The East African Science and Technology Commission (EASTECO) is an Institution of the East African Community (EAC) established by the 5th Extra-Ordinary Summit of the EAC Heads of State on 18th June 2007, with a mandate of coordinating and facilitating the activities of the Partner States and national science and technology institutions (including the relevant national Commissions/Councils) to promote the development and application of science, technology and innovation in all its aspects, including i) policy development, ii) program development and implementation, iii) knowledge and skills development, iv) research and development, v) technology acquisition, adaptation and utilization, vi) resource mobilization and utilization.

The overall objective of EASTECO is to promote and coordinate the development, management and application of Science and Technology to support regional integration and socio-economic development.

In order to fulfill its mandate, the Commission is inviting applications from qualified persons for the following position:

1. **Duty Station:** Kigali, Rwanda

2. **Position:** PRINCIPAL OFFICER (Research and Development, Monitoring and Evaluation

   **Grade:** P4

   **Reports to:** Deputy Executive Secretary (Head of Programme Development)
3. Job description

_Main purpose of the job:_

To lead the development of Programs and Projects in Research and Development, and to monitor and evaluate the implementation of regional Science and Technology policies in order to ensure the effective and efficient development and application of Science, Technology and Innovation in the Community.

_Duties and responsibilities:_

1. Lead the formulation of Regional Research Policies including mechanisms to safeguard the region from hazards that might result from research activities and the application of Science and Technology;
2. Formulate mechanisms for promoting the further development of regional research Centres of Excellence;
3. Coordinate the design and implementation of common ethical guidelines for research and its application in the community;
4. Lead and coordinate regional collaborative research for the benefit of the development agenda of the Community including working with relevant partners to guide regional research objectives to target development challenges in the community;
5. Identify opportunities for strategic partnerships with academia, industry, government and civil society & drive development of those relationships;
6. Formulate mechanisms to support the dissemination, exchange and utilization of research findings, scientific information and products from research in the Community.
7. Collaborate with relevant actors to synthesize available research into actionable insights and development-focused innovation concepts, and leverage the potential of applicable research;
8. Liaise with relevant partners to promote and support skills development for Science, Mathematics, Engineering and Technology, with focus on the regional needs;
9. Monitor and evaluate the implementation of regional (EAC) Science and Technology policies including the further development of regional indicators;
10. Participate in preparation of work plans and budget for the Commission;
11. Perform other related duties assigned by the Deputy Executive Secretary, Programme Development.

_Qualifications and experience:_

i. Advanced degree (Masters, PhD Level being an added advantage) in a relevant field of Science and Technology, or a related field. Additional qualifications in Research
and Development will be an advantage.

ii. 10+ years’ of experience working in a scientific research organisation with 5 years senior level;

iii. Experience in data/information management and utilization of research findings.

iv. Knowledge of technical concepts related to program planning and management, research and survey methodology;

v. Experience in developing project proposals

Skills and competencies:

- Ability to manage multiple projects and tasks with the ability to meet stated deadlines;
- Strong interpersonal skills, with the ability to develop a wide range of high-level contacts within academia, industry, government and civil society;
- Must possess analytical and problem solving skills,
- Self-starter with excellent organisational skills and a proven ability to work independently with little guidance and oversight in a fast-paced environment;
- Excellent writing and oral communication skills in English, able to produce clear, concise reports, and to present complex concepts to non-expert audiences;
- Reliable, positive and effective team player with a track record working in multi-disciplinary teams and delivering results through collaboration;
- Advanced skills in computer software applications.

4. Eligibility

Candidates are invited from all EAC Partner States. Applicants should not be more than 55 years as retirement age at the EAC is 60 years.

5. Terms and conditions of service:

The successful candidate will serve on contract for a period of five (5) years renewable once upon satisfactory performance.

6. Fringe benefits:

A comprehensive remuneration package commensurate with Professional qualifications and Diplomatic status of the post will be offered to the suitable applicant.

7. Mode of application

The interested candidates who meet the above criteria should send electronically their applications to the addressee below, comprising the following:

- Letter of motivation, with the reference- (REF: EAC/EASTECO/HR/03-16).
- Comprehensive Curriculum Vitae;
- Copy of the biodata page of passport/ID;
- Certified Copies of degree/certificates;
- Testimonials;
- Names and contact addresses (with telephone and emails) of 3 referees.

To:

The Executive Secretary
EASTECO Secretariat
KIGALI, RWANDA
Email: easteco@eachq.org

The application deadline is 5th October 2016, 4pm East African Time.

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