



## **EAST AFRICAN COMMUNITY**

### **JOB OPPORTUNITY**

The East African Community is a regional intergovernmental organization comprising the Republic of Burundi, the Republic of Kenya, the Republic of Rwanda, , Republic of South Sudan, the United Republic of Tanzania and the Republic of Uganda with its Headquarters in Arusha, Tanzania.

The EAC mission is to widen and deepen economic, political, social and cultural integration to improve the quality of life of the people of East Africa through increased competitiveness, value added production, trade and investments.

This is an exciting opportunity for highly motivated and result-driven professionals who are citizens of East African Community Partner States (Burundi, Kenya, Rwanda, South Sudan, Tanzania, and Uganda) to apply for the following position tenable at East African Community-Secretariat.

### **DIRECTOR CUSTOMS** **(REF: EAC/HR/2016-17/14)**

**Grade** : P5  
**Organ** : EAC Secretariat  
**Directorate** : Customs  
**Reports to** : Director General (Customs and Trade)

#### **Main Purpose of the Job:**

To coordinate and manage the development, implementation and monitoring of regional customs programmes and projects in the EAC for the effective realization of a functioning Customs Union

## **Duties and Responsibilities:**

1. Initiate, coordinate and manage the development of EAC customs policies and strategies under the strategic leadership of the Director General(Customs and Trade);
2. Lead and guide the development and monitor implementation of EAC Customs laws, procedure manuals and guidelines including providing technical interpretations of such instruments ;
3. Provide direction and in the implementation and consolidation of the Single Customs Territory (SCT) in liaison with Customs administrations of Partner States including but not limited to strengthening interconnectivity of systems, sensitization and training and full roll out of SCT;
4. Coordinate the development and implementation of consolidated annual work/operations plans and ensure complimentary of synergies and cooperation within the sectors under supervision;
5. Manage and guide the undertaking of research and studies in priority programme areas for the sectors under the directorate's supervision;
6. Establish and maintain close working relationship with public and private sector agencies and government bodies of Partner States in the implementation of the Single Customs Territory;
7. Liaise with relevant bodies such as WCO, WTO, UNCTAD on matters pertaining to customs and trade in the region and ensure dissemination and implementation of international standards and practices;
8. Provide technical direction and input on customs matters in trade negotiations where EAC may be engaged;
9. Provide managerial support and technical advice related to the sectors and staff under the directorate's supervision;
10. Coordinate the convening of technical meetings and present reports to the Policy organs for consideration including providing technical guidance during the meetings.
11. Manage the development of the budget for the Directorate and in liaison with Director Trade discuss the same with the Director General(Customs and Trade) for consolidation, rationalization and finalization prior to presentation to the next level;
12. Liaise with Staff under supervision of the directorate to develop specific, measureable, accurate, realistic and time bond (SMART) performance indicators, monitor and evaluate individual Staff performance by ensuring that the EAC performance evaluation/appraisal and feedback process is applied to all staff under the directorate's supervision;
13. Coordinate implementation of Council decisions and consolidate progress and annual reports on status of implementation of the Council decisions/directives assigned to directorate;
14. Make periodic reports and accountability on the performance of the directorate to the Director General (Customs and Trade) and agree on the areas to be prioritized;

15. Ensure close working relationship with the Directorate of Trade to promote team work, enhance optimal utilization of resources, efficiency and build synergies;
16. Perform any other duties as may be assigned by the Secretary General or Director General (Customs and Trade) from time to time.

**Qualifications and Experience:**

- At least a Masters Degree in Economics, Customs, International Trade, Law, Commerce, Business Administration or a related field. Must have undertaken specialised training in Customs;
- Minimum fifteen (15) years' experience in a customs work, 8 years of which should be at senior management level in customs related environment. International exposure in customs matters will be an advantage.

**Skills and competencies:**

Must be able to provide technical and team leadership to the Directorate of Customs, create a conducive and empowering work environment which promotes creativity and innovation among staff, coach, mentor and motivate staff, manage diversity, conflict and change; write proposals and conduct Research, effectively communicate, have presentation, conceptual, analytical, Planning, Negotiation, Networking, Judgement and decision making skills. S/He must be able to think and interact strategically and innovatively while exercising sound judgment. Capable of dealing with others appropriately and effectively.

Computer skills are a must while research, networking, planning, teambuilding, management, leadership, analytical and negotiation skills are desirable.

**Terms and Conditions of Service**

The above position is tenable for a contract of five (5) years renewable once .

**Fringe Benefits**

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

### **Education Qualifications**

All candidates applying must have qualifications that are recognized by the relevant national accreditation body in their respective Partner State. This condition is applicable for locally and internationally attained qualifications. All professions that require registration with the specific professional bodies will be expected to do so in compliance with the requirements of their respective Partner States.

### **Relevant Working Experience**

Internship, training and apprenticeship will not be considered as relevant work experience.

### **Equal Opportunity**

The EAC is an equal opportunity employer; therefore, female candidates are particularly encouraged to apply. EAC will only respond to those candidates who strictly meet the set requirements.

### **How to Apply**

Interested candidates who meet the qualification and experience requirements for the above mentioned positions are advised to send their applications, detailed curriculum vitae, photocopies of academic certificates, names and contact details of three referees, and copy of National Identity Card, or Birth Certificate or Passport showing date of birth. Please quote the respective reference number on both the application letter and envelope. For electronic submission, please quote the respective reference number on the subject of the email and send to the address given below.

Applications should be submitted to the address below not later than **Friday, 21 July 2017**.

### **Please note:**

1. You may submit your application either electronically or in hard copy but not both.
2. Applications which do not: indicate nationality and age; the reference number; or have an application letter attached; have certified copies of

- their academic degrees and other professional Certificates; or fail to provide three referees will be disqualified.
3. Only qualified candidates will be contacted
  4. EAC Staff Rules and Regulations preclude considerations of applicants above 55 years of age.

Please note that EAC does not require candidates to pay money for the recruitment process. All invitations for interviews will be done in writing

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