

About the Organisation

The Energy Regulators Association of East Africa (EREA) is a regional Association of National Regulatory Institutions (NRIs) of the East African Community (EAC) countries who through a formal Constitution acceded to in 2013 and an MOU signed in 2008 by the respective institutions conceived an overarching objective of establishing a robust EAC Energy Union.

EMPLOYMENT OPPORTUNITY

Job Title: Executive Secretary
Duty Station: Arusha-Tanzania

The EREA comprises nine (9) active members drawn from the seven EAC countries. They include the Energy and Water Utilities Regulatory Authority (EWURA) of Tanzania, Energy Petroleum Regulatory Authority (EPRA) of Kenya, Autorité de Régulation du Secteur de l'Electricité RDC (ARE) of DRC, Zanzibar Utility Regulatory Authority (ZURA) of Zanzibar, Petroleum Authority of Uganda (PAU) of Uganda. Others include Electricity Regulatory Authority (ERA) of Uganda, Rwanda Utilities Regulatory Authority (RURA) of Rwanda, Petroleum (Upstreaming) Regulatory Authority (PURA) of Tanzania and Autorité de Régulation des secteurs de l'Eau potable et de l'Energie (AREEN) of Burundi. Advanced discussions are ongoing to support South Sudan to establish a regulatory authority.

The primary functions of the association are to promote a robust Energy Union in the EAC region; facilitate the harmonization of Energy policies (development of a harmonized regulatory regime), promote the independence of utility regulation (electricity and Petroleum), develop the necessary regulatory framework for establishing a power pool and competitive competition energy market in each Member States.

Further, EREA advises the East African Community on energy policy issues affecting and relating to the energy sector in East Africa, promoting regional cooperation in the planning and development of an integrated energy market and infrastructure; sharing information and providing sustainable capacity-building programmes through our Energy Regulation Centre of Excellence (ERCE).

In this respect, the association now wishes to recruit an Executive Secretary (ES) to man activities of EREA at its Secretariat based in Arusha Tanzania, but with frequent travel to countries within the East African Community on activities or representing the association in various forums. The ES will also in interim basis manage the activities of the Energy Regulation Centre of Excellence (ERCE), an Organ of the Association.

2. JOB PURPOSE

The Executive Secretary (ES) is the lead staff who is a Chief Executive Officer of EREA responsible for financial management, develop and utilize the approved annual budgets for implementing activities of the association. The Executive Secretary will also prepare, implement and monitor implementation of the

EREA's Strategic Plan, ERCE programs and Annual Action Plans. S/He will be a leader in fund mobilization to implement various programmes and projects of the association. Additionally, the ES will spearhead planning, coordination of EREA's meetings, seminars, conferences and exchange visits, financial reports, recording and tracking revenue, approving expenditures, purchases, and contracts, and ensuring compliance with all required procedures, both internal and external, and any other duty as will be assigned by Executive Council (EXCO) from time-to-time.

3. DUTIES AND RESPONSIBILITIES

The Executive Secretary is responsible for the day to day operations of the Association and reports to the Executive Council Chairperson of EREA. The Key responsibilities of the ES, include but not limited to the following:

- Strategic leadership and management of the EREA Secretariat;
- Strategic leadership of the Energy Regulation Centre of Excellence operations;
- Develop training programs that support sustainable capacity building for the Eastern Africa region.
- To oversee effective and efficient implementation of provisions of the EREA Constitution and its rules of procedures.
- To provide direction and leadership in the direction of achievement of the EREA's vision, mission, core values, business strategy, annual goals and objectives of the association.
- To advise on policy matters to the EXCO, of EREA on issues related to harmonizing energy regulatory frameworks of national regulatory institutions (NRIs).
- To lead resource mobilization.
- To ensure prudent management of the Association's resources within approved budget limits, guidelines, Financial Policies and Procedures Manual under applicable laws and regulation of the host country.
- The Executive Secretary will assist, without the right to vote in the meetings, the Executive Committee, and Sub-Committees of EXCO, namely, CFA and SPHRC or any other EXCO Committee as they may be established by EXCO from time-to-time. Advisory, attend meetings of PCs, EXCO, AGA as necessary.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE

- At least a master's degree from a recognized University in any of the following fields: Management, Law, Economics, Finance or Engineering, Business Administration or equivalent qualification.
- A PhD degree in the above qualifications will be an added advantage

- At least Twelve (12) years' demonstrable experience and knowledge of the energy sector in the East African region out of which Five (5) should be on Managerial level, or any other related professional experience working with a national, regional or international organization.
- Experience in energy regulation is an added advantage.
- Excellent knowledge of policies and issues relating to the energy sector, institutional capacity, cross-border energy trade and conventions or agreements at national, regional, continental and international level.

5. DESIRABLE COMPETENCE

- Excellent knowledge of English language (both written and oral). Knowledge of French and/or Kiswahili will be an added advantage
- Excellent communication skills and diplomacy.
- Skilled in fundraising,
- Proven track record of success managing donor funded projects,
- Highly motivated and innovative.

6. ELIGIBILITY FOR APPLICATION

- Applicant must be a national of the following Member States, Burundi, United Republic of Tanzania, Democratic Republic Congo, Rwanda, and Uganda.
- Candidates should not be more than fifty-five (55) years of age at the time of submitting their application.
- Three(3) years employment contract renewable once upon satisfactory performance with six(6) months' probation period

7. MODE OF APPLICATION AND FINAL DATE FOR RECEIPT OF APPLICATIONS

The applicants must submit their applications using the prescribed EREA APPLICATION FORM accessible on the EREA website to erea-recruitment@energyregulators.org by **18:00 hours EAT time on 14th October 2024.**

In addition, candidates must submit, certified copies of Academic and professional Certificates and cover letter explaining why he/she is suitable for this position.

**Application should be addressed to:
The Chairperson of Executive Council,
The Energy Regulators Association of East Africa (EREA)
8th Floor, NSSF Mafao House, Old Moshi Road
P.O. Box 1669,
Arusha, TANZANIA**