



## VACANCY ANNOUNCEMENT AT EACO

### **EXECUTIVE DIRECTOR (REF 001/EACO/ES/VA/025)**

The East African Communications Organization (EACO) is a regional organization that brings together national ICT regulators, operators, services providers (in the telecommunication, broadcasting and postal sub-sectors), ICT training institutions and other stakeholders in the communication sector within East African region with its Headquarters in Kigali, Rwanda. EACO is seeking for a highly skilled and experienced person for the position of Executive Director (ED) to head the Secretariat.

#### **1.0 JOB TITLE: EXECUTIVE DIRECTOR - JOB GRADE: D1**

##### **Job Purpose:**

The Executive Director is responsible for providing strategic and visionary leadership and has full operational responsibility in the development, implementation and evaluation of strategic business plans of EACO.

##### **a) Duties and Responsibilities**

The duties and responsibilities of the Executive Director entail the following:

- i. Serve as the Accounting Officer for EACO, overseeing all financial operations and ensuring compliance with relevant financial regulations and standards.
- ii. Act as Secretary to the EACO Executive Committee;
- iii. Oversee the day-to-day business of the EACO;
- iv. Provide leadership to the EACO;
- v. Ensure continuous achievement of the EACO's mission, vision, operating goals and objectives;
- vi. Oversee and implement the Strategic Plan, Action plans and annual operating budgets; management of all EACO programmes and projects by establishing proper international monitoring and control systems and procedures;
- vii. Provide proper internal control systems and procedures;
- viii. Ensure continuous improvement in the quality and value of services and products by the EACO;
- ix. Create and maintain effective communication between the Secretariat, EXCOM and external stakeholders;
- x. Spokesperson of EACO on operational matters;
- xi. Ensure continuous improvements in the quality and responsiveness of regulatory frameworks adopted by EACO;
- xii. Ensure industry stakeholders comply with the regulatory frameworks;
- xiii. Oversee the implementation of organizational policies and programmes;
- xiv. Maintain a conducive work environment that attracts, retains and motivates skilled and talented employees;
- xv. Esteem a corporate culture that promotes implementation of ethical and good corporate governance practices;
- xvi. Ensure compliance with the laws of the host country;
- xvii. Oversee in consultation with the chairmen of the relevant organs of EACO, the meetings of the various organs / committees, and taking and maintaining records of these meetings;
- xviii. Ensure the necessary information, position papers and other submissions for consideration, by the various EACO organs;
- xix. Provide strategic and technical facilitation as well as administrative and logistical support to the meetings of the EACO Congress;
- xx. Ensure an information database and documentation of the ICT industry and disseminate such information to the membership as may be necessary;
- xxi. Any other responsibility as may be necessary to achieve the objectives of EACO.

##### **1.1. Job Specifications**

###### **a) Academic Qualifications & Required Experience**

- I. Have relevant Bachelor's Degree in any of the following: Applied and Physical Sciences, Humanities and Social Sciences, Business related fields, or equivalent qualification from a recognized institution;
- II. Have relevant Master's Degree in any of the following: Applied and Physical Sciences, Humanities and Social Sciences, Business related fields, or equivalent qualification from a recognized institution;
- III. Have a minimum of fifteen (15) years relevant work experience with at least five (5) years in a Senior Management Position;
  - i) **Required Job** Competencies Strategic visioning and leadership skills
  - ii) Strong analytical skills
  - iii) Strategic and innovative thinking
  - iv) Ability to mobilize resources
  - v) Excellent interpersonal and communication skills
  - vi) Negotiation skills
  - vii) Emotional Intelligence
  - viii) Flexibility, agility and decision making
  - ix) Regional or International exposure shall be an added advantage.

##### **1.2. Submission of applications**

Interested candidates shall be required to submit the following documents:

- i) A cover /application letter
- ii) A detailed Curriculum Vitae (CV)
- iii) Three professional reference letters
- iv) Copies of academic and professional Certificates
- v) A copy of National Identity Card or Passport

##### **1.3. Language**

The working language of EACO is English.

##### **1.4. Conditions of employment**

- (i) The successful candidate will be based in Kigali, Rwanda.
- (ii) The term of office for the Executive Director shall be four (4) years, renewable once upon satisfactory performance.
- (iii) Remuneration package is competitive and very attractive.

##### **1.5. Further Notes:**

- (i) EACO is an equal opportunity employer. Qualified Female Candidates are strongly encouraged to apply.
- (ii) Only short-listed candidates will be contacted.
- (iii) EACO reserves the right to withdraw this advert should circumstance change.
- (iv) The age limit for applicants is 55 years.
- (v) Based on the principal of rotation, applicants from Republic of Uganda and United Republic of Tanzania are not eligible to apply for this position

##### **1.6. Deadline of submission of Applications:**

Applicants are required to submit their applications by **10<sup>th</sup> February 2025 at 5PM East African Time (EAT)**. Applications received after this deadline will not be considered.

All applications should be addressed to:

**Director General**  
**Communications Authority of Kenya (CA)**  
**P.O Box 14448, 00800 Nairobi**  
**Email: eacoapplications@ca.go.ke**