



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, the 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 of Burundi and Rwanda to apply for the following position tenable at East African Community-Secretariat.

EAC INTEGRATED HEALTH PROGRAMME - LINKAGES AND PARTNERSHIPS OFFICER (REF: EAC/HR/2016-17/24)

Grade : P1
Department : Health
Reports to : Principal HIV and AIDS Officer & EIHP Programme Coordinator

Main Purpose of the Job:

The Partnership Officer will help weave collaborative relations that enable EIHP to effectively fulfil its mission and specific objectives. He/she will identify and

nurture such relations focusing primarily on funding, program development and communications.

Duties and Responsibilities:

1. Analysis of partnership and collaboration needs of the EIHP;
2. Conduct Partner and Donor mapping to support the establishment and update of a database of Programme Partners and Donors;
3. Together with the EIHP team, lead the development and implementation of the annual partnership strategy including:
 - i.
 - Assisting the EIHP's team with ongoing partnership initiatives
 - Developing a general funders and other potential partners landscape
 - ii.
 - Representing the programme in meetings and events
 - Searching RFP's and open requests options
 - Creating the proposals and presentations to enable partnership opportunities Following-up on conversations and processes
 - Identifying best practices and incorporating new ideas for partnership building Contributing to the programmes public relations efforts
4. Participate in the development and implementation of policies, procedures and methodologies consistent with building partnerships on matters relating to the programme;
5. Participate in enhancing an integrated process of planning, programming, budgeting, monitoring and evaluation in the health department;
6. Conduct analysis of and strengthen linkages among the various EHIP technical areas both within and without the health sector using the "One Health Approach/Framework";
7. Support convening of meetings with Partners/Donors including resource mobilization events;
8. Provide substantive support to consultative and other meetings, conferences, such as Multisectoral Joint Steering Committee (MJSC) on SRHR, HIV and AIDS; the Partners forum and the Joint TWG on EAC Multisectoral TWG on the integrated SRHR, and HIV and AIDS meetings etc. including, preparation of documents and presentations, etc.
9. Participate in preparing of various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc
10. Performs other duties as required.

Qualifications and Experience:

Bachelor's degree in Public health, business administration, international relations, political science, or a related field is preferred. The Masters degree in the above fields is an added advantage.

A minimum of five years of progressively responsible professional experience, and practical experience in managing partnerships; and experience of the specific programme area.

Experience in working in an international environment is an added advantage.

Skills and Competences

- Strong presentation, writing and negotiation skills, including the ability to elaborate partnership projects and grant proposals
- Must possess an ability to handle multiple tasks and deadlines, and work well with others in a fast-paced environment. Should be able to organize and prioritize own work with limited supervision
- Sense of initiative, discretion, mature judgment, and entrepreneurial spirit is required. Capacity to effectively interact with a multiplicity of stakeholders including senior leaders.
- Innovation and strategic thinking are highly valued.
- Full command of English
- Working flexible hours to engage partners in multiple time zones.

Terms and Conditions of Service:

This is a non-established position supported by donor funds whose contract terms and conditions are subject to the duration of the project and availability of funds

Eligibility for applications:

Considering the directive of 35th Meeting of the Council of Ministers, only Applicants from the Republic of Burundi and Republic of Rwanda are eligible to apply for the Positions of EAC Integrated Health Programme - Monitoring and Evaluation Officer and EAC Integrated Health Programme - Linkages and Partnerships Officer.

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

**The Secretary General
East African Community
P. o Box 1096
Arusha - Tanzania.
Tel: +255 27 2162100
Fax: +255 27 2162190
E-mail: vacancies@eachq.org
Website : www.eac.int**