

EXCELLENT CAREER OPENING

VACANCY ANNOUNCEMENT

The Energy Regulators Association of East Africa (EREA) is an association of utility regulators founded in 2008 comprising of the Authority for Regulation of Water and Energy Sectors (AREEN) of Burundi; Electricity Regulatory Authority (ERA) of Uganda, Energy Regulatory Commission (ERC) of Kenya, Energy and Water Utilities Regulatory Authority (EWURA) of Tanzania, Rwanda Utilities Regulatory Authority (RURA) of Rwanda, and Zanzibar Utility Regulatory Authority (ZURA).

The primary function of the association is to pool expertise in regulatory matters relating to the energy sector, including but not limited to facilitating the development of good policy proposals and legislation on energy regulation, in line with international trends and best regulatory practices, promote regional cooperation in energy infrastructure planning, capacity building, and development of sustainable energy projects and harmonized market structures. EREA is seeking to recruit a suitably qualified, experienced, result-oriented and highly motivated candidate to fill the position of:

EXECUTIVE SECRETARY/CEO – (JOB GRADE EREA 1)

1. Job Purpose

Reporting to the Executive Council (EXCO) of EREA, the Executive Secretary (ES)/Chief Executive Officer of EREA will be responsible for overall management of the association. The ES/CEO will prepare, implement and monitor the EREA's Strategic Plan, Business Plan and Annual Action Plans. S/he will spearhead development and utilization annual budgets for the association, mobilize resources through preparation of funding proposals to development partners among others for implementation of various programmes and projects as detailed in the strategic plan. Additionally, the ES/CEO will spearhead planning, coordination of EREA's meetings, seminars, conferences and exchange visits, financial reports, recording and tracking revenue, approving expenditures, purchases, and contracts, and ensuring compliance with the constitution and all the required procedures, both internal and external to EREA, S/he will initiate and sustain collaboration and cooperation with other regional and international institutions for the benefit of EREA, and any other duty as will be assigned by EXCO from time-time.

2. Position Title and Reporting

- (a) **Position Title:** The Post is for an **Executive Secretary (ES)/Chief Executive Officer**, reporting to the Chairman of the Executive Council of EREA.
- (b) **Job Grade:** EREA 1
- (c) **Duty Station:** EREA Secretariat Office based in Arusha, Tanzania
- (d) **Office Tenure:** The office tenure of the Executive Secretary shall be for a period of four (4) years, renewable subject to satisfactory performance acceptable by EXCO Members.

3. Duties and Responsibilities

The Executive Secretary is responsible for the day to day operations of the Association and reports to the Executive Council of EREA. The Key responsibilities of the ES, include but not limited to the following:

- (a) Preside over the association's day to day operations at the Secretariat.
- (b) Create and maintain a conducive working environment that motivates employees for optimal performance in discharging activities of the Association.
- (c) Oversee effective and efficient implementation of provisions of the EREA Constitution and its rules of procedures.
- (d) Provide direction and leadership in the achievement of the EREA's vision, mission, core values, business strategy, annual goals and objectives of the association.
- (e) Advise on policy matters to the EXCO, of EREA on issues related to harmonizing energy regulatory frameworks of national regulatory institutions (NRIs).
- (f) Lead resource mobilization.
- (g) Ensure prudent management of the Association's resources within approved budget limits, guidelines, Financial Policies and Procedures Manual under applicable laws and regulation of the host country.
- (h) Lead in building a strategic collaboration and relations with external Development Partners including governmental/non-governmental organisms at global/regional/national levels and representing EREA in top-level regional level, international fora and other relevant meetings.
- (i) Ensure that the Association consistently, command a strong and positive image to its stakeholders and the general public, and ensures good visibility of EREA in these fora. To offer leadership in the furthering of EREA's positive image, and to ensure a strong brand of EREA in member countries.
- (j) The Executive Secretary will prepare a record, without the right to vote in the meetings of the association including, the Annual General Assembly (AGA), Executive Council, and Sub-Committees of EXCO, namely, Committee on Finance and Administration (CFA) and Strategic Plan and Human Resources Committee (SPHRC) or any other EXCO Committee as they may be established by EXCO from time-to-time. Advisory, attend meetings of PC, EXCO, AGA as necessary
- (k) Prepare and/ or review/update the EREA's Strategic Plan (SP), annual work plans and the associated budget estimates for approval of EXCO and AGA.
- (l) Lead the implementation of the EREA's SP, annual work plans and the associated budgets exercise proper controls and deliver value to the association.
- (m) Prepare and present periodic performance reports (quarterly, annually) on the activities of the association and annual work plan for review by EXCO.
- (n) Implement the EREA's SP, annual work plans.
- (o) Supervise the activities of other staffs if needed (It was scheduled to recruit a new staff to alleviate the ES duties).
- (p) Undertake any other duties incidental thereto and as assigned by the EXCO.

4. Minimum Qualifications and Experience

- (a) The Job requires a University Degree from a recognized University in any of the following fields: Management, Law, Economics, Finance or Engineering, Business Administration or equivalent qualification.
- (b) A master's degree in the above qualifications will be an added advantage
- (c) At least Ten (10) years' demonstrable experience and knowledge of the energy sector in East Africa out of which Five (5) should be at Managerial level, or any other related professional experience working with a national, regional or international organization. Experience in energy regulation is an added advantage.
- (d) Excellent knowledge of policies and issues relating to the energy sector, institutional capacity, cross-border energy trade and conventions or agreements at national, regional, continental and international level.
- (e) Must be a national of EREA member states and being at most 50 years old (The task of ES is very demanding and requires experience but also a certain dynamism).

5. Skills and Abilities

- (a) Excellent knowledge of English language (both written and oral). Knowledge of French and/or Kiswahili will be an added advantage
- (b) Excellent communication skills.
- (c) Highly motivated and innovative.
- (d) Result-oriented.
- (e) Team player.
- (f) Good organization skills.
- (g) Strong interpersonal skills.
- (h) Excellent negotiation skills.
- (i) Demonstrate a high sense of maturity.
- (j) Proficiency in computer use.

HOW TO APPLY

Interested candidates who meet the stated requirements can submit applications attaching a signed application letter, copies of education and professional certificates, a detailed CV giving details of telephone contact, email address, names and contacts of three (3) professional referees not later than **5.00 pm on 15th March, 2019**. Applications clearly indicating job applied for should be sent through (ereajob@ewura.go.tz)

For more details about the job position, please visit www.energyregulators.org; www.areem.gov.bi; www.erc.go.ke; www.ewura.go.tz; www.zura.go.tz; www.era.or.ug; www.rura.rw

Application is restricted to nationals of EREA member states only.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED