



### **Trade Facilitation Expert (Short - term contract)**

The primary roles of this position are to effectively and efficiently execute the functions of the Trade Facilitation expert. This will include design and development of capacity building programmes that enhance the competencies and efficiencies of key institutional agencies in facilitating trade within the region and the African continent. The Expert will conceptualise, design, and develop programmes and targeted interventions that address existing and emerging trade barriers across a range of areas. S/he will coordinate, liaise, and enhance cooperative arrangements and interventions on trade facilitation with respective agencies and institutions involved in trade facilitation capacity building to minimise overlaps and optimise collective resources and efforts aimed at facilitating international trade.

### **The functions of this position will therefore be to:**

1. Coordinate and support capacity building activities and provide required technical support for the implementation of programmes and projects funded by Partners in trade facilitation.
2. Conceptualise, design, and develop curriculum on trade facilitation in line with the needs of the target stakeholders
3. Execute trade facilitation programme management and facilitate the teaching of programmes on trade facilitation to relevant stakeholders
4. Be the trapca focal point on trade facilitation issues to stakeholders and liaise with regional and national trade facilitation bodies to ensure effective identification of capacity needs and dissemination of relevant policy information to target stakeholders
5. Advise management and staff on trade facilitation strategy and long-term interventions and liaise with other trapca staff to leverage on teamwork and optimize resources.

## **JOB LOCATION**

The duty station will be at the **trapca** office located at ESAMI Headquarters, ARUSHA. The Position will be for a fixed term contract of 8 months.

## **REPORTING**

The Trade Facilitation Expert will report to the Head of the Centre on all aspects of Programme management and will have a working relationship with the Academic Director on aspects of programme development.

## **As a Trade Facilitation Expert, you shall perform the following responsibilities and duties:**

### **1. Coordination**

- a) Liaise with key stakeholders and institutions involved in trade facilitation
- b) Liaise and identify required interventions from target stakeholders such as customs, border agencies, ministries of Trade, Finance and Regional Economic Communities
- c) Liaise with other staff and coordinate trade facilitation capacity building interventions with other trapca programmes

### **2. Programme and Curriculum development**

- a) Participate in course design and development in trade facilitation
- b) Undertake training impact assessment in trade facilitation in particular and international trade in general
- c) Maintain student and faculty databases
- d) Manage applicant selections, results, and generation of transcripts
- e) Monitor and manage quality assurance of courses (delivery, assessment, and student compliance)
- f) Manage the website and e-Learning Portal
- g) Manage the trapca Alumni Association and virtual forums
- h) Preparing Progress and Annual reports in general and trade facilitation in particular

### **3. Technical advice and facilitation of training programmes**

- a) Lecture in various trapca courses focusing on trade facilitation
- b) Assist in supervision of students undertaking research as part of the module on Regional Integration and Trade Facilitation
- c) Develop and manage trapca e-facilitation.
- d) Provide advisory roles on trade facilitation issues.
- e) Write concept papers and presentations for international forums in trade facilitation issues

- f) Conduct seminars, trainings, and workshops at the National & Regional level on Trade Facilitation, Risk Management, and post clearance
- g) Assist in capacity building efforts to ensure that participants will be better able to rigorously apply International Conventions & Standards, Policies

#### **4. Programme management**

- a) Responsible for preparation of reports for policy dialogues, funders and/or other bodies
- b) Manage all files, documents, and training materials of the Trade Facilitation Programmes
- c) Liaise with staff within the academic department and enhance a co-operative work spirit and productive work atmosphere within the organisation.
- d) Any other duties as may from time to time be agreed upon with consultation with the Head of Centre
- e) In addition, the position holder will also report to the Academic director on all academic issues.

### **QUALIFICATIONS, EXPERIENCE AND SKILLS**

#### **SELECTION CRITERIA**

The Trade Facilitation Expert must demonstrate sound understanding and experience in trade facilitation issues. S/he must be familiar with Risk Profiling and management. The Trade & Facilitation Expert must demonstrate superior communication both written and oral, organizational, interpersonal, teaching, and analytical skills, and be able to respond well under pressure.

The Trade Facilitation Expert must demonstrate conceptual competence and understanding of the nature and dynamics of issues in the area of trade facilitation at multilateral, regional and national levels. S/he must be able to relate Trade Facilitation to the broad Trade Policy area and must have experience in managing donor funded project(s).

Females are encouraged to apply.

#### **Knowledge and Skills**

- a) Minimum qualification: Master's Degree in Trade Policy, Trade Law, Trade Facilitation or Master's Degree in any Social Science Field with strong content on Trade Policy/Facilitation issues.
- b) Must be familiar with the Regional Trade Policy especially the Free Trade

- Agreements and their impacts at the national level.
- c) Excellent Project Management Skills
  - d) Must be familiar with international agreements, conventions, and issues in relation to trade policy and trade facilitation matters
  - e) Good knowledge and understanding of the cultural features and political developments in trade and their likely impact on Trade Facilitation issues, and
  - f) Awareness of regional and International Trade Facilitation issues.

ESAMI is an equal opportunity employer and women candidates are encouraged to apply. Address your application to: The Director General, ESAMI, P O BOX 3030, Arusha. Applications to be send to the following Email address: [odg@esami-africa.org](mailto:odg@esami-africa.org).