

EAST AFRICAN COMMUNITY
EAST AFRICAN SCIENCE AND TECHNOLOGY COMMISSION



JOB DESCRIPTION OF PROFESSIONAL STAFF FOR EASTECO

1. JOB POSITION: PRINCIPAL OFFICER- SCIENTIFIC RESEARCH AND DEVELOPMENT OFFICER (REF: EAC/EASTECO/HR/01-07-17)

Grade: P4

Reports to: Deputy Executive Secretary (Head of Programme Development)

3. Job description

Main purpose of the job:

To lead and coordinate the development and implementation of Programs and Projects in Scientific Research and Development , including monitoring 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 Scientific 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 Scientific 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 scientific 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 and implement mechanisms to support the dissemination, exchange and utilization of scientific research findings, scientific information and products from scientific research in the Community;
7. Assist with fundraising efforts for new regional initiatives in scientific research
8. Collaborate with relevant actors to synthesize available scientific research into actionable insights and development-focused innovation concepts, and leverage the potential of applicable research;
9. Liaise with relevant partners to promote and support skills development for Science, Mathematics, Engineering and Technology, with focus on the regional needs;
10. Monitor and evaluate the implementation of regional (EAC) Science and Technology efforts and policies including the further development of regional indicators;
11. Participate in preparation of work plans and budget for the Commission;
12. Perform other related duties assigned by the Deputy Executive Secretary, Programme Development.

Qualifications and experience:

- i. PhD in a relevant field of Science, with additional qualifications in Research and Development.
- ii. 10+ years' of experience working in a Scientific Research Organisation with 5 years at senior level;
- iii. Proven track record of high quality academic and/or policy publications
- iv. Experience in data/information management and utilization of scientific research findings
- v. Knowledge of technical concepts related to program planning and management , research and survey methodology ;

- vi. 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.

2. Position: PRINCIPAL OFFICER, Information and Communication Technology Development (REF: EAC/EASTECO/HR/02-07-17).

Grade: P3

Reports to: Deputy Executive Secretary (Head of Programme Development)

2. Job description

Main purpose of the job:

To Coordinate EASTECO's work on ICT Development in the region to leverage the effective development and efficient application of ICT for Innovation and socio-economic development of the EAC Partner States.

Duties and responsibilities:

1. Evaluate and recommend relevant areas for ICT development and application and facilitate the collaboration with Partner States for their adoption, including regional development of the information industries (electronics, computers and software development; communications systems; information and communication services), as well as infrastructure advancements;

2. Lead the development, coordination & execution of a regional strategy of ICT development, innovation and application including capacity building, mechanisms for the promotion and support of talented youth in ICT in line with EASTECO objectives;
3. Formulate and facilitate the implementation of programs/projects to promote regional and national ICT centres and incubators/hubs in the Community, including promoting regional collaboration in ICT development and innovation;
4. Formulate and develop models for interventions and use of ICT to support innovation and improvements in productive and social sectors (manufacturing, Infrastructure, trade & services, education, health) ;
5. Facilitate and coordinate commercialization of innovations in ICT in the Community
6. Ensure that relevant innovative ICT solutions are disseminated and demonstrated through relevant mechanisms including conferences, exhibitions and other fora;
7. Coordinate the Commission's regional level information system networks including online publications and web portals;
8. Formulate and implement the Commission's ICT policy and strategy;
9. Supervise the design and development of the Commission ICT infrastructure (network, servers, computer equipment and software), by coordinating evaluation, configuration and installation of software systems and tools;
10. Participate in preparation of Progress reports, work plans and budgets for the Commission.
11. Perform other related duties assigned by the Deputy Executive Secretary, Programme Development.

Qualifications and experience:

- i. Advanced degree (at least Masters Level) in a relevant field of Information and Communication Technology. Other relevant qualifications related to Project management and/or business management will be an advantage.
- ii. 10+ years' experience in Information and Communication Technology field, ICT policy research with at least 5 years at a senior level;
- iii. Experience in program/project planning and management and in developing project proposals;
- iv. Must have practical knowledge in business re-engineering and strategies, systems analysis and design, information systems security management, contracts and specifications drafting and management, database design and administration, ICT management/leadership, network administration, ICT projects management and business continuity.
- v. Knowledge of EAC Partner States' ICT strengths and capabilities is a plus.

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, 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;
- Demonstrated enthusiasm for science, emerging technologies and the internationalisation of science.

3. Eligibility

Candidates from all EAC Partner States.

Not be more than **55** years.

4. Terms and conditions of service:

Five (5) years renewable once upon satisfactory performance.

3. JOB POSITION: Senior Officer for Partnership and Commercialization (REF: EAC/EASTECO/HR/03-07-17)

Grade:	P2
Organ/Institution:	East African Science and Technology Commission
Department:	-
Reports to:	Principal Officer (Partnership, Outreach and Commercialization)

1.0 JOB DESCRIPTION

Main Purpose of the Job:

To support the development of science and technology partnerships and assist in the development of commercial opportunities for research, technology and expertise as well as commercialization of intellectual property generated at Research and Development Institutions in the Community. The job holder will work with partners to create innovative market test strategies and to develop new opportunities for market introduction, and manage relationships with STI partners

Duties and Responsibilities:

1. Cultivate and maintain partnerships in among STI partners while also developing policies that allow partnerships to thrive;
2. In collaboration with relevant STI stakeholders, develop and implement strategies for strategic

- partnerships/collaborations for effective promotion and development of STI in the Community;
3. Develop and implement innovative strategies for engaging non state actors including global/regional corporation, philanthropic foundations and civil society organizations to help meet EASTECO objectives;
 4. Champion and manage new projects to create stronger partnerships including public–private partnerships, university-R&D centers-industry linkages i.a in furtherance of EASTECO objectives;
 5. Develop and implement intellectual property management and commercialization strategies incl. standards setting and harmonization;
 6. Assist in the development of commercial opportunities for research, technology and expertise including the development and negotiation of Research and Development agreements between research institutions and industry/companies/other organizations, as well as funding opportunities;
 7. Foster an entrepreneurial culture and build partnerships between research, business and government communities;
 8. Facilitate and coordinate the commercialization of intellectual property generated at research institutions to realize the potential impact of research in the region by embedding commercialization support into different stages of research, impact and innovation cycles
 9. Facilitate the identification and evaluation of technologies with commercial applications, and provides central support to regional research and innovation activities across the various stakeholders including academia, research institutions and industry;
 10. Develop and coordinate Technology Transfer programmes and projects for wealth creation;
 11. Participate in regional policy formulation;
 12. Assist in the formulation of programmes and projects to promote the inculcation of a science and technology culture in the Partner States.

Qualifications and Experience:

- i. A Masters Degree in one or more of the following fields; engineering, physical sciences or informatics. Other relevant qualifications related to Partnership Development will be an advantage. Should have demonstrable competencies in technology-related project management and business development.
- ii. 8 years' experience in technology and Intellectual Property related business development and commercialization, with 3 years' experience in implementing the innovation process in a research intensive
- iii. Experience in partnership development, collaborative research and technology commercialization/transfer highly desirable;

Skills and Competencies:

- Expert Strategic planning and organization skills;
- Good Administrative and Organizational skills;
- Good Partnership mobilization skills;
- Good analytical and communication skills;
- Good interpersonal skills and ability to work in a multi-cultural/diverse environment;
- Proficiency in computer applications and report writing;
- Ability to thrive in a fast paced environment;
- Proficiency in the English language;
- High energy, enthusiasm and initiative.

Duration of Contract:

Five (5) years, renewable once.

4. JOB POSITION: SENIOR LEGAL OFFICER (REF: EAC/EASTEKO/HR/04-07-17)

Institution: EASTECO

Grade: P2

Reports to: Executive Secretary

1.0. Job description

Main Purpose of the Job:

The job holder will provide statutory/legal advice to EASTECO to ensure compliance/adherence to the established EAC laws and rules of procedure. Prepare and provide Legal advisory opinion to EASTECO for the efficient and effective delivery of its mandate. The Legal Officer will be responsible for facilitating the preparation/negotiation of agreements and Memoranda of understanding (MOU's), and represent EASTECO on Court matters.

Duties and Responsibilities

- a. Develop strategies, policies and procedures for dealing with legal issues pertaining to EASTECO;
- b. Provide Legal advisory opinion to EASTECO and its partners on matters relating to policy and implementation of EASTECO projects and programmes;
- c. Provide timely legal advice to the Executive Secretary on issues that might have legal implications
- d. Study and disseminate all legislations and regulations that have a direct or indirect bearing on the functions of EASTECO
- e. Drafting, reviewing, and assisting in the negotiation of all types of EASTECO contracts, including Grant Agreements, Collaboration Agreements, Memorandum of Understanding (MOU), and Consultancy Contracts.
- f. Responding to and advising on legal issues that arise during contract implementation including modifications, oversight of compliance with contractual terms including the timely submission of contractual reports and compliance with legal terms and conditions under grants from a variety of donors.
- g. Provide statutory advice on EAC laws and rules of procedure during EASTECO statutory meetings and guide EASTECO meetings on legal matters and procedure;
- h. Represent EASTECO and attend court hearings and Follow-up on the execution of Court decisions and prepare legal documentation;

- i. Assist the Executive Secretary to propose Governing Board meeting agenda, follow up the preparation of documents and reports as well as the circulation of meeting reports to the stakeholders;
- j. Perform any other Duties as may be assigned by the Executive Secretary from time to time.

Key Performance Indicators

- a. Strategies, policies and procedures developed and updated periodically;
- b. Written advisory opinions provided to the Commission on policies and implementation of EASTECO projects and programs;
- c. Reports of Statutory Meetings prepared;
- d. Progress Reports on negotiation of MOUs, and regional and international agreements;
- e. Progress reports on implantation of negotiated MOUs and Agreements;
- f. EASTECO compliance/adherence to EAC laws, rules and procedures;
- g. Number of Court rulings in favour/against of the Commission;
- h. Progress reports on Number of Court dispositions per year.

Minimum Requirements of the Job

- a. **Academic Qualifications**
Suitable candidates must have a Master’s Degree in Law from a recognized University.
- b. **Professional qualifications**
Must have a Post Graduate Diploma in Legal practice; Certified Public Secretary is an added advantage. Suitable candidates must also have 5 years’ experience in Contract Management; and fluency in written and spoken English.
- c. **Work Experience**
Minimum 10 years’ experience, with 5 years at senior level in legal representation.

Key competencies

Must be able to provide Strategic and team leadership, manage performance, diversity, conflict and change; have Legal Drafting, Conceptual, Analytical, Communication, Legal Research, Negotiation, Networking, Judgement, decision making, presentation and report writing skills.

5. JOB POSITION: SENIOR OFFICER, PROCUREMENT (REF: EAC/EASTECO/HR/05-07-17)

1.0 Job Title/Designation : SENIOR OFFICER, PROCUREMENT
Grade : P2

Reports to : Executive Secretary

2.0 Job Description

Main purpose of the job

The Senior Procurement Officer develops and Implements procurement policies and processes for the Commission in line with the EAC rules and regulation. S/He initiates preparation of Annual Procurement Plan, receiving and reviewing requisitions for clarity, adequate specifications and to ensure that bidders are able to respond to the quotation appropriately, receiving and processing purchase requisitions from users, originating tender documents, consolidating and preparing recommendations for tender awards, expediting deliveries and updating and maintaining procurement transactions records.

Duties and Responsibilities

1. Review EASTECO procurement policies, guidelines and procedures and past performance of the Commission in order to make recommendations for improvement;
2. In consultation with the user departments prepare, implement and monitor the Annual Procurement Plan;
3. Undertake, complete and assist in specific procurement projects and provide ongoing monitoring as required including working with department heads throughout Annual Plan;
4. Plan for all the supplies needs for the Commission and formulate supplies policies and guidelines;
5. Receive, review and process Purchase requisitions from User Departments; ensure that purchase requisitions have clarity, adequate specifications, for bidders to be able to respond to the tender/quotation appropriately. Group the requests into homogeneous categories and identify sources of supply;
6. Offer logistical support for meetings and travel requests
7. Compiling Tender documents for the EASTECO Tender Board Committee and make follow-up; Prepare minutes and reports of Tender board meetings;
8. Advise user departments on procurement guidelines in areas such as drawing specifications and terms of reference right;
9. Consolidate and prepare recommendations for award of tenders/quotations, and initiate draft notifications of awards and regret letters;
10. Carry out inspections to assess utilization and control of supplies.
11. Be the chief custodian of EASTECO's stores and stock
12. Update and Maintain suppliers' databases and records of all Procurement Transactions for the Commission.

13. Expediently follow up supply of goods and services and forward certified invoices to Accounts for payment;
14. Perform any other duties as assigned by the Management from time to time.

Key Performance Indicators

1. Annual Procurement Plan and Annual Procurement Report.
2. Minutes of Procurement meetings.
3. Receipt of Purchase requisitions from User Divisions/Departments and inventory of those processed.
4. Tender and quotation documents.
5. Policy documents and strategic plans drawn.

Minimum Job requirements

1. Academic and Professional Qualifications

A Master's degree in Business Administration, Procurement and Supplies Management or equivalent.

Must have a certificate in Procurement and supply operations

2. Work Experience

Minimum 8 years of relevant experience, of which 3 must be in a similar position, with practical experience in the field of Procurement for Goods and Services.

3. Key Competencies:

- a. Proficiency in standard computer applications such as Microsoft Office and specialized applications like SUN system, SAP, or Oracles is essential;
- b. Self-starter with excellent organisational skills and a proven ability to work independently with little guidance and oversight in a fast-paced environment;
- c. Reliable, positive and effective team player with a track record working in multi-disciplinary teams and delivering results through collaboration;
- d. Good Customer Relations, Negotiation skills, effective Communication and Report writing skills. Excellent written and verbal communications in English

Terms and Conditions of Service

The above positions are tenable for a contract of five (5) years renewable once and are subject to the application of the EAC Quota System.

Fringe Benefits

All 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.

Relevant Working Experience

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

Age Limit:

The candidate must not be **more than 55 years** old.

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.

How to apply:

The interested candidates who meet the above criteria may submit their applications either electronically or in hard copy but not both to the address below, comprising the following:

All applications should be submitted to the address below not later than, **Wednesday, 16th August 2017.**

- Letter of motivation, with the job reference
- Comprehensive Curriculum Vitae;
- Copy of the biodata page of passport/ID;
- Certified Copies of degree/certificates;
- Professional testimonials;

- Daytime telephone contact;
- Names and contact addresses (with telephone and emails) of 3 referees.

To:

**The Executive Secretary
EASTEKO Secretariat
KIGALI, RWANDA**

Email: info@easteco.org

To be received not later than **at 5PM East African Time.**

All potential applicants are advised to visit the EAC and EASTEKO websites: www.eac.int and www.easteco.org for details of these positions including the required qualifications, duties and responsibilities.

The EAC is an equal opportunity employer. Female candidates are encouraged to apply. EASTEKO Secretariat shall only respond to shortlisted candidates. **All invitations for interviews will be done in writing.**