
JULY 2018 VACANCY - EXECUTIVE DIRECTOR

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned institute with 14 member countries, currently: Angola, Botswana, Burundi, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. Established in 1997 under an expanded mandate, MEFMI was founded with the view to building sustainable capacity in identified key areas in ministries of finance, planning commissions and central banks, or equivalent institutions. MEFMI strives to improve sustainable human and institutional capacity in the critical areas of macroeconomic and financial management; foster best practices in related institutions; and bring emerging risks and opportunities to the fore among executive level officials. MEFMI seeks to achieve, within its member states, prudent macroeconomic management, competent and efficient management of public finances, sound, efficient and stable financial sectors and stable economies with strong and sustained growth. The long term objective is to contribute to the poverty reduction process among people in MEFMI's operational zone of Eastern and Southern Africa. The MEFMI Secretariat is based in Harare, Zimbabwe.

Applications are invited from suitably qualified nationals of MEFMI member states to fill the position of Executive Director.

Job Summary

The Executive Director is the Chief Executive Officer of the Institute and is accountable to the MEFMI Board of Governors through the Executive Committee. He/she is responsible for the effective and efficient management of the MEFMI Secretariat and its physical, human and financial resources to achieve its objectives as set out in the Constitution. He/she will provide leadership and strategic direction to MEFMI, foster member countries, co-operating and technical partner relations, mobilise financial resources, coordinate the activities of a dedicated team of professional staff and create a positive and consistent public image of the organization.

Key Performance Areas

1. Leads the development and execution of the MEFMI strategy in consultation with the Board of Governors, through the Executive Committee.
2. Creates and nurtures relationships with existing and potential financial partners to ensure continued support.
3. Appoints and supervises a team of experts, recommends appointments of senior staff and ensures welfare and motivation of staff.
4. Arranges the convening of Board and Executive Committee Meetings, production and presentation of reports to the governance meetings and maintains records of minutes of the meetings.
5. Stimulates/causes the preparation of good funding proposals and the design and implementation of an internal donor information system.
6. Develops relationships and maintains effective networks with stakeholders, fosters member states and cooperating partner relations and ensures that MEFMI has access to network resources and information.
7. Articulates the image MEFMI wants to project with participation from staff and develops a system to project and monitor the image.
8. Approves a work programme that is consistent with available financial resources.
9. Develops policies which ensure that MEFMI's operations are cost effective and maximize the use of all resources,
10. Ensures the implementation and management of a results measurement framework to monitor the efficiency and effectiveness of operations.

Academic Qualifications

The applicant must possess at least a Masters' degree in Economics/Commerce/Finance/International Relations. A PhD in either of these disciplines will be an added advantage.

Work Experience and Competencies

- a) At least ten (10) years of work experience in an executive management position.
- b) Having worked as a Central Bank Governor, Secretary to the Treasury or Permanent Secretary of the Ministry of Finance and Planning will be an added advantage.
- c) Experience in the delivery and implementation of capacity building programmes or teaching.
- d) Knowledge of macroeconomic, financial management and sovereign debt management.
- e) Strategic leadership.
- f) Financial awareness and programme management skills.
- g) Managerial effectiveness and team leadership.
- h) Management of human and other resources.
- i) Effective networking and interpersonal skills.

Benefits

The successful candidate will be appointed on a fixed term contract of four (4) years, renewable only once depending on performance and at the discretion of the Board. On offer is an attractive remuneration package which includes a tax free salary paid in US dollars and is competitive with other similar regional organizations.

Location and Language

The position is located at the Institute's Secretariat in Harare, Zimbabwe and the official language of the Institute is English.

Application Procedure

A written application accompanied by a detailed CV with names and addresses of three referees (including telephone, fax and e-mail) should be submitted by **31 January 2018**.

MEFMI is an equal opportunity employer and **both male and female candidates** are encouraged to apply. Applications should be sent to:

The Chairman, MEFMI Executive Committee

Governor

National Bank of Rwanda

KN6 Avenue, 4

P.O Box 531

Kigali

RWANDA

Email: jrwangombwa@bnr.rw

and copied to the following e-mail address: execappoint@mefmi.org.

Only short-listed applicants will be contacted.