



MEFMI

Macroeconomic and Financial Management
Institute of Eastern and Southern Africa

VACANCIES

Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned institute with 13 member countries currently: Angola, Botswana, 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 the Eastern and Southern Africa.

The MEFMI Secretariat is based in Harare, Zimbabwe.

Applications are invited from suitably qualified nationals of member states to fill the following senior positions:

1. **Director, Macroeconomic Management Programme**

Job Summary

Reporting to the Executive Director and working in close consultation with senior officials of the Ministries of Finance and Planning, Central Banks and other relevant departments in the member states and networking with key technical cooperating partners the incumbent is responsible for managing and supervising all aspects of the macroeconomic management programme and contributing to the enhancement of capacity building initiatives in the macroeconomic management area in the MEFMI member states.

Duties and Responsibilities

- Provide strategic direction to capacity building activities in the macroeconomic management programme.
- Provide advisory service to member states on capacity building for the macroeconomic management areas.
- Identify technical and financial resources for undertaking capacity building activities.

- Supervise the preparation and implementation of the department's annual work programme and budget.
- Conduct needs assessment surveys.
- Plan, design and conduct regional, in country and country mission capacity building activities.
- Manage the selection and training of Fellows under the Fellow Development Programme.
- Control quality of resource persons and selection of participants.
- Network with technical cooperating partners, experts and relevant organizations on macroeconomic management issues.
- Undertake other managerial responsibilities which include corporate strategic planning, member of the management team, risk analysis and control and recruitment, training, supervision and motivation of programme staff.

Job Qualifications, Experience and Technical Competencies

- At least a masters degree in Economics/Finance. A PhD in the relevant areas will be an added advantage.
- At least 7 years of work experience at a senior managerial/executive level position in a regional/international institution, Ministry of Finance, Central Bank or University.
- Strong analytical, technical, management and communication skills.
- Experience in managing capacity building and training programmes.
- Experience in dealing with international and regional organizations e.g. IMF, World Bank, UNDP
- Proven teaching/training and research capabilities.

2. Director, Finance and Administration

Job Summary

Reporting to the Executive Director the incumbent is responsible for managing and supervising the Finance and Administration Department which includes finance, accounting, human resources, administration and information technology in support of the Institute's capacity building activities.

Duties and Responsibilities

- Manage and control the Institute's financial resources and other assets.
- Develop, update and maintain the Institute's accounting systems, policies and procedures.
- Coordinate the preparation of financial plans and budgets in accordance with the Institute's work plans and programmes and ensure budgetary controls are adhered to.
- Coordinate the sourcing and disbursement of funding from member states and cooperating partners.
- Prepare financial reports including annual audited financial statements.
- Coordinate the preparation of papers and documents for the Executive Committee and Board of Governors Meetings.
- Supervise the human resources, administration and information technology functions.

- Undertake other managerial responsibilities which include corporate strategic planning, member of management team, risk analysis and control and recruitment, training, supervision and motivation of departmental staff.

Job Qualifications, Experience and Technical Competencies

- A least a degree in Accounting, Finance, Business Studies or equivalent plus membership of an internationally recognized professional accounting body.
- At least five years experience in a busy finance/accounting office, some of which will be in a multi-donor funded regional or international organization.
- Computer literacy, including experience in the use of the Sun System Ledger and Vision XL or similar accounting package.
- Knowledge of the latest international accounting and auditing standards.
- Strong accounting and analytical skills.
- Ability to communicate effectively both written and verbal at all levels of the organization.
- Broad knowledge and experience in current human resources and information technology operations and emerging issues.
- High integrity.

Benefits

The successful candidates will be appointed on fixed term contracts at an attractive remuneration package which includes a tax free salary paid in US dollars and which is competitive with other similar international organisations.

Application Procedure

Applicants should submit written applications, clearly stating the position applied for, accompanied by a detailed CV with names and addresses (including telephone, fax and e-mail) of three referees to be received by 29 May, 2009.

MEFMI is an equal opportunity employer and female candidates are strongly encouraged to apply.

Applications should be sent to:

Executive Director
MEFMI
12th Floor Social Security Centre
Cnr. Sam Nujoma Street/ Julius Nyerere Way
P.O. Box 66016
Kopje
Harare
ZIMBABWE

Telephone No. : 263-4-252 1663/6/7 or 725500/16
Fax No. : 263 4 735074/252164
Email : capacity@mefmi.org

Only short-listed applicants will be contacted.