

TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for nationals of EAC Partner States¹.

Vacancy No: ITC/ICA/38/2023

Assignment Title	Regional Coordinator – MARKUP II
Category/Grade	UNOPS – LICA 11
Requesting Division / Section	Division of Country Programmes/ Office for Africa (DCP/ OA)
Duty station*	Arusha, Tanzania
Duration	Until 31 December 2023, with possibility of extension
Application period	23 August to 06 September 2023

BACKGROUND

The Market Access Upgrade Programme (MARKUP II) is funded by the European Union (EU) and runs from 2023-2027. With a view to contribute to economic development in the East African Community (EAC) through increased sustainable intra-African and EU-Africa trade, MARKUP II has been designed to improve livelihoods, employment, export competitiveness for MSMEs and economic growth in Africa through supporting the development and strengthening of key export-oriented priority value chains with high potential. The programme will cover activities in Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda through the provisions of partnerships with national, regional and international institutions.

Leading the operations of the Programme Coordination Unit (PCU) based at the EAC Secretariat in Arusha, and supporting all operations in close cooperation with the Director General Customs and Trade, the outputs expected from this job are:

- To coordinate the overall MARKUP II programme Arusha-based operations in order to reach its overall and specific objectives in close cooperation with the EAC Secretariat.
- To ensure that the PCU is well and transparently managed by providing the required managerial, technical and administrative support to coordinate and implement programme activities at the regional and national levels in an effective manner.

The Programme Coordinator will assume full responsibility for the effective field-based delivery of the MARKUP II Programme within a results-based management framework. To this end, s/he will support the work of ITC's regional/national implementation units established in Arusha and Partner States and work in close cooperation with the MARKUP Officers based in Geneva and in all EAC's member states.

¹ Applicants must be authorized to work in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station.

FUNCTIONS

Under the direct supervision of the Senior Programme Officer (MARKUP II) based in Geneva, Office for Africa, Division of Country Programmes (DCP) and in close collaboration with other project team members, the Regional Coordinator may be responsible for the following duties:

- Following guidance from ITC – HQ, ensure effective coordination of overall MARKUP II activities through the supervision and management of the PCU, which includes a Monitoring, Evaluation and Communications Expert as well as an Administrative Assistant.
- Facilitate regular exchanges among MARKUP II implementing partners and manage the relationship with EACS, members states, EABC and other relevant regional stakeholders to ensure maximum ownership.
- Liaise with the EAC Directorates of Trade, Customs and Productive Sectors to address concerns, propose solutions and initiate corrective actions.
- Act as Secretariat for; and help orchestrate the monthly meetings of the Technical Committee and bi-annual Regional Steering Committee meetings.
- Mobilise participation of relevant participants at the above-mentioned meetings.
- Work closely with National Focal Points to ensure National Steering Committees are organised.
- Actively participate in the National Steering Committees, where necessary and represent the views of the PCU and ensure strategic connections between regional and national activities in line with approved Workplans.
- Identify risks (political, technical, management, communication) to project implementation and propose mitigation actions.
- Research and gather relevant country / Regional intelligence required to facilitate adaptation / appropriate reaction of MARKUP II.
- Monitor and review the performance of staff in the PCU.
- Organize and prepare relevant technical input from the EAC, EABC and other relevant regional stakeholder towards annual workplans to ensure implementation of results as set out in the Action Document.
- Provide guidance for engaging experts to support the EAC / EABC; support evaluation of delivered outputs.
- Report on MARKUP II activities to EAC organs / senior management.
- Oversee programme communication and monitoring/evaluation of the programme, especially MARKUP II activities expected to benefit the EACS directly.
- Oversee and organise monitoring and reporting to the PCU by the remaining implementing agencies for MARKUP Phase I implementation until 2024.
- Performs other duties as assigned.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

Organising regional technical / steering committee meetings; Facilitating communication with EAC organs and senior management and Partner States to ensure country ownership; Facilitating delivery of technical assistance by ITC to; and with EACS experts.

RECRUITMENT QUALIFICATIONS

Minimum education and qualifications (level and field of study)

Advanced university degree (Master's degree or equivalent) in Economics, Economic Policy, International Relations, International Business, Business Administration or related field.

A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two (2) additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Minimum experience (nature, length and field of experience)

A minimum of seven (7) years of work experience in in technical project/programme management. Experience in working with the EAC. Experience coordinating large programmes.

Desirable experience

Experience working with African development partners desirable.
Experience working with regional trade integration project desirable.

Minimum language requirement

Advanced knowledge of English is required. Knowledge of French and Swahili desirable.

Critical job-specific competencies

Professionalism: Knowledge of regional trade integration issues, value chain support, trade policy and facilitation, export promotion and market access desirable. Knowledge of value chain enhancement, trade promotion, regional integration, trade finance and investment, quality and standard issues desirable. Familiarity with the REC/UN system and EU reporting requirements desirable. Knowledge of EAC rules, strategy and functioning desirable. Computer literacy (Microsoft Suite). Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

ADDITIONAL INFORMATION

For information on how to apply please click [here](#). Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.