



# MEFMI

Macroeconomic and Financial Management  
Institute of Eastern and Southern Africa

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## VACANCY

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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 position:

### **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 (MMP) 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 MMP'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, membership 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 proven 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.
- Practical 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.

### **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 **14<sup>th</sup> January, 2011**

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

Applications should be sent to:

The Executive Director  
MEFMI  
21 Joshua Nkomo Rd  
P.O. Box 66016  
Kopje  
Harare  
**ZIMBABWE**

Email : [capacity@mefmi.org](mailto:capacity@mefmi.org)

Only short-listed applicants will be contacted.