

TERMS OF REFERENCE

(Training, Consultancy & Extension Service 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: Training, Consultancy & Extension Service Expert

III. Job Summary

The Training, Consultancy and Extension Services Expert is responsible for planning, coordinating and implementing short, medium and long term strategy and action plans for the regional leather sector capacity building activities and advisory services.

IV. Specific Functions and Responsibilities

- Based on the LLPI's Strategy 2016 - 2025, the position has a vital role in meeting the set strategic objective there-in,
- Prepare capacity building projects for financing organizations and multilateral donors and follow up;
- In collaboration with LLPI Country Units, facilitate, support and/or conduct planned workshops, trainings and seminars at member States level;
- Identify relevant trade fairs on tanning technology, leather footwear, garments and goods products and assist Country Units/SMEs from member States to

participate and promote their products and negotiate with possible buyers/sellers;

- Work closely with Country Units and assess major productivity, quality marketing and trade information problems with the view to identify training needs and extension services in member countries and provide regular feedback;
- Liaise with relevant stakeholders to compile, organize and disseminate trade information to the leather sector business community and regulatory bodies in the COMESA Region through website and other media;
- Prepare, update and evaluate the inventory of Regional leather value chain (livestock, abattoirs, hides/skins collection and trading, leather Products manufacturing, marketing etc) system and consistently assess the information gap in terms of addressing the stakeholders' needs in member countries;
- Coordinate and provide up-to-date advisory and extension services to selected stakeholders in member countries to improve the quality of the products all along the leather value chain, when requested;
- Prepare quarterly and annual work plan, budget and activity reports, identify major constraints and suggest changes needed and strategies required at LLPI and member States level;
- Perform such other duties as the need arises and/or directed by the supervisor.

V. Profile of the Training, Consultancy & Extension Service Expert

Professional Experiences

At least 11 years of relevant work experience with provisions training exposure an added advantage and curriculum development at TVET, under graduate and graduate levels and experience in leather and leather products business

Qualifications

The candidate should possess a minimum of Advanced University Degree, MSc/MA in livestock or other relevant related area or leather based studies.

Technical Skills

- Wide understanding of development needs of the region;
- Demonstrated planning and coordination activities;

- Demonstrated integrity and judgement in all professional issue;
- 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 Training, Consultancy & Extension Service Expert will report to the Programmes Coordinator.

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.