

TERMS OF REFERENCE
(Regional Cluster Development Management Expert)

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: Regional Cluster Development Management Expert

III. Job Summary

The Regional Cluster Development Management Expert 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

- Conceptualize the activities of clusters and planning for their implementation through road maps and action plans;
- Establishment and maintenance of appropriate effective coordination mechanisms that have been agreed at national and regional levels.
- Identify advocacy concerns and improve the understanding of the cluster system, including the sharing of good practices.
- Assist in developing appropriate network in market entry, SMEs operations and formalizations
- Ensure systematic collection of data about the designated clusters;
- Stimulate the dynamism, productivity and competitiveness of the SMEs operating in the clusters;
- Facilitate the identification of appropriate technologies for MSEs;
- Constantly monitor the performance of the clusters to ensure the attainment of expected results;

- Collaborate with National Governments, Private Sector Chambers and other relevant development partners;
- Establish business linkages between local, national and regional institutions and industrial association;
- Build the skills capacity of SME clusters, to ensure the production of quality products, that meet the technical specifications of major clients such as Government and other Institutional buyers;
- Promote collaboration among SMEs, as a mechanism of developing joint production and marketing in order to meet the critical mass;
- Facilitate the development of links between SMEs with Government and other key support institutions for sustainability;
- Identify the training needs of the clusters and facilitate the provision of the training;
- Offer a tailor made business training course, through a participatory process, given the low levels of formal education of most of the enterprises;
- Coordinate local level activities relating to cluster twinning, investment and technology transfer and the dissemination of mutual guarantee fund schemes;
- Facilitate MSEs in preparing proposals for funding by identified and suitable financial institutions;
- Facilitate and support transfer of best practices from developed clusters to targeted clusters;
- Facilitate the participation of MSEs in national and regional Trade Fairs;
- Perform documentation and record keeping in accordance with the quality management system procedures
- Initiate and follow up corrective and preventive actions when necessary in accordance with the corrective preventive actions procedures of the quality management system
- Participate in management review and take necessary actions to make sure the review outputs are effective.
- Participate in audit process of the quality and environmental management system.
- Perform such other duties as the need arises and/or as directed.

V. Profile of the Regional Cluster Development Management Expert

Professional Experiences

At least 10 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

- Strong technical and appropriate qualification that includes International cooperation with relevant exposure to regional and International Organizations that focus on Cluster, Trade and Regional Cooperation
- Previous work or assignment at relevant national Institution dealing with leather or regional or international organization is desirable
- 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;
- Good interpersonal communication skill and ability to effectively liaison stakeholders;
- Proficiency in computer skills;

VI. Duration and Location

The **Regional Cluster Development Management Expert** will be a one year contract. He/she will be based at LLPI headquarters in Addis Ababa, Ethiopia

VII. Eligibility for Application

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

VIII. Final Application Closing Date: 15 January, 2017 at 5:00PM

IX. Language Proficiency

Fluency in verbal and written English language is required; knowledge of Arabic and/or French) will be an added advantage

X. Application Submission Instruction

The application must be submitted by email to:

Prof. Mekonnen Hailemariam
Training, Extension and Consultancy Expert
E.mail: mekonnen57@gmail.com; mekonnenh@comesa-llpi.int;
executive.director@comesa-llpi.int