



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Executive Secretary	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Telecommunication

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Telecommunication: 8 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Executive Secretary shall be responsible for the strategic direction of the Company, advocacy and policy and day to day Secretariat of the Company. This role requires one to have a wealth of experience in strategy formulation, stakeholder engagement, communication and advocacy.

Responsibilities

- Follow up on issues agreed by the the Committees.
- Participate on high-level dialogue with policymakers and other influential leaders on broad policy issues and national policies .
- Representation – Ensuring the interests are tabled and discussed on the right platforms in the government and private sector.
- Network Building – Establishing an effective process for initiating and maintaining contact with individuals, state organs and organizations that share or support common goals and agree to work together to achieve those goals

1. Advocacy

- Acting as the principle advocacy officer of the Company responsible for the following:
- Maintaining effective and open relationships with key stakeholders.
- Leading and implementing the annual strategic advocacy plan agreed with the Board Chairperson as amended periodically to address industrial challenges.
- Advise areas with commercial and technical gaps for commercial and/or technical harmony in the industry.
- Propose common and technical solutions that can be jointly implemented in the industry which are within laws and regulations.
- Implement agreed common commercial and technical solutions which arise from management decisions, regulatory directives and/or laws.
- Maintaining effective and open relationships with key stakeholders.

2. Strategy

- Leading the development of the Company's strategy.
- Ensuring that the Board has a full and timely opportunity to contribute to and approve the Company's strategy.
- Leading the implementation and execution of the approved strategy, policy and operational plan.

3. Budget and Planning

- Developing and recommending to the Board the annual Business Plan and Budget that supports the Company's strategy.

- Ensuring that the Board has a full and timely opportunity to contribute to and approve the Company's Business Plan and Budget.

4. Compliance

- Ensuring compliance with all relevant laws and regulation as well as the Company and Group policies and standards.
- Managing relevant policy and regulatory relationships in conjunction with the Chairperson on common matters.
- Implementation of a relevant policy and regulatory engagement plan approved by the Chairperson. The regulatory engagement plan shall include common matters to the operators.
- Acting as the Company Secretary for the Board and Members in accordance with the Companies Act and the Company's Constitutional Documents.
- Acting as the Company Secretary for the advisory Committees in accordance with the Company's Constitutional Documents.

5. Secretariat

- Serving as the primary link between the Secretariat and the Board

6. Reporting

- Monthly 1:1 meeting with the Chairperson
- Formal 1:1 meeting with each Member's CEO at least annually.
- Keeping the Board informed of material developments affecting the
- Company including material events and issues escalated to Members;
- Reporting regularly, accurately, transparently and timeously on the
- Company's execution of strategy, and operational performance against plan in key areas.

7. Working arrangement

- The Executive Secretary shall have a flexible working arrangement agreed with the Chairperson and work from any Member's office premises.
- 25% of the Executive Secretary's time in any calendar year must be spent in Dodoma which will include doing advocacy and policy engagements.

Reporting To

- The Executive Secretary is accountable to the Board but reports administratively to the Chairperson.

Driving Licence

Not Required

To Apply for This Job [Click Here](#)