinate Implementation of Council decisions relating to the above sectors;
- 1.9 Prepare progress and annual reports; and
- 1.10 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

Masters Degree in Economics, Development Economics, Economic Policy and Planning, or a related field

15 years of experience in related fields with at least 7 years at managerial level. Should be able to work independently in a diverse environment.

Skills and Competencies:

Strong interpersonal and communication skills, analytical skills, Computer skills, Management and leadership skills, team - building skills, planning skills, supervisory skills, research skills, networking skills, project management and implementation skills and monitoring and evaluation skills.

Age: 40 - 50 years

2. Director (Finance and Administration)

Grade: P5

Department: Finance and Administration

Reports to: Deputy Secretary General (Finance and Administration)

Main Purpose of the Job:

To coordinate the provision of effective information management, human resource management, financial and administrative services to the Community.

Duties and Responsibilities:

- 2.1 Coordinate implementation of policies and programmes related to information management, human resources, financial and administrative support;
- 2.2 Initiate review of staff and financial rules and regulations of the Community;
- 2.3 Review and coordinate preparation of the Community budget;
- 2.4 Coordinate the development and management of an effective records and information service centre;
- 2.5 Oversee the day to day management of the finances of the Community.
- 2.6 Monitor and enforce compliance to set rules, regulations and practices;
- 2.7 Design, develop and oversee a staff performance appraisal system for the Community;
- 2.8 Coordinate implementation of Council decisions related to the functions of the Department;
- 2.9 Provide technical guidance to Professional Staff in the Department;
- 2.10 Prepare progress and annual reports; and
- 2.11 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A Masters Degree in Public Administration, Human Resource Management, Financial Management, Business Administration or a related field

15 years of experience in related fields with at least 7 years at managerial level. Should be able to work independently in a diverse environment.

Skills and Competencies:

Strong interpersonal and communication skills, analytical skills, Computer skills, Management and leadership skills, team - building skills, planning skills, supervisory skills, customer/human relations skills, negotiation skills, research skills and net-working skills.

Age: 40 - 50 years

3. Principal Political and International Affairs Officer

Grade: P4
Department: Office of the Secretary General
Division: Political and International Affairs
Reports to: Secretary General

Main Purpose of the Job:

To provide advice and guidance on the political and international affairs of the Community.

Duties and Responsibilities:

- 3.1 Coordinate activities of the Community related to Political and International affairs;
- 3.2 Initiate measures aimed at harmonisation of Partner States foreign policies and their implementation;
- 3.3 Develop policies and monitor the development and consolidation of democracy, rule of law, respect for human rights and fundamental freedoms among Partner States;
- 3.4 Promote and coordinate cooperation with international and regional organizations;
- 3.5 Develop policies and strategies that will assist the Community in establishing systematic cooperation between Partner States on matters of foreign policy;
- 3.6 Identify actions that may be contrary to the interests of the Community or likely to impair the effectiveness of the Community as a cohesive force in international relations;
- 3.7 Promote and facilitate peaceful resolution of disputes and conflicts that may arise between and within Partner States;
- 3.8 Initiate projects and strategies aimed at promoting peace and security within the Community;
- 3.9 Promote and coordinate cooperation among the National Assemblies of the Partner States and the East African Legislative Assembly;
- 3.10 Prepare progress and annual reports; and
- 3.11 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

Master's degree in Political Science, International Relations or a related field.
10 years of experience, with 5 years at senior level.

Skills and Competencies:

Communication skills, negotiation skills, presentation skills, analytical skills, organizational skills, diplomacy skills, ability to work independently in a diverse environment, research skills, computer skills and report writing skills.

Age: 35 - 50 years

4. Principal Planning and Research Officer

Grade: P4
Department: Office of the Secretary General
Division: Planning, Monitoring and Evaluation
Reports to: Secretary General

Purpose of the Job:

To collect, analyse, collate, and disseminate information for Community Plans, Projects and Programmes and monitor and evaluate their implementation.

Duties and Responsibilities:

- 4.1 Develop plans and development strategies for the Community;
- 4.2 Coordinate and monitor implementation of development plans;
- 4.3 Develop and produce statistical reports and interpret them as required for initiating, planning and implementation of the Community's projects and programmes;
- 4.4 Monitor and evaluate implementation of policies, projects and programmes of the Community and prepare progress reports;
- 4.5 Design systems for statistical reports and coordinate development of regional information policy and strategy;
- 4.6 Create a mechanism for accessing databases with other organizations/institutions to facilitate the updating of Community databases;
- 4.7 Assess the impact of decisions taken by various organs/institutions of the Community;
- 4.8 Promote exchange of statistical and other vital information in the region;
- 4.9 Design and develop project monitoring and evaluation mechanisms and reporting systems;
- 4.10 Prepare progress and annual reports; and
- 4.11 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A Masters degree in Economics, Statistics and Business Administration, Policy and Planning or a related field with at least 10 years of experience; 5 of which should be at senior level.

Skills and Competences:

Proficiency in computer applications. Managerial skills, planning skills, team building skills, negotiation skills, networking skills, research skills, supervisory skills, project management skills, and monitoring and evaluation skills.

Age: 35 - 50 years.

5. Principal Legislative Draftsman

Grade: P4
Department: Office of the Secretary General
Division: Judicial and Legal Affairs
Reports to: Counsel to the Community

Main Purpose of the Job:

To advise on and ensure timely drafting of policy and legislation of the Community laws.

Duties and Responsibilities:

- 5.1 Draft Community bills and regulations;
- 5.2 Draft legal instruments procedures, and subsidiary legislation;
- 5.3 Provide legal advice to Community departments on legislative matters;
- 5.4 Coordinate with partner States parliamentary draft persons with regard to the East African Legislative Assembly Bills;
- 5.5 Draft rules and procedures of the Assembly;
- 5.6 Draft Subsidiary legislation; and
- 5.7 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A Master's degree in Law plus a post - graduate qualification in legislative drafting.

10 years of experience, with 5 years at senior level. Must have knowledge and experience in parliamentary practices and procedures

Skills and Competences:

Strong technical and analytical capabilities and skills; drafting and report writing skills; organizational skills, ability to handle multiple tasks without compromising quality; team building skills; Computer skills; legal skills; Strong interpersonal and communication skills; negotiation skills and ability to work independently in a diverse environment.

Age: 35 - 50 years.

6. Principal Agricultural Economist

Grade:	P3
Department:	Projects and Programmes
Division:	Productive Sectors and Natural Resources
Section:	Agriculture and Food Security
Reports to:	Assistant Director, Productive Sectors and Natural Resources

Main Purpose of the Job:

To facilitate the harmonization of policies and strategies and implementation of projects and programmes related to Agriculture and Food Security.

Duties and Responsibilities:

- 6.1 Conduct agricultural policy analysis, research and training to improve efficiency of the various policies proposed for the Sector;
- 6.2 Establish mechanism to harmonise safeguard measures for monitoring sensitive agricultural products;
- 6.3 Promote production of food crops in areas that have comparative advantage for food security of Partner States;
- 6.4 Support efforts that promote collaboration in research activities for seed production;
- 6.5 Develop plans to operationalize trade liberalization in agricultural products;
- 6.6 Co-ordinate the harmonisation and adoption of a common Agricultural Policy that will focus on food self sufficiency in the Community;
- 6.7 Initiate studies on how to strengthen the East African early warning system;
- 6.8 Promote irrigation initiatives aimed at managing risk and reducing vulnerability;
- 6.9 Prepare progress and annual reports; and
- 6.10 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A Master's degree in Agriculture, Agricultural Economics, Agricultural Policy and Research, Development Economics, Economic Policy and Planning or a related field.

10 years experience with 5 years at senior level.

Skills and Competences:

Analytical Skills, computer skills, communication skills, interpersonal skills, numerical, presentation skills, ability to relate to other disciplines and diverse external client, research skills, planning skills, monitoring skills, evaluation skills, project implementation skills.

Age: 35 - 50 years.

7. Principal Officer (Natural Resources)

Grade:	P3
Department:	Projects and Programmes
Division:	Productive Sectors and Natural Resources
Section:	Energy, Natural Resources and Environment
Reports to:	Assistant Director, Productive Sectors and Natural Resources

Main Purpose of the Job:

To coordinate and monitor the formulation and harmonization of policies and strategies related to natural resources management and development.

Duties and Responsibilities:

- 7.1 Promote cooperation in environmental and natural resource conservation activities in the Partner States;
- 7.2 armonise and co-ordinate management programmes for shared eco-systems;
- 7.3 Identify institutions to manage resource utilisation;
- 7.4 Promote a joint position on regional and international issues relating to forests and other natural resources;
- 7.5 Co-ordinate the formalization of meetings between Forest, Training and Research Institutions and other Stakeholders;
- 7.6 Promote joint pest and disease monitoring and management programmes;
- 7.7 Co-ordinate harmonization of environmental regulations and environmental impact assessment systems;
- 7.8 Promote partnership in capacity building in the Sector;
- 7.9 Make progress and annual reports; and
- 7.10 Promote a positive corporate culture and image of the EAC.

Qualifications and Experience:

A Masters Degree in Economics, Economic Policy and Planning, Environmental Economics, Environment Engineering, Natural resource Management or a related field.

10 years of experience with 5 years at senior level.

Skills and Competencies:

Analytical skills, interactive skills, communication skills, result oriented skills, computer skills, planning skills, networking skills, negotiation skills, team building skills, supervisory skills, project management and implementation skills, monitoring and evaluation skills

Age: 35 - 50 years

8. Principal Education Officer

Grade:	P3
Department:	Projects and Programmes
Division:	Social Sectors Development
Section:	Education, Science and Technology
Report to:	Assistant Director, Social Sectors Development

Main Purpose of the Job:

To coordinate the formulation of Strategies and Policies and implementation of projects and programmes related to training, education, science and technology for the Community.

Duties and Responsibilities:

- 8.1 Coordinate and monitor projects and programmes in education, training, science and technology;
- 8.2 Coordinate and harmonise education, training, Science and Technology programmes;
- 8.3 Assist Partner States in coordinating their human resource policies and programmes;
- 8.4 Co-ordinate the development of harmonized syllabi, certification, training standards and accreditation of training institutions;
- 8.5 Promote and strengthen collaboration of joint research, training and development of science and technology;
- 8.6 Promote the activities of Inter-University Council of East Africa;
- 8.7 Collaborate with Partner States to put in place education and training programmes for people with special needs;
- 8.8 Encourage and support participation of the private sector in the development of human resource;
- 8.9 Prepare progress and annual reports; and
- 8.10 Promote a positive corporate culture and image of the EAC.

Qualifications and Responsibilities:

A Master's Degree in Education, Education Planning and Management, Development Economics, Human Resource Planning and Development or a related field.

10 years of experience with 5 years at the senior level.

Skills and Competencies:

Analytical, presentation, research, planning, management, supervisory, networking, negotiation, interpersonal, interactive, communication, and computer skills.

Age: 35 - 50 years.

9. Principal Aviation Officer

Grade: P3
Department: Projects and Programmes
Division: Economic Infrastructure Development
Section: Meteorology and Civil Aviation
Reports to: Assistant Director, Economic Infrastructure Development

Main Purpose of the Job:

To coordinate harmonisation and implementation of projects and programmes related to meteorology and civil aviation policies and strategies.

Duties and Responsibilities:

- 9.1 Coordinate and facilitate the harmonization of civil aviation policies of the Partner States;
- 9.2 Initiate and promote the adoption of a harmonized legal framework in civil aviation of the Partner States;
- 9.3 Coordinate and facilitate the implementation of studies and recommendations in the East African Civil Aviation Safety Projects and Global Navigation Satellite Systems;
- 9.4 Coordinate meetings of the Heads of Civil Aviation and Airport Authorities and follow up on recommendations;
- 9.5 Liaise with international and regional organizations on civil aviation;
- 9.6 Develop draft proposals for projects for funding in civil aviation sector;
- 9.7 Develop draft Terms of Reference as appropriate for projects and programmes in the sub-sector;
- 9.8 Participate in the identification of regional centres of excellence in civil aviation;
- 9.9 Prepare progress and annual reports on the sub sector; and
- 9.10 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A Masters Degree in Aviation Engineering, Transport Economics or a related field.

10 years of experience in civil aviation, with 5 years at a senior level.

Skills and Competencies:

Strong aviation, communication, analytical, statistics, presentation, negotiation, networking and computer skills.

Age: 35 - 50 years

10. Senior Highway Engineer

Grade: P2
Department: Projects and Programmes
Division: Economic Infrastructure Development
Section: Transport and Civil Works
Reports to: Principal Transport Economist

Main Purpose of Job:

To coordinate implementation of projects and programmes related to transport and civil works.

Duties and Responsibilities:

- 10.1 Advise the Client on all aspects of projects implementation, especially with regard to interpretation of recommendations made by consultants in feasibility studies and design reports;
- 10.2 Provide supervision-in-chief on behalf of the Client in construction projects;
- 10.3 Follow up on recommendations from Technical and Financial Audits;
- 10.4 Coordinate meetings of the Task Force on East African Road Network Project and follow up on recommendations;
- 10.5 Liaise with international and regional organizations on the planning and implementation of the roads sub-sector projects;
- 10.6 Develop draft project proposals for funding within the East African Road Network corridors;
- 10.7 Develop draft Terms of Reference as appropriate for projects and programmes in the sub-sector;
- 10.8 Coordinate studies on harmonization of standards and specifications applicable in the East African region;
- 10.9 Prepare quarterly and annual reports on the sub sector; and
- 10.10 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A Masters Degree in Engineering with specialized training in Highways Engineering and at least 8 years post - registration experience in the fields of Highway Design (including computer aided design methods), Traffic Engineering, Engineering Cost Estimation, Contract documentation, Contract Management (including construction supervision) and project procurement.

Skills and Competencies:

Strong communication, analysis, statistics, report writing and presentation and computer skills.

Age: 30 - 50 years

11. Senior Materials/Pavement Engineer

Grade:	P2
Department:	Projects and programmes
Division:	Economic Infrastructure Development
Section:	Transport and Civil Works
Reports to:	Principal Transport Economist

Main Purpose of Job:

To coordinate implementation of projects and programmes related to transport and civil works.

Duties and Responsibilities:

- 11.1 Advise the Client on all aspects of projects implementation, especially with regard to interpretation of recommendations made by consultants in feasibility studies and design reports, related to materials;
- 11.2 Interpret data and calculations presented by consultants and advise the Client accordingly;
- 11.3 Provide supervision-in-chief on behalf of the Client in construction projects;
- 11.4 Study materials reports and comment on the proposals contained therein;
- 11.5 Check contract documents for compliance with existing standards and specifications;
- 11.6 Attend site meetings on behalf of the Client and advise on all aspects of materials in nature (e.g construction methods in place, testing methodology, adequacy of site staff etc.);
- 11.7 Follow up on recommendations from Technical and Financial Audits;
- 11.8 Coordinate meetings of the Task Force on East African Road Network Project and follow up on recommendations;
- 11.9 Liaise with international and regional organizations and attend relevant meetings on the roads sub-sector projects;
- 11.10 Develop draft project proposals for funding within the East African Road Network corridors;
- 11.11 Develop draft Terms of Reference as appropriate for projects and programmes in the sub-sector;
- 11.12 Coordinate studies on harmonization of standards and specifications applicable in the East African region;
- 11.13 Prepare quarterly and annual reports on the sub sector; and
- 11.14 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A Masters Degree in Engineering with specialized training in soils/geological materials and at least 8 years post - registration experience in the fields of Foundation Engineering, Geotechnical Engineering, Pavement Evaluation and Design, Rock Sciences, Testing of Materials and Quality Assurance procedures.

Skills and Competencies

Strong communication, analysis, statistics, report writing and presentation and computer skills.

Age: 30 - 50 years

12. Principal Human Resource Officer

Grade: P3
Department: Finance and Administration
Division: Human Resource Management and Development
Section: Human Resource Management
Reports to: Assistant Director, Human Resource Management and Development

Main Purpose of the Job:

To promote and manage Human Resource Management and Development policies and strategies that will attract, develop and retain high quality human resources for the Community.

Duties and Responsibilities:

- 12.1 Initiate formulation of human resource management and development Policies and Strategies for the Community;
- 12.2 Design and maintain internal administrative and staff performance appraisal and monitoring systems;
- 12.3 Draw up Terms of Reference and Job Descriptions of Community jobs;
- 12.4 Advise on the enforcement of Staff rules and regulations;
- 12.5 Coordinate periodic staff performance evaluation exercises;
- 12.6 Follow up on the implementation of Council decisions;
- 12.7 Coordinate the selection and recruitment of staff in accordance with the established rules, procedures and practices;
- 12.8 Establish recruitment and placement standards, procedures, and practices and act as Secretary to the Staff Selection Panels;
- 12.9 Establish staff training programmes in developing and upgrading skills to meet Community objectives;
- 12.10 Handle matters relating to terms and conditions of service in conformity with the established rules and regulations;
- 12.11 Direct payroll management;
- 12.12 Administer staff welfare services including staff Medical and Insurance Schemes;
- 12.13 Maintain and update the staff list; and
- 12.14 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A Masters Degree in Human Resource Management, Public Administration and Management, or a related field and 10 years of experience with 5 years at senior level.

Skills and Competencies:

Analytical skills, administrative skills, organization skills, communication skills, decision-making skills, negotiation skills, team building skills, networking skills, result oriented skills, supervisory skills, management skills, leadership skills, analytical skills, research skills and computer skills.

Age: 35 - 50 years

13. Senior Procurement Officer

Grade: P2
Department: Finance and Administration
Division: Administration
Section: Procurement
Reports to: Assistant Director, Administration

Main Purpose of the Job:

To ensure that the institution is provided with appropriate high quality supplies on a continuous basis, and at competitive prices.

Duties and Responsibilities:

- 13.1 Initiate and develop procurement policies for the Community;
- 13.2 Prepare procurement guidelines in line with the Financial Rules and Regulations of the Community;
- 13.3 Review procurement documentation for both local and overseas orders;
- 13.4 Prepare tender documents for purchase of supplies and equipment;
- 13.5 Prepare advertisements and procurement notices;
- 13.6 Analyse tender documents;
- 13.7 Establish a data bank of suppliers for the Community;
- 13.8 Prepare purchase orders as per approved tenders/quotes;
- 13.9 Keep custody of the Purchase Order Book (s);
- 13.10 Inspect goods before being accepted into the stores;
- 13.11 Prepare routine reports on order processing;
- 13.12 Act as Secretary to the Procurement/Tender Committee; and
- 13.13 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A degree in Procurement and Logistics Management or equivalent with post - graduate professional qualifications from the Institute of Chartered Materials & Supplies Management. 8 years of relevant experience with 3 at senior level.

Skills and Competencies:

Analytical skills, procurement procedures skills, materials management skills, negotiation skills, communication skills, record keeping skills, customer relations, and computer skills.

Age: 30 - 50 years

14. Senior Clerk Assistant

Grade: P2
Department: Legislative Assembly
Reports to: The Principal Clerk Assistant

Main purpose of the job:

To facilitate the work of Committees and plenary sessions of the Assembly.

Duties and Responsibilities:

- 14.1 Serve as Secretary to Committees of the Assembly;
- 14.2 Serve as Custodian of Journals of the Assembly;
- 14.3 Prepare Order Papers, Votes and Proceedings, Motions and Questions;
- 14.4 Serve as Clerk at the Table;
- 14.5 Draft amendments to Bills;
- 14.6 Provide advice to Speaker and Members on legislative procedures;
- 14.7 Carry out procedural research;
- 14.8 In liaison with the Research Officer, conduct relevant research and studies for Committees; and
- 14.9 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A good University Degree in Public Administration, Law, Social Sciences or a related field with 8 years experience in a similar position. Post- graduate qualifications in any of the above fields and specialized training in Parliamentary procedures will be an added advantage.

Age: 30 - 50 years

15. Accountant (2)

Grade: P1
Department/Institution: Legislative Assembly; Lake Victoria Basin Commission
Division: Finance and Administration
Reports to: The Clerk; The Executive Secretary/LVBC

Main purpose of the job:

To supervise, control and coordinate the accounting function of East African Legislative Assembly or the Lake Victoria Basin Commission.

Duties and Responsibilities:

- 15.1 Provide data for use in financial management;
- 15.2 Maintain effective internal control system;
- 15.3 Advise on financial and accounting matters;
- 15.4 Prepare annual accounts and replies to audit queries;
- 15.5 Prepare briefs for the Accounts Committee, and follow-up action on Accounts Committee recommendations;
- 15.6 Ensure conformity with the Budget;
- 15.7 Ensure compliance with the EAC financial rules and regulations and controls on payments and procurement procedures;
- 15.8 Maintain basic accounts records of expenditure and receipts;
- 15.9 Control all accountable documents;
- 15.10 Prepare annual appropriation and other accounts;
- 15.11 Ensure all transactions are properly authorized and controlled in accordance with laid down procedures and ensure that adequate internal control systems are in place;
- 15.12 Prepare payment vouchers; and
- 15.13 Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

Bachelor of Commerce (Accounting option), Business Administration (Financial Accounting) with at least 6 years experience in an accounting related field. Professional qualifications such as CPA or ACCA are essential.

Skills and Competences

Strong accounting, communication, report preparation and writing, organisational, analytical, negotiation, team building, networking and computer skills.

Age: 30 - 50 years

16. Cashier

Grade: G4
Department: Finance and Administration
Division: Finance
Section: Accounts
Reports to: Accountant

Duties and Responsibilities:

- 16.1 Maintain petty cash imprest as per the limit set out in the Financial Rules and Regulations and recoup cash whenever the need arises;
- 16.2 Make cash payments and receive cash related to refund of imprest and other miscellaneous receipts;
- 16.3 Issue receipts for all cash and cheques received as well as direct credits in the bank accounts;
- 16.4 Enter and maintain vouchers in the computerized system;
- 16.5 Prepare cheques based on approved payment vouchers;
- 16.6 Send and collect documents to and from the bank including cheque list, debit advices, TT transfers etc; and
- 16.7 Promote a positive corporate image and culture of the Community.

Qualifications and Experience:

An Advanced Diploma in Accounting or intermediate stage of CPA or ACCA with at least 5 years experience as a Cashier or Accounts Assistant in a reputable organisation.

Age: 25 - 45 years

17. Secretary (2)

Grade: G4
Department: Finance and Administration; East African Court of Justice
Reports to: Immediate Supervisor

Main Purpose of Job:

To manage the office and on the basis thereof provide efficient secretarial services

Duties and Responsibilities:

- 17.1 Coordinate office functions with other offices/Divisions;
- 17.2 Provide secretarial services;
- 17.3 Arrange appointments and meetings as appropriate;
- 17.4 In liaison with Telephone Operator, handle incoming and outgoing calls;
- 17.5 In liaison with the Registry Staff, handle incoming and outgoing mail/correspondence;
- 17.8 Create and maintain appropriate record and filing sub-system;
- 17.9 Provide secretarial services for meetings, workshops, and seminars;

- 17.10 Maintain control files of matters in progress and follow up to ensure that actions are completed; and
- 17.11 Promote a positive corporate image and culture of the Community.

Qualifications and Experience:

A Diploma in Secretarial Studies or equivalent from a recognized institution with sufficient skill in typing at 60 wpm and 120 wpm in shorthand;

Five (5) years of working experience at Secretary level in a reputable organization/firm;

Proficiency in the use of computers particularly word - processing and database computer programmes and good knowledge of Business English, office practices and procedures are essential.

Should have good communication, organizational and public relations skills.

Age: 25 - 45 years

18. Production Assistant

Grade: G2
Department: Finance and Administration
Reports to: Administrative Officer

Main Purpose of Job:

To produce and bind documents as required.

Duties and Responsibilities:

- 18.1 Produce all working materials for the Organs of the Community;
- 18.2 Produce documents for conferences, workshops, Seminars, and meetings;
- 18.3 Photocopy and sort documents/reports;
- 18.4 Bind documents as required;
- 18.5 Maintain the machines in the Production Room according to the Service Contracts;
- 18.6 Undertake minor repairs where necessary;
- 18.7 Distribute documents to appropriate offices; and
- 18.8 Promote a positive corporate image and culture of the Community.

Qualifications and Experience:

Advanced Level Certificate of Education or equivalent and at least 5 years of experience in handling documents and office machines.

Age: 25 - 45 years.

19. Office Attendant (2)

Grade: G1
Department: Finance and Administration
Reports to: Administrative Officer

Purpose of Job:

To provide efficient and effective routine administrative support services.

Duties and Responsibilities:

- 19.1 Distribute official documents;
- 19.2 Clean Offices;
- 19.3 Move furniture and equipment as required;
- 19.4 Keep safe custody of office property where required;
- 19.5 Run office errands;
- 19.6 Collect and deliver mail.

Qualifications and Experience:

Ordinary Level Certificate of Education or equivalent and at least 5 years working experience in a reputable organisation.

Skills and Competencies

Should be outgoing alert, friendly, punctual, organized, neat, with good communication and team - building skills.

Age: 25 - 35 years

TERMS AND CONDITIONS OF SERVICE

All posts are tenable on a five (5) year contract term renewable upon satisfactory performance.

FRINGE BENEFITS

All posts offer attractive fringe benefits including housing allowance, transport allowance, education allowance, a medical scheme, and insurance cover.

For more information, visit our website: www.eac.int

HOW TO APPLY

Interested candidates should submit their applications by registered mail, courier service, e-mail or dispatch together with Curriculum Vitae, copies of both academic and professional certificates and testimonials, names and addresses of three referees, and day time telephone contact to:

**The Secretary General
East African Community
P.o Box 1096
Arusha - Tanzania.**

**Fax No: 007 27 2502455/2504481
E-mail: eac@eachq.org**

To be received not later than 7th October 2005

Female Candidates are particularly encouraged to apply.

The East African Community will only respond to those candidates who meet the requirements.