



# MEFMI

Macroeconomic and Financial Management  
Institute of Eastern and Southern Africa

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## VACANCY

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### PROGRAMME MANAGER – FISCAL POLICY FINANCIAL PROGRAMMING

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned Institute with 14 member countries, currently: Angola, Botswana, Burundi, 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 region of 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 position:

### REF: 062016PM - PROGRAMME MANAGER – FISCAL POLICY AND FINANCIAL PROGRAMMING

#### 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 Financial Programming and Policy, Fiscal Policy Management (Revenue policy & admin and Public Expenditure), Government Finance Statistics, National Accounts and Governance issues, among others.

#### Key Performance Areas

- 1) Contributes to the MEFMI Strategy on issues pertaining to his/her areas of focus;
- 2) Assesses and updates member states' capacity building needs in his/her areas of focus;
- 3) Plans and executes regional and in-country activities;
- 4) Designs and develops capacity building activities;
- 5) Designs at least one E-learning course in a year;
- 6) Plans, leads and/or participates in technical assistance missions in his/her areas of focus, prepares reports and follows up on issues arising;
- 7) Carries out research on topical issues related to areas of operation;
- 8) Contributes to MEFMI's publications;
- 9) Identifies and develops new instruments such as forms, models and manuals;
- 10) Monitors and evaluates the impact of capacity building activities;
- 11) Networks with officials in client institutions and technical cooperating organisations;
- 12) Participates in the selection, assessment and accreditation of Fellows;
- 13) Develops customized training plans (CTP) for Fellows;

### **Academic Qualifications, Experience and Competencies**

- a) At least a Masters' Degree in Economics with bias in Fiscal Policy Management/Public Finance.
- b) At least five (5) years hands-on experience in macroeconomic policy management with a bias in fiscal policy, and financial programming and policy.
- c) Proven hands-on experience in the compilation and analysis of Systems of National Accounts (SNA) and Governance Finance Statistics (GFS).
- d) At least five (5) years relevant work experience in the Ministry of Finance or Economic Planning and Development (Economy), National Statistics Bureau or related government institutions, Central Bank or in a relevant regional or international organisation.
- e) Strong qualitative, quantitative and analytical skills.
- f) Computer literacy and knowledge of application of main software packages used in economics analysis.
- g) Documented evidence of publications and research experience.
- h) Ability to work long hours and under pressure including frequent assignments to member states.
- i) Excellent facilitation and presentation skills.
- j) Excellent written and verbal skills.
- k) Leadership skills and ability to operate at both strategic and operational levels.
- l) Cooperation and Team Spirit.
- m) Strong interpersonal skills.
- n) MEFMI Fellowship would be an added advantage
- o) Experience in working in a multicultural professional environment will be an added advantage.

### **Benefits**

The successful candidate for the above position will be appointed on a fixed term contract at an attractive remuneration package which includes a tax free salary paid in US Dollars.

### **APPLICATION PROCEDURE**

Applicants for the above vacant position 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 **29 July 2016**.

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

Applications should be sent to:

The Executive Director  
MEFMI  
9 Earls Road  
Alexandra Park  
P.O. Box A1419  
Avondale  
Harare  
**ZIMBABWE**

Email: [vacancies@mefmi.org](mailto:vacancies@mefmi.org) stating the position applied for and the reference.

Only short-listed applicants will be contacted.