



EMPLOYMENT OPPORTUNITY

POST TITLE: Program Officer

DUTY STATION: EREA Secretariat HQ - Dar-es-salaam, TANZANIA

REPORTS TO: Executive Council Chairperson

The Program Officer shall ensure that the day-to-day activities of the Secretariat are conducted as per the approved Strategic Plan, Business Plan and Annual Action Plans of the Association.

1.0 Background

The Energy Regulators Association of East Africa (EREA) is an association of national utility regulators in East Africa. It was established in March 2008 in recognition of the fact that the Partner States, namely, Uganda, Kenya, Tanzania, Burundi and Rwanda, share common goals and are committed to the orderly and safe development of the energy sector in the East African Region. The Partner States found it necessary to collaborate and create the Energy Regulators Association of East Africa to promote energy sector development, regulation, trans-border issues and other areas of mutual interest. The Vision of EREA as *"To be a globally respected association that enables predictable and transparent regulatory framework in the energy sector within the East African region"*. EREA's Mission is *"Harmonizing the national regulatory frameworks of the members for increased access to efficient and sustainable energy that will contribute to better quality of the life of the people in the East African region"*.

EREA wishes to recruit a **Program Officer** based at the association's Secretariat in Dar es Salaam - Tanzania, but with frequent travel to countries within the East African Community.

2.0 Main Duties

The Program Officer will be responsible for managing the Secretariat of EREA, development and implementation of EREA's Strategic Plan, Business Plan and Annual Action Plans and sourcing funding for various projects of the association. In addition to this, the Program Officer will be responsible for planning, coordinating and implementation of various meetings, seminars, conferences and exchange visits, as assigned by the Chairman of the Executive Council of EREA.

3.0 Key Responsibilities

Reporting to the Chairman of the Executive Council of EREA, the Program Officer will be responsible for:-

1. Developing and implementing Strategic Plans, Business Plans and Annual Work Plans of EREA;
2. Preparing monthly, quarterly and annual reports on progress of implementation of EREA activities;
3. Mobilizing funding for EREA activities and capacity building initiatives by preparing relevant proposals;
4. Budgeting, arranging logistical requirements for meetings, workshops and conferences;
5. Planning, coordinating and implementing projects of EREA in close liaison with the Executive Council, Portfolio Committees, Thematic Working Groups and any other organs of EREA;
6. Establishing and maintaining partnerships with the East African Community and other regional and international agencies and associations that promote autonomous regulation and related matters;
7. Representing EREA in meetings and conferences organized by other agencies and associations;
8. Preparing and analyzing technical papers on behalf of the Executive Council;

9. Supporting the Chairman of the Executive Council and of the General Assembly of EREA to execute the mandate of the association;

10. Performing any other duties as may be reasonably assigned by the Chairperson of the Executive Council and of General Assembly of EREA from time to time.

4.0 Minimum Academic Qualifications and Experience

- Bachelor's Degree in Law, Engineering, Economics, Finance, Business Administration or related discipline.
- Five years' demonstrable experience and knowledge of the energy sector in East Africa or any other related professional experience working with a national, regional or international organization. Experience in energy regulation is another added advantage.
- Excellent knowledge of policies and issues relating to the energy sector, institutional capacity, cross-border trade and conventions or agreements at national, regional, continental and international level.
- Must be a citizen of any of the East African Community countries.

5.0 Personal Skills and Abilities

- Excellent knowledge of English language (both written and oral). Knowledge of French and/or Kiswahili will be an added advantage.
- Excellent communication skills.
- Highly motivated and innovative.
- Result-oriented.
- Team player
- Good organization skills.
- Strong interpersonal skills.
- Excellent negotiation skills.
- Demonstrate a high sense of maturity.
- Familiar with software (such as MS Office) for word processing and spreadsheet.

6.0 Tenure & Remuneration

- A competitive salary will be offered to the nominated candidate for the post.
- EREA Secretariat is an equal opportunity employer.
- Staff will be employed on a five (5) years renewable contract.

7.0 Mode of Application

Application letter with curriculum Vitae (CV) including email address and day time contact number together with photocopies of certificates and one passport size photo. The application letter must also include names and contact details of at least two referees. The application letter should be addressed to reach the under-signed by **15:00hrs** on **31st March 2015**.

Only short listed candidates meeting the above mentioned criteria will be invited for interviewing. Lobbying and canvassing for employment will not be tolerated and may work to the candidate's disadvantage.

The application letter should be addressed to:

Head of EREA Secretariat
c/o Director General
Energy and Water Utilities Regulatory Authority (EWURA)
6th Floor Harbour View towers (Former JM Mall), Samora Avenue
P.O. Box 72175
DAR-ES-SALAAM
Email: info@ewura.go.tz

Submitted by:
EREA Secretariat
2 March 2015