

THE UNITED REPUBLIC OF TANZANIA
TANZANIA COMMUNICATIONS REGULATORY AUTHORITY
ISO 9001:2015 CERTIFIED



PUBLIC NOTICE

**VACANCIES AT THE EAST AFRICAN
COMMUNICATIONS ORGANISATION (EACO) GENERAL
SECRETARIAT - DUTY STATION, KIGALI-RWANDA**

EACO is a regional body that brings together National ICT Regulators, Operators, Service Providers in the Telecommunication, Broadcasting and Postal sub-sectors.

The Tanzania Communications Regulatory Authority (TCRA) is a member of the East African Communications Organisation, on behalf of the United Republic of Tanzania. TCRA wishes to inform the general public that EACO invites applications from suitably qualified Tanzanians for the following two Vacancies; Manager Corporate Services (P5) **Ref:001/EACO/ED/VA/MCS/026** and Senior Officer Postal and Courier Services (P3) **Ref:002/EACO/ED/VA/SOP/026** available at the (EACO) Headquarters in Kigali, Rwanda as follows:

Post: “Manager Corporate Services” (P5)

Job Title	Manager Corporate Services
Job Grade	P5
Duty Station	Kigali (Rwanda)
Service or Administrative Unit	EACO Secretariat
Publication date	19 th May 2026
Deadline for submission	26 th May 2026
Dates for interviews	17 th - 19 th June 2026
Projected Date of Notification of successful candidate(s)	02 nd July 2026

Post: “Senior Officer, Postal & Courier Services” (P3)

Job Title	Senior Officer, Postal & Courier Services
Job Grade	P3
Duty Station	Kigali (Rwanda)
Service or Administrative Unit	EACO Secretariat
Publication date	19 th May 2026
Deadline for submission	26 th May 2026
Dates for Interviews	17 th – 19 th June 2026
Projected Date of Notification of successful candidate(s)	02 nd July 2026

Details on duties, responsibilities and qualifications may be accessed on the TCRA's website: www.tcra.go.tz/documents/vacancies.

Applications to be submitted to Email: vacancy@tcra.go.tz

Issued on **19th May, 2026.**

Digitally Signed By
PETER PHILLIP MWASALYANDA
Tue May 19 14:42:48 EAT 2026

Eng. Peter P. Mwasalyanda
DIRECTOR GENERAL

EACO VACANCY ANNOUNCEMENT
MANAGER, CORPORATE SERVICES (P5)

The East African Communications Organisation (EACO) is a regional body that brings together national ICT regulators, operators, service providers (in the telecommunications, broadcasting, and postal sub-sectors), ICT training institutions, and other stakeholders across the communications sector in East Africa, with its Headquarters in Kigali, Rwanda.

EACO invites applications from suitably qualified and experienced candidates for the position of:

1.0 JOB TITLE:

Manager, Corporate Services

Job Grade: P5

a) Job Purpose:

To provide strategic leadership and oversight of the Corporate Services function of EACO, including Human Resources, Administration, Finance, and Institutional Development, in support of the Organisation's mandate and long-term sustainability.

The role supports the Executive Director in driving organisational performance, resource mobilization, and institutional strengthening, including advancing EACO's regional positioning, including its institutionalization within the East African Community (EAC) framework.

The role serves as a key advisor to the Executive Director on corporate governance, institutional strategy, and organisational sustainability.

b) Duties and Responsibilities:

The Manager, Corporate Services reports to the Executive Director and will be responsible for the following:

➤ **HR & Organisational Development**

- i. Coordinate and provide secretariat support to the Human Resource Committee (HRC), including preparation of agenda items, technical papers, and follow-up on decisions;
- ii. Aligning human resource strategies with the corporate strategy to support delivery of EACO strategic objectives;

- iii. Advising Management on policies, strategies, and operational issues relating to Human Resources in support of the Organisation's overall strategic direction;
- iv. Providing strategic oversight for the development and implementation of HR policies;
- v. Developing innovative and comprehensive programmes for attracting and retaining a high-calibre workforce;
- vi. Providing human resource business partner support to other functions to enhance organisational effectiveness;
- vii. Developing and implementing succession planning frameworks within EACO;
- viii. Designing and implementing training and development policies to ensure workforce capability meets current and future organisational needs;
- ix. Designing staff performance management systems, including job descriptions, performance standards, and evaluation tools;
- x. Developing and implementing compensation and benefits frameworks appropriate for EACO staff;
- xi. Leveraging the Human Resource Management Information System (HRMIS) to enhance efficiency and decision-making;
- xii. Promoting sound employee relations, organisational values, and professional work ethics;
- xiii. Designing and implementing policies and procedures for disciplinary and grievance management;

➤ **Corporate Services & Finance**

- xiv. Overseeing the effective and sustainable management of EACO's assets and facilities, including fleet management;
- xv. Ensuring efficient service delivery and quality control in Corporate Services functions;
- xvi. Providing leadership in the preparation and management of staff cost budgets, asset acquisition, and maintenance budgets in line with EACO's strategy;
- xvii. Providing strategic oversight of financial planning, budgeting, and reporting, ensuring alignment with organisational priorities and sustainability objectives;
- xviii. Performing any other duties as may be assigned by the Executive Director in furtherance of EACO's objectives.

➤ **Institutional Development & Strategy**

- xix. Leading resource mobilization efforts for EACO, including development of funding proposals, donor engagement, and strategic partnerships with development partners and stakeholders;
- xx. Supporting the Executive Director in advancing EACO's institutionalization within the East African Community (EAC), including strategic engagement with the EAC Secretariat, Partner States, and relevant policy organs;
- xxi. Identifying and developing strategic initiatives and partnerships to enhance EACO's financial sustainability and regional impact;
- xxii. Coordinating organisational planning processes, including contribution to strategic plans, annual work plans, and performance monitoring frameworks;
- xxiii. Advising Management and the Board on financial strategy, risk management, and long-term sustainability of the Organisation;
- xxiv. Representing the Organisation, as delegated by the Executive Director, in strategic engagements with partners, development agencies, and regional institutions.

➤ **Governance & Legal Affairs**

- xxv. Coordinate and provide secretariat support to the Legal and Constitutional Affairs Committee (LCAC), including preparation of agenda items, technical papers, and follow-up on decisions;
- xxvi. Coordinate legal matters of the Organisation, ensuring timely review and follow-up on legal and regulatory issues affecting EACO;
- xxvii. Interpret legal documents, agreements, and policy instruments to support Management decision-making and ensure alignment with the Organisation's mandate;
- xxviii. Oversee the preparation, review, negotiation, and follow-up of Memoranda of Understanding (MoUs), agreements, and other legal instruments with partners and stakeholders;
- xxix. Ensure proper record-keeping, tracking, and compliance monitoring of all legal instruments and commitments entered into by the Organisation;
- xxx. Liaise with external legal counsel, Partner States, and relevant institutions on legal, contractual, and governance matters;
- xxxi. Support the development, review, and implementation of EACO's legal, governance, and regulatory frameworks, policies, and instruments;
- xxxii. Support the Executive Director in handling institutional and legal aspects of EACO's engagement with the East African Community, including institutionalization processes.

c) Academic Qualifications & Required Experience

- i. A Master's Degree in Human Resource Management, Finance, Commerce, Business Administration, Law, or a related field from a recognized institution;
- ii. A minimum of **ten (10) years** of relevant work experience, at least **five (5)** years at senior management level;
- iii. Additional training or certification in legal, governance, or regulatory affairs will be an added advantage.
- iv. Membership in a relevant professional body;
- v. Proficiency in computer applications;
- vi. Demonstrated professional competence and administrative capability as reflected in work performance and results.
- vii. Experience working with a National Regulatory Authority (NRA), regional or international organisation, development partner, or multilateral institution will be an added advantage, particularly in environments involving policy, regulatory, or legal frameworks.
- viii. Demonstrated experience in corporate governance, legal coordination, or supporting board/committee processes within a public, regulatory, or regional organisation, including handling of legal instruments and agreements;

d) Required Job Competencies

- i. Proficiency in information technology;
- ii. Strategic thinking and planning skills;
- iii. Strong analytical and problem-solving skills;
- iv. Excellent communication and reporting skills;
- v. Strong leadership and managerial skills;
- vi. Mentoring, coaching, and team development abilities;
- vii. Interpersonal and negotiation skills;
- viii. Project management skills;
- ix. Ability to work effectively as part of a team;
- x. High level of integrity and professionalism.
- xi. Strategic partnership development and stakeholder engagement;

- xii. Resource mobilization and proposal development skills;
- xiii. Strong understanding of regional integration frameworks (preferably EAC);
- xiv. Financial and business acumen;

1.1. Submission of Applications

Interested candidates shall be required to submit the following documents:

- i. A cover letter
- ii. A detailed Curriculum Vitae (CV)
- iii. Three (3) professional reference letters
- iv. Copies of Academic and Professional Certificates
- v. A copy of National Identity Card or Passport

1.2. Language

The official working language of EACO is English.

1.3. Conditions of employment

- i. The successful candidate will be based in Kigali, Rwanda.
- ii. The term of office shall be five (5) years, renewable once upon satisfactory performance.
- iii. Remuneration package is competitive and attractive.

1.4. Further Notes:

- i. The age limit for applicants is 55 years.
- ii. Only short-listed candidates will be contacted.
- iii. EACO is an equal opportunity employer.
- iv. EACO reserves the right to withdraw this advert should circumstances change.

1.5. Eligibility for Application

Applicants must be citizens of an East African Community (EAC) Partner State whose National Regulatory Authority is a member of EACO.

For this position, only applicants from the following EACO Member States are eligible:

Democratic Republic of Congo, Republic of Burundi, Republic of Rwanda, and the United Republic of Tanzania.

EACO VACANCY ANNOUNCEMENT:

SENIOR OFFICER, POSTAL & COURIER SERVICES (P3)

The East African Communications Organisation (EACO) is a regional body that brings together national ICT regulators, operators, service providers (in the telecommunications, broadcasting, and postal sub-sectors), ICT training institutions, and other stakeholders across the communications sector in East Africa, with its Headquarters in Kigali, Rwanda.

EACO invites applications from suitably qualified and experienced candidates for the position of:

1.0 JOB TITLE:

Senior Officer, Postal & Courier Services

Job Grade: P3

a) Job Purpose:

To support the development, harmonization, and implementation of regional postal and courier policies, strategies, and initiatives in line with EACO's mandate and Strategic Plan.

The Senior Officer, Postal & Courier Services reports to the Manager, Technical Services.

b) Duties and Responsibilities:

The Senior Officer, Postal & Courier Services will be responsible for the following:

- i. Coordinating the development of postal and courier policy and regulatory frameworks;
- ii. Coordinating the harmonization of addressing systems and postcodes across the region;
- iii. Supporting the implementation of postal modernization strategies in line with industry developments;
- iv. Implementing resolutions of the Postal Assembly and the Board relating to postal and courier services;

- v. Serving as Secretary to Working Group 4 and the Postal Assembly, including preparation of reports and documentation;
- vi. Supporting the development of long-term strategies for postal and courier services in line with the EACO Strategic Plan;
- vii. Preparing technical proposals and reports on postal and courier services for submission to the Assemblies and Board;
- viii. Promoting continuous improvement in the quality and value of services within the postal and courier function;
- ix. Monitoring and reporting on the achievement of EACO objectives relating to postal and courier services;
- x. Coordinating the harmonization of EACO Members' positions in regional and international postal and courier forums;
- xi. Participating in regional and international meetings (e.g., UPU, PAPU) to contribute to the development and promotion of common regional positions;
- xii. Supporting the harmonization of regional postal and courier policies and positions across EACO Member States;
- xiii. Performing any other duties as may be assigned by the supervisor from time to time.

c) Academic Qualifications & Required Experience

- i. A Bachelor's Degree in Telecommunications Engineering, Economics, Commerce, Communications, or a related field from a recognized institution;
- ii. A Master's Degree in a relevant field will be an added advantage;
- iii. Membership in a relevant professional body will be an added advantage;
- iv. A minimum of eight (8) years of relevant experience, including at least three (3) years in a supervisory role within the postal or courier sector;
- v. Experience working with a National Regulatory Authority (NRA), postal operator, or regional/international postal organisation will be an added advantage;
- vi. Proficiency in computer applications;
- vii. Demonstrated professional competence and ability to deliver results.

d) Required Job Competencies

- i. Strong communication and reporting skills;
- ii. Proficiency in computer applications;
- iii. Strong interpersonal and teamwork skills;
- iv. High level of integrity and professionalism;
- v. Research and analytical skills;
- vi. Knowledge of postal and courier sector developments;

1.1. Submission of Applications

Interested candidates shall be required to submit the following documents:

- i. A detailed Curriculum Vitae (CV);
- ii. Three (3) professional reference letters;
- iii. Copies of academic and professional certificates;
- iv. A copy of a valid National Identity Card or Passport.

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