



## MINISTRY OF INDUSTRY AND TRADE

### ENHANCED INTEGRATED FRAMEWORK (EIF) PROJECT VACANCY ANNOUNCEMENT

- (i) **Position:** Project Advisor  
**Location:** Lilongwe, Malawi  
**Reporting Officer:** The National Steering Committee (NSC) the EIF Executive Secretary (ES) and the Trust Fund Manager (TFM) through the IF Focal Point

#### Background

The Enhanced Integrated Framework (EIF) is a global Aid for Trade partnership involving Least Developed Countries (LDCs), donors and international organizations. It supports LDCs to be more active players in the global trading system by helping them tackle obstacles to trade. In this way the programme works towards a wider goal of promoting economic growth, sustainable development and helping to lift more people out of poverty. The program focuses on country-ownership, greater coordination and commitments from all EIF partners, stronger national and global governance structures and additional financial resources to match LDCs' demands.

An EIF Secretariat has been set up in the Ministry of Industry and Trade as a key actor within the EIF National Implementation Arrangements for coordinating in-country EIF activities and implementation at the national level. The work programme of the Secretariat is overseen by a National Steering Committee (NSC).

#### Job Summary

The Project advisor will be in charge of the Project Management Team to plan, coordinate and administer the implementation of planned activities under the Enhanced Integrated Framework Programme. The Advisor shall be engaged for a period of three years with possible extension to five.

#### Specific duties:

- To enlist and coordinate donor responses to the Action Matrix produced, including liaison with donors to ensure effectiveness, complementarity and harmonization of interventions including exploring the possibilities for pooled funding arrangements for implementation of action matrix priorities;
- To follow up on the Action Matrix, especially on donors' responses and to promote maximum coordination among donors;
- Oversee and advise in the development of any project proposals to be funded by the EIF and other donors based on the DTIS prioritized Action Matrix and assist in obtaining donor funding where necessary;
- Take a leading role in formulating and appraising Tier 2 projects;
- Develop and coordinate planning of activities of the EIF Programme;
- Monitor and control the process of implementing planned activities under the EIF;
- Ensure proper and timely disbursement of funds under the EIF Programme;

- Work closely with the Ministry of Finance, Ministry of Development Planning and Cooperation, the Private Sector and other key stakeholders to ensure that DTIS priorities are mainstreamed into the national development plans;
- Formulate a sensitization/communication action plan aimed at raising awareness and enhancing national ownership, support and involvement of EIF stakeholders, to be implemented by the EIF Secretariat;
- Advise Focal Point in the organization of initial awareness raising events and effective consultation meetings with aid donor agencies, the Donor Facilitator and national stakeholders;
- Ensure that stakeholders and the public are continually informed of the EIF work programme;
- To provide regular briefing updates to NSC through the Focal Point on the EIF progress by preparing periodic (preferably quarterly) project progress reports;
- Ensure timely preparation and implementation of the activity work plan ; and
- Provide leadership, direction, guidance and work closely with the Project Management Team.

### **Experiences and Competencies**

The successful candidate will possess all of the following:

- A post-graduate degree in economics, law, or a closely related discipline those with a PhD in the relevant fields will have an added advantage;
- At least ten years' relevant work experience on project management including project formulation, financial management, procurement and working on trade-related capacity building issues.
- An understanding of Malawi's Trade Policy Dynamics;
- Technical knowledge of the aims of the project will be an added advantage;
- Excellent written and spoken English, with the ability to make high-quality documents and oral presentations;
- The ability to liaise effectively with government officials, the private sector, donors and others, and to successfully advocate on behalf of the EIF programme and projects;
- A willingness to travel within the country, region and internationally as required;
- Excellent computer skills; and
- An active awareness of current trade issues, particularly relating to trade facilitation and private sector development.

A competitive package will be offered to the successful candidate. All interested and qualified applicants should submit their application with detailed Curriculum Vitae (CV) and names of three traceable referees to the address below before close of business on 2<sup>nd</sup> December, 2011.

**Secretary for Industry and Trade**  
**Ministry of Industry and Trade**  
**Enhanced Integrated Framework Project**  
**P.O Box 30366, Lilongwe 3**  
**Malawi.**

**Att: The Chief Human Resources Management Officer**  
 Or email to [aggiechibwana@yahoo.com](mailto:aggiechibwana@yahoo.com) or [bchalira@yahoo.com](mailto:bchalira@yahoo.com)  
 Only short listed candidates shall be acknowledged.