

EAST AFRICA INTER-GOVERNMENTAL COUNCIL-PARTNERSHIPS	
JOB TITLE: REGIONAL DIRECTOR PROCUREMENT SERVICES EAIC GRADE 2	
JOB GRADE EAIC GRADE 2 A	

EAIC GRADE 2A RENUMERATION & OTHER INTERNAL MANAGEMENT BENEFITS:

BASIC SALARY USD 5900 PM
HOUSE ALLOWANCE USD 3500 PM
ENTERTAINMENT ALLOWANCE USD 2000 PM
TRANSPORTATION ALLOWANCE USD 1000 PM
CAR /GRANT USD 30000 ONCE PER EVERY 4 YEARS OF SUCCESSFUL SERVICE
LEAVE DAYS 50 DAYS PER ANNUM
MEDICAL COVER -AS PER EAIC MEDICAL SCHEME
COUNCIL GENERAL INSURANCE COVER
HOLIDAY ALLOWANCE USD 2000 ONCE PER CALENDAR YEAR PER FAMILY SMT
HOLIDAY FAMILY GIFT VOUCHERS 1000 USD PER CALEDAR YEAR
HOME FURNITURE VALUED USD 3000 PER EVERY 36 MONTHS OF SERVICE
OFFICIAL TRANSPORT/DRIVER/CHAUFFER/4400 CC MAX
ONE OFFICE PERSONAL ASSISTANT-THREE OFFICE SECRETARIES ONB
DIPLOMATIC IMMUNITY

DIRECT REPORTS/SUPERVISION BY DPS:
SUPPLIES MANAGEMENT DEPARTMENT
PURCHASES MANAGEMENT DEPARTMENT
LOGISTICS DEPARTMENT
ISSUANCE DEPARTMENT

JOB SUMMARY:

- Develop EAIC sourcing and procurement activities that support key business objectives.
- Develop and execute a long-term strategy to facilitate improvements for Procurement Services.
- Ensure the execution of EAIC procurement strategies across the Council to ensure consistent and high-quality value delivery.
- Implement best practices in procurement and supplier management to support commercial and operational objectives.
- Ensure the execution of standards, controls, policies, procedures and performance metrics to effectively and efficiently manage the acquisition and reporting of third-party spend across the company.

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- Lead rigorous and objective contract negotiations with key internal stakeholders, legal department and EAIC support groups.
- Conduct EAIC business review meetings with key stakeholders to assess risk, review future strategies, and identify potential cost down and improvement opportunities.
- Identify areas for improvement to continually drive performance and business results.
- Maintain strong working relationships with strategic suppliers to assure cost, quality, and delivery targets are met.
- Manage recruiting, training and supervising a team of Category Managers who are responsible for day-to-day category management activities.
- Oversee the development and execution of sourcing strategies across all categories within span of control including targets, timelines and resource plans.
- Build market intelligence capabilities within the category management team on key markets, suppliers and solutions to support strategy development purposes.
- Analyze market and delivery trends so as to develop procurement technologies and processes that support those trends.
- Update EAIC procurement strategies based on changing market conditions.

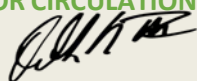
Academic Requirements:

- Bachelor's Degree or equivalent in Business Administration, Supply Chain Management, Public Administration, Procurement or another related field required
- Diploma in Purchasing and Supplies Management is preferred
- Membership of a professional body such as KISM, CIPS etc. required

Work Related Experience:

- 12 Years in a Senior Management role in procurement
- Previous experience in the field with demonstrable management experience
- Assertive with strong communication skills
- Excellent leadership and management skills
- Demonstrated excellent computer skills for Microsoft Word, Excel, Access and Outlook
- Working knowledge of SAGE and 2 CFR 200
- Demonstrated strong organizational and time management skills
- Strong written and verbal English skills

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- Extensive field knowledge
- Strong leadership skills and the ability to direct others according to EAIC standards
- Exemplary multitasking and organizational skills

Knowledge/ Skills:

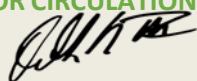
- Demonstrated excellent computer skills for Microsoft Word, Excel, Access and Outlook
- Working knowledge of SAGE and 2 CFR 200
- Demonstrated strong organizational and time management skills
- Strong written and verbal English skills

FINANCIAL CONTROLLER	EAIC GRADE 2A	1 POSITION
DIRECT REPORTS/SUPERVISION BY EAIC FC		
ACCOUNTS DEPARTMENT		
BUDGETING DEPARTMENT		
EXPENDITURE SECTION		
DEPARTMENTAL AIE HOLDERS		

JOB SUMMARY:

- Developing EAIC financial strategy, including risk minimization plans and opportunity forecasting
- High-level financial reporting and analysis
- Regular EAIC budget consolidation
- EAIC Cash flow management
- Improving efficiencies and reducing costs across the business
- EAIC Stakeholder management
- EAIC Debt management and collection
- Preparing EAIC tax and BAS statements
- Ensuring compliance with statutory law and financial regulations
- Developing EAIC financial reviews and providing investment advice
- EAIC Payroll processing
- Working closely with management or executive teams to share reports and analysis findings
- Well-developed leadership skills

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- Mentoring

Academic Requirements:

- Bachelors or Masters qualifications in Finance, Economics, Accounting, Business Administration or Business Law
- Intermediate to advanced computer software skills, including Excel and other accounting packages
- Professional accounting qualifications such as CA or CPA

Knowledge & Skills:

- Minimum 10 years of accounting experience
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Ability to motivate and lead teams
- Excellent written and verbal communication skills
- Ability to form strong relationships with internal and external stakeholders
- Excellent organization and administration skills
- Energetic and motivated personality with great multi-tasking
- Able to work under pressure to tight deadlines

CHIEF ARCHIVIST	EAIC GRADE 4	1 POSITION
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JOB SUMMARY:

- Analyze materials such as maps, films, documents and paintings, checking their authenticity, physical condition and historical content.
- Preserve collections correctly. storing and conservation techniques from various time periods.
- Monitor the storage space and security to protect the materials.
- Design and maintain EAIC organizational systems, keeping track of archived material.
- Maintain EAIC Records & Databases for easy usage and efficiency.
- Prepare EAIC indexes, meta-tags and material descriptions and, where possible, convert material into digital format.
- Make EAIC Archive material available to the public through scans and copies.

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- Assist persons who want to access EAIC archives to retrieve information or do research.
- Encourage EAIC Staff and stakeholders to visit the archives through presentations, lectures, workshops, displays, exhibits or tours.
- Manage Sectional Budgets
- Supervise Staff Working in the Archive Section

Academic Requirements:

- Bachelors or Masters qualifications in Archives & Records Management, Information Sciences, Social Sciences
- Intermediate to advanced computer software skills, including database management
- Professional records management qualifications in digitization of records
- Senior Management Course Lasting More than 8 Weeks
- Membership of a Relevant Professional Body

Knowledge & Skills:

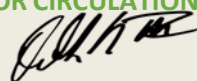
- Minimum 12 years of information/records management experience at senior management level
- Thorough knowledge of archives management procedures
- Experience with digitization of records and information
- Ability to motivate and lead teams
- Excellent written and verbal communication skills
- Ability to form strong relationships with internal and external stakeholders
- Excellent organization and administration skills
- Energetic and motivated personality with great multi-tasking
- Able to work under pressure to tight deadlines

ARCHIVIST ASSISTANTS	EAIC GRADE 5	4 POSITIONS
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JOB SUMMARY:

- Provide assistance to EAIC archivist in maintaining documentation processes and issues.
- Assist and support archivist in scanning historical archive documentation processes.
- Assist archives department in converting historical documentation into electronic data.
- Assist EAIC archivist in cataloging government and other key documents.

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- Maintain huge number of historical materials and documents in an organized manner.
- Arrange and maintain modern archival collections in a safe manner.
- Maintain and manage a collection of rare books, magazines and other literature in an EAIC fashion.
- Assist EAIC research department and EAIC Partner States in locating and collecting the required data from the archives.
- Maintain and manage log books and records of EAIC visitors and the archival documents they accessed.
- Develop safety procedures and initiatives to manage archival data, documentation and records.

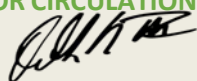
Academic Requirements:

- Bachelor's Degree in Archives & Records Management, Information Sciences, Social Sciences
- Intermediate to advanced computer software skills, including database management
- Professional records management qualifications in digitization of records
- Senior Management Course Lasting More than 8 Weeks
- Membership of a Relevant Professional Body

Knowledge & Skills:

- Minimum 10 years of information/records management/archival management experience at supervisory level
- Thorough knowledge of archives management procedures
- Experience with digitization of records and information
- Ability to motivate and lead teams
- Excellent written and verbal communication skills
- Ability to form strong relationships with internal and external stakeholders
- Excellent organization and administration skills
- Energetic and motivated personality with great multi-tasking
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PRINCIPAL EDUCATION & LEARNING OFFICER	EAIC GRADE 5	1 POSITION
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JOB SUMMARY:

- Design, develop, and deliver EAIC learning and development programs
- Monitor and evaluate the effectiveness of EAIC programs
- Manage the EAIC's learning and development budget
- Manage and coordinate EAIC external training providers, vendors, and partners
- Develop and maintain EAIC policies and procedures
- Lead and mentor EAIC learning and development team
- Analyze current learning and development trends and recommend appropriate changes in EAIC Culture
- Create and manage learning resources such as manuals, handbooks, and videos

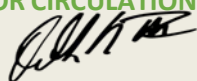
Academic Requirements:

- Bachelors or Masters qualifications in Education, Arts, Social Sciences, Psychology
- Advanced computer software skills, including database management
- Professional Education Management qualifications and learning
- Senior Management Course Lasting More than 8 Weeks
- Membership of a Relevant Professional Body

Knowledge & Skills:

- Minimum 10 years in Education & Learning Management experience at Senior Management level
- Thorough knowledge of Education & Learning management procedures
- Experience with transforming organizations through best learning initiatives
- Ability to motivate and lead teams
- Excellent written and verbal communication skills
- Ability to form strong relationships with internal and external stakeholders
- Excellent organization and administration skills
- Energetic and motivated personality with great multi-tasking

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- Able to work under pressure to tight deadlines

CUSTOMER CARE OFFICER	EAIC GRADE 5	4 POSITIONS
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JOB SUMMARY:

- Maintaining a positive, empathetic, and professional attitude toward EAIC customers at all times.
- Responding promptly to EAIC customer inquiries.
- Communicating with EAIC customers through various channels.
- Acknowledging and resolving EAIC customer complaints.
- Knowing EAIC products inside and out so that you can answer questions.
- Processing EAIC orders, forms, applications, and requests.
- Keeping EAIC records of customer interactions, transactions, comments, and complaints.
- Communicating and coordinating with EAIC colleagues as necessary.
- Providing feedback on the efficiency of the EAIC customer service process.
- Ensure customer satisfaction and provide professional customer support.

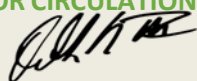
Academic Requirements:

- Diploma / Bachelors Degree in Business Administration or Customer Care
- Advanced computer software skills, including database management
- Professional Qualifications in Customer Care
- Membership of a Relevant Professional Body

Knowledge & Skills:

- Proven 10 years customer support experience
- Track record of over-achieving quota
- Strong phone contact handling skills and active listening
- Familiar with CRM systems and practices
- Customer orientation and ability to adapt/respond to different types of customers

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- Excellent communication and presentation skills
- Ability to multitask, prioritize and manage time effectively

PLUMBER	EAIC GRADE 9	1 POSITION
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JOB SUMMARY:

- Reading and interpreting EAIC blueprints to assess or plan plumbing installations and layouts.
- Installing, maintaining and repairing EAIC plumbing systems and fixtures.
- Fitting and repairing various EAIC appliances.
- Cutting, welding and assembling pipes, tubes, fittings, and fixtures.
- Inspecting and testing EAIC Office Complex & Residential plumbing systems for safety, functionality, and code compliance.
- Handling EAIC customer queries and responding to call outs.
- Troubleshooting and resolving problems.
- Preparing cost estimates.

Academic Requirements:

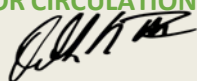
- Diploma in Related Technical Studies (Preferably from a Technical Training Institute)

Knowledge & Skills:

- Good working knowledge of water supply, heating, and ventilation systems.
- 10 Years Working experience in a large institution preferably a government entity
- Proficiency in reading blueprints and using plumbing tools.
- Strong critical thinking and troubleshooting skills.
- Good listening and communication skills.
- Good interpersonal skills and patience.
- Physical dexterity.

END

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