

VACANCY ANNOUNCEMENT

About The Organisation

The Eastern and Southern African Management Institute (ESAMI) is a highly regarded Pan-African Regional Management Development Centre, owned by ten member governments from the Eastern and Southern African region: Eswatini, Kenya, Malawi, Mozambique, Namibia, Seychelles, Tanzania, Uganda, Zambia, and Zimbabwe. Its strategic vision is to become the leading provider of leadership and management development programs in the region.

ESAMI offers specialized management training, consultancy, and action-oriented research services, focusing on critical sectors such as policy management, financial management, information technology, transportation, health, human resources, energy and environmental management, project management, and gender management. This diverse range of services helps equip personnel across the region with the skills needed for effective governance and management.

ESAMI collaborates extensively with governments, regional and international institutions, NGOs, parastatals, private sector organizations, and national training institutions to strengthen capacity across Sub-Saharan Africa. Its headquarters is in Arusha, Tanzania, with training centres located across its 10-member state.

The Opportunity

In its pursuit of excellence in leadership and management capacity building across Africa, ESAMI is seeking visionary, strategic, and seasoned corporate leader to fill the position of **Director General**.

The job holder will be responsible for providing strategic leadership and direction for the institute, representing ESAMI in various forums, fostering excellence in product and service delivery, building relationships with stakeholders, and driving overall organizational performance and growth. Additionally, the incumbent will oversee the positioning of ESAMI's core products and service offerings, including executive and business education, research, and management consultancy.

ESAMI invites applications from nationals of its 10 member states who are highly motivated, results-oriented professionals eager to contribute to the institute's continued success and uphold its core values of professionalism, integrity, learning and innovation, ubuntu (humanity towards others), teamwork, and excellence. The role provides a unique platform for personal and professional growth, along with the opportunity to shape the future of management education and consultancy in the region.

Job Details:

1.0 Director General (Ref: ESAMI/DG/09/24)

Duty Station: Arusha, Tanzania

Reports to: Chairperson of the Governing Board

Supervision:

- Deputy Director General
- Director Marketing & Business Development
- Director of Centres
- Director Finance, Human Resources & Administration
- Head of Enterprise Risk & Quality
- Internal Auditor

Job Summary:

Reporting to the Chairperson of the Governing Board, the Director General serves as the Chief Executive Officer with the charge of providing strategic leadership and direction to achieve the organization's mission, vision, and objectives. The job holder shall lead the executive team, fostering excellence in product and service delivery, building relationships with stakeholders, and driving overall organizational performance and growth. The job holder forges high value, high impact partnerships, steers the Institute towards global recognition through product and service excellence.

Key Responsibilities:

Strategic Leadership, Governance & Compliance

- Develop and articulate a compelling vision, mission, and strategic plan for the institution, in alignment with the values and priorities of the Governing Board.
- Lead the strategic planning process, engaging key stakeholders, including faculty, staff, students, alumni, and community members, to define strategic priorities and initiatives.
- Ensure that institutional goals and objectives are clearly defined, measurable, and achievable, with a focus on enhancing academic quality, student success, and institutional reputation.
- Set the ethical and institutional governance and compliance standards and oversee their implementation.
- Lead the development of policies and procedures that guide smooth running of the Institute, in line with the statutory requirements.
- Ensure compliance with the requirements from regulatory Agencies, fostering a culture of collaboration and learning as well as continuous improvement.
- Continually improve the competitiveness of ESAMI's products and services at regional and global level.
- Oversee finance, administration and human resources as well as marketing and business development aspects of the Institute.
- Work closely with the Governing Board to establish governance policies, guidelines, and decision-making structures that support effective oversight and accountability.
- Provide regular reports and updates to the Board on institutional performance, achievements, challenges, and opportunities.
- Ensure compliance with legal, regulatory, and ethical standards, as well as adherence to the organization's bylaws, policies, and procedures.
- Serve as the liaison between the Governing Board, senior management, and staff, facilitating communication, decision-making, and accountability.
- Provide leadership and direction to the executive team, ensuring alignment with organizational goals, values, and priorities.
- Oversee the performance of senior executives and department heads, providing guidance, support, and mentorship as needed.
- Coordinate Board Competence development initiatives in liaison with the Chairperson of the Governing Board and the Legal Counsel, including Board Learning Journeys and Board of Governors training among others

Financial Management, Resource Management & Accountability

- Oversee the institution's budget, ensuring that resource allocation is optimised in ways that are consistent with the ethos of fiscal sustainability, accountability, and transparency.

- Lead the process of developing revenue-generating initiatives that support institutional priorities and initiatives.
- Promote establishment of sound financial management practices, risk mitigation strategies, and internal controls to safeguard the institution's assets and ensure compliance with internationally recognized reporting standards and regulatory requirements.
- Provide overall leadership in the management of ESAMI assets including land and buildings in various locations, motor vehicles, and develop initiatives that optimise value generated from these assets.
- Prepare and present annual budgets to the Governing Board for approval.
- Prepare and present policies that support effective running of the Institute and present them to the Board for approval.
- Oversee the Institute's budget, financial planning, and resource allocation processes, ensuring fiscal sustainability, accountability, and transparency.

External Relations and Stakeholders Engagement

- Serve as the primary spokesperson and ambassador for the Institute, representing her interests to external stakeholders, including government agencies, captains of industry, development partners, and the media.
- Cultivate and maintain relationships with alumni, Governments, development partners and other constituents to enhance institutional visibility.
- Collaborate with local, national, and international partners to advance the Institute's mission, foster collaboration, and promote educational initiatives.

Quality Assurance

- Provide overall advice and assurance in product quality, with particular emphasis on business school, executive education, research and management consultancy products.
- Ensure a comprehensive Quality Management System (QMS) that aligns with the strategic goal of ESAMI, industry standards, and regulatory requirements is maintained and consistently improved to respond to changing needs of the stakeholders.
- Facilitate engagement with the key stakeholders in reviewing key performance indicators (KPIs) and metrics and in evaluating the effectiveness of quality assurance initiatives.
- Oversee quality assurance mechanisms, assessment processes, and program evaluations to ensure the effectiveness and relevance of ESAMI's educational, executive training as well as research and management consultancy offerings.

Graduation Ceremonies

- Lead the efforts culminating into graduation ceremonies for students undertaking academic (Postgraduate academic courses and other examinable courses leading to the Award of Degrees, Diploma and Certificates).
- Preside over the award of certificates to delegates who complete training courses.

Key Qualifications:

Academic and Experience Qualifications:

- PhD/Doctorate and 10 years of experience at senior management level in a relevant field
- Possess a relevant professional qualification
- Registered member of a relevant professional body
- Must be a national of the ESAMI member state.

Essential Attributes:

- Knowledge of ESAMI business
- Working in or heading a regional or international organization
- Demonstrated experience in the training industry in Africa
- List of business networks including potential funders one has worked with in the past 5 years
- Details of consultancy assignments developed and won in the past 3 years.

Competencies:

- Leadership skills
- High Emotional Intelligence Quotient
- Executive disposition and demonstrate high levels of integrity.
- Organising and planning skills
- Strategic management skills
- Communication skills
- Interpersonal skills
- People management skills
- Business and Financial acumen

How to apply:

If you believe you are the right candidate and interested in this position, please submit your application with a detailed Curriculum Vitae, copies of academic certificates, verifiable professional credentials, names of three referees with their contacts. In addition, please quote the job reference number on the subject of your email. All Applications should be addressed to the ESAMI Governing Board, P.O. Box 3030 Arusha - Tanzania and submitted to recruitment@fnrconsulting.co.tz and in copy to esamilegal@troycorporateattorneys.com not later than **07 October, 2024**.

Note:

Candidates outside the education industry but who have comparable experience from other sectors and can demonstrate ability to execute the tasks highlighted above are also encouraged to apply.

ESAMI is an equal opportunity employer