

# JOB RE-ADVERTISEMENT

## EXECUTIVE SECRETARY /CEO, REF: EREA/01/2025

### 1. About the Organisation

The Energy Regulators Association of East Africa (EREA) is a leading regional body uniting National Regulatory Institutions (NRIs) from East African Community (EAC) member states. Established to foster a robust EAC Energy Union, EREA plays a crucial role in harmonizing energy policies, strengthening regulatory independence, and advancing a competitive regional energy market.

With nine (9) active members from Tanzania, Kenya, Uganda, Rwanda, Burundi, the Democratic Republic of Congo (DRC), and Zanzibar, EREA is at the forefront of shaping the region's energy landscape.

We are looking for a visionary and dynamic Executive Secretary (ES) to lead EREA's Secretariat, based in Arusha, Tanzania. This high-profile role offers an exceptional opportunity to drive energy policy transformation, foster regional cooperation, and represent EREA in key energy forums. The ES will also provide interim leadership to the Energy Regulation Centre of Excellence (ERCE), spearheading capacity-building initiatives across the region.

### 2. JOB PURPOSE

The Executive Secretary (ES) is the Chief Executive Officer (CEO) of EREA, responsible for strategic execution, fiscal management and ensuring the successful implementation of the organization's initiatives and mandate. The ES leads the development and implementation of the Strategic Plan, annual budgets, the ERCE programs, and Annual Action Plans, while driving fund mobilization for programs and projects. Additionally, the ES oversees the planning of meetings, seminars, conferences, and exchange visits, and ensures compliance with financial and operational procedures. The ES provides leadership, prepares financial reports, approves expenditures, and advises the Executive Council (EXCO) on key strategic decisions.

### 3. DUTIES AND RESPONSIBILITIES

The Executive Secretary is responsible for the day-to-day operations of the Association and reports to the Executive Council Chairperson of EREA. The Key responsibilities of the ES, include but not limited to the following:

- (a) Strategic leadership and management of the EREA Secretariat.
- (b) Strategic leadership of the Energy Regulation Centre of Excellence operations.
- (c) Develop training programs that support sustainable capacity building for the Eastern Africa region.
- (d) To oversee effective and efficient implementation of provisions of the EREA Constitution and its rules of procedures.
- (e) To provide direction and leadership in the direction of achievement of the EREA's vision, mission, core values, business strategy, annual goals, and objectives of the association.
- (f) To advise on policy matters to the EXCO, of EREA on issues related to harmonizing energy regulatory frameworks of national regulatory institutions (NRIs).
- (g) To lead the EREA resource mobilization.
- (h) Shall promote regional interconnections to enhance energy trade across the region.
- (i) Shall promote the adoption of New technology through ICT, AI and Smart Grids to enable their adoption by National Regulatory Institution for improved efficiency and power supply Reliability.
- (j) To ensure prudent management of the Association's resources within approved budget limits, guidelines, Financial Policies and Procedures Manual under applicable laws and regulations of the host country.
- (k) The Executive Secretary will assist, without the right to vote in the meetings, the Executive Committee, and Sub-Committees of EXCO, namely, CFA and SPHRC or any other EXCO Committee as they may be set up by EXCO from time-to-time. Advisory, attend meetings of PCs, EXCO, AGA, as necessary.

### 4. MINIMUM QUALIFICATIONS AND EXPERIENCE

- (a) A master's degree from a recognized university in one of the following fields: Management, Law, Economics, Finance, Engineering, Business Administration, or an equivalent qualification.
- (b) A PhD in any of the above fields will be an added advantage.
- (c) At least ten (10) years of proven experience and expertise in the energy sector within the East African region, including a minimum of five (5) years at a managerial level, or equivalent professional experience with a national, regional, or international organization. Experience in energy regulation will be considered an added advantage.
- (d) Strong knowledge of policies and issues related to the energy sector, institutional capacity, cross-border energy trade, and international agreements or conventions at the national, regional, continental, and international levels.

### 5. DESIRABLE COMPETENCE

- (a) Exceptional knowledge of English language (both written and oral). Knowledge of French and/or Kiswahili will be an added advantage.
- (b) Persuasive communication, diplomacy, and negotiation skills.
- (c) Proven ability to lead and manage donor-funded projects.
- (d) Expertise in developing and executing innovative fundraising strategies.
- (e) In-depth experience in policy analysis and strategic decision-making.
- (f) Excellent organizational skills with a focus on building and leading high-performance teams.

### 6. ELIGIBILITY FOR APPLICATION

- (a) Applicant must be a national of the following Member States, Burundi, United Republic of Tanzania, Democratic Republic Congo, Rwanda, and Uganda.
- (b) Candidates should not be more than **sixty (60)** years of age at the time of submitting their application.

### 7. MODE OF APPLICATION AND FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications must be submitted using the prescribed EREA Application Form, available on the EREA website: <https://energyregulators.org/career/>, to [erea-recruitment@energyregulators.org](mailto:erea-recruitment@energyregulators.org) by 18:00 EAT on **31st March 2025**. Additionally, candidates must submit a cover letter outlining their suitability for the position.

**Application should be addressed to:**  
**The Chairperson of Executive Council,**  
**The Energy Regulators Association of East Africa (EREA)**  
**8th Floor, NSSF Mafao House, Old Moshi Road**  
**P.O. Box 1669,**  
**Arusha, TANZANIA**