

VACANCY OF PROGRAMME OFFICER

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, Swaziland, Tanzania, Uganda, Rwanda, Zambia and Zimbabwe. 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 position of Programme Officer – Private Capital, (PC-CBP) in the Macroeconomic Management Programme.

Job Summary

Reporting to the Director, Macroeconomic Management Programme, the incumbent will be responsible for carrying out capacity building activities in Macroeconomic Management in general with special focus in collection, analysis, reporting and policy actions of private capital and balance of payments data in line with global codes and standards in MEFMI member states.

Duties and Responsibilities

- Plan, prepare and implement capacity building activities in private capital flows, monitoring and analysis in conjunction with participating member states.
- Design and structure regional, in-country and country missions in private capital including the design of training materials.
- Prepare and implement annual work programmes and budgets.
- Coordinate and liaise with country task forces involved in PC-CBP.
- Organise and coordinate the actual delivery of capacity building activities.
- Draw up terms of reference for resource persons/consultants/experts contracted to deliver capacity building activities.
- Draft departmental input into MEFMI reports.
- Produce quarterly updates of progress, briefs and special papers for the private capital programme and partner organisations.
- Source articles for inclusion in the MEFMI publications.
- Network with other regional organizations and cooperating partners.
- Prepare inputs for Steering Committee reports and participate in the meetings.
- Monitor timely inputs into MEFMI database of programme activities.

- Participate in other capacity building events in Macroeconomic Programme as needed.

Job Qualifications, Experience and Technical Competencies

- At least a masters degree in Economics/Finance/Statistics.
- 5 Years relevant work experience in the Ministry of Finance/ or Planning, Central Bank or from a Regional or International organisation.
- Exposure to macroeconomic analysis and policy design, balance of payments and investment analysis.
- Investment/monetary surveys experience would be an added advantage.
- Strong quantitative, analytical, interpersonal and communication skills.
- Computer literacy and knowledge of application of main software packages used in economic analysis.
- Documented evidence of publications, research and training /teaching or consultancy experience.
- Ability to work long hours and under pressure including frequent assignments to member states.

Benefits

The successful candidate will be appointed on a fixed term contract 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 a written application, accompanied by a detailed CV with names and addresses (including telephone, fax and e-mail) of three referees to be received by 21 October, 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.