

TERMS OF REFERENCE

(Programmes Coordinator)

I. Background

The COMESA - Leather and Leather Products Institute is an autonomous Inter-Governmental Institute with a Board of Directors appointed by the COMESA Council of Ministers to manage, administer and determine the policy of the Institute in accordance with the provision of its Charter.

The Institute's Vision and Mission are:

"To be Africa's premier leather sector centre of excellence in the global arena." and

"To facilitate Member States and connect partners, enterprises and institutions for value addition and competitiveness in the leather sector through Sharing of Knowledge, Adaptation and Adoption of innovations at various value chain levels", respectively.

II. Position: Programmes Coordinator

III. Job Summary

The Programmes Coordinator has the responsibility of directing and ensuring the successful attainment of the Medium Term Strategic Action Plan strategic objectives, coordination and integration and effective implementation of all tasks to fulfill its given mandate.

IV. Specific Functions and Responsibilities

- Ensure that each expert develops realistic and strategically focused annual program implementation plans which encompass existing commitments oriented towards accomplishment of the strategic vision and program goal;
- Coordinate training of leather industry personnel at various levels to enhance the development of the Region's human resources;
- Coordinate research and development (R & D) activities to improve work methods, indigenous chemicals, raw material quality used in leather and leather products manufacture;
- Coordinate the enhancement of investment and trade competitiveness of member States at national, regional and global levels;

- Coordinate the dissemination in the COMESA Region of information on leather and leather products design, production, technology, and marketing;
- Coordinate capacity building of LLPI and its staff to provide leather sector consultancy and extension services to stakeholders in the COMESA Region;
- Coordinate the mainstreaming of cross-cutting issues like gender, transboundary animal diseases, environmental pollution, etc. in LLPI activities in member countries;
- Guides, supports, supervises and, leads experts that report to him/her;
- Continuously monitor and direct implementation of activities;
- Coordinate and synchronize work plans for efficient and effective implementation and performance evaluation;
- Develop annual work plans and budgets for the Department in consultation with the Administration, Budget and Finance Head and other responsible Experts;
- Participate in the documentation and dissemination of lessons learnt;
- Produce timely, accurate and quality quarterly, biannual and annual performance reports and submits to the Director;
- In collaboration with the Administration, Budget and Finance Head, and other responsible Experts, prepare the physical progress in programmes/projects implementation, with explanation of variances from the implementation targets and financial status of projects;
- Perform such other similar activities emanating from the Director.

V. Profile of the Programmes Coordinator

Professional Experiences

At least 13 years of relevant work experience with demonstrable Project Development and Management experiences related to the leather sector and experience in Coordinating complex, multi-country/multi-donor programs;

Qualifications

The candidate should possess a minimum of Advanced University Degree MSc/MA in livestock or any Projects Economics or Management related areas.

Technical Skills

- Wide understanding of the Leather Industry and development needs of the region;
- Demonstrated planning and coordination activities;
- Demonstrated integrity and judgement in all professional issues;
- Proven ability to work diplomatically within sensitive and complex multicultural environments and to cooperate with all levels of executives and officials from governmental, international financing agencies, private sector and civil society;
- Good interpersonal communication skill and ability to effectively liaison stakeholders;
- Proficiency in computer skills;
- Proficiency in verbal and written English language and other COMESA working language (Arabic and/or French) will be an added advantage.

VI. Duration and Location

The Programmes Coordinator will serve for a term of four years and shall be eligible for re-appointment for a further period of four years. He/she will be based at LLPI headquarters in Addis Ababa, Ethiopia

VII. Reporting

The Programmes Coordinator will report to the Executive Director.

VIII. Eligibility for Application

Only Nationals of LLPI member States: Burundi, Eritrea, Ethiopia, Kenya, Malawi, Rwanda, Sudan, Uganda, Zambia and Zimbabwe are eligible to apply.