



MEFMI

Macroeconomic and Financial Management
Institute of Eastern and Southern Africa

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December 7, 2011

Amb. Claver Gatete
Governor
National Bank of Rwanda
P. O. Box 531
Kigali
RWANDA

Fax No: +250-577391/576197/572551 (jkayisenge@bnr.rw/ruwimana@bmr.rw)

Dear Governor Gatete,

ADVERTISEMENT FOR VACANT POSITIONS AT THE MEFMI SECRETARIAT

Please find attached an advertisement for positions which will fall vacant at the MEFMI Secretariat on 31 December, 2011.

I should be grateful if you would place the advertisement in two of the most widely circulating newspapers in your country and on the Bank's website. In order to provide maximum exposure I recommend that the advertisement appears once on separate days, in each newspaper.

Please send a photocopy of the published newspaper advertisement to the Secretariat for our records and monitoring.

The Secretariat will reimburse the bank the cost of the advertisements on receipt of an invoice accompanied by supporting documents.

Yours sincerely,

Ellias E. Ngalande (PhD)
EXECUTIVE DIRECTOR

*Attachment

VG →

Handwritten signature/initials.

For action
Gov/16/12/11

MEMBER STATES

Angola, Botswana, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe



MEFMI

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VACANCIES

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned institute with 13 member countries, currently: Angola, Botswana, 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, 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 zone 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 positions:

1. PROGRAMME OFFICER – RESERVES MANAGEMENT AND FOREIGN EXCHANGE OPERATIONS, DOMESTIC FINANCIAL MARKETS DEVELOPMENT

Reporting to the Director Financial Sector Management Programme, the Programme Officer will carry out the following duties:

- Planning, developing, preparing and coordinating capacity building activities in Reserves Management and Foreign Exchange Operations and Domestic Financial Markets Development
- Planning and preparing annual departmental work programmes, budgets and reports and other related materials;
- Identifying and updating training and capacity building needs in Reserves Management & Foreign Exchange Operations, and in Domestic Financial Markets Development;
- Designing and structuring courses, workshops, seminars and country missions; conducting regional and in-country capacity building programmes in the same areas.
- Contributing to MEFMI's publications and reports
- Monitor inputs into the MEFMI database of programme activities.
- Participating in the selection, assessment and accreditation of Fellows; and development of regional trainers in Reserves Management and Foreign Exchange Operations and Domestic Financial Markets Development.
- Review operational documents (manuals, policies and guidelines) in the areas of expertise, for the Institute and for member countries, to ensure that they are in line with best practices
- Liaising with central bank officials, technical cooperating and networking partners;
- Coordinating Financial Sector Programme activities with multilateral and development institutions.
- Providing advice and suggestions on problems identified in the areas of Reserves Management and Foreign Exchange Operations and Domestic Financial Markets Development.
- Disseminating recent technical knowledge and practical tools in the fields of expertise and customizing best practices from international organizations for the benefit of member states.

Requirements

- At least a Masters degree in Economics, Financial Economics, Finance or Banking.
- A PhD, relevant MBA or professional qualifications such as Chartered Financial Analyst (CFA) would be an added advantage.
- At least five (5) years of relevant experience in central bank financial market operations including at least three years in foreign exchange and reserves management operations.
- Clear knowledge of portfolio/fund management.
- In depth understanding of domestic market operations, issuance, pricing and trading of financial instruments.
- Capacity building, training or teaching experience.
- Strong leadership skills.

- Strong verbal and written communication skills in English and good presentation skills.
- Hands on experience with Microsoft office tools.

4. **ASSISTANT INFORMATION TECHNOLOGY OFFICER**

Reporting to the Information Technology Officer (ITO), the Assistant Information Technology Officer will assist with the following:

- Provide user support on productivity, collaboration and electronic communication tools.
- Provide preventive maintenance.
- Troubleshoot the Institutes's ICT problems.
- Procurement of computer hardware and software.
- Maintain the Institute's LAN/WAN Infrastructure, electronic mail and the associated services.
- Maintaining the MEFMI web page.
- Maintaining the Institute's Accounting, Human Resources, Payroll and Employee Self Service (ESS) systems.
- Preparing reports in areas of responsibility.
- Maintaining the Institute's capacity building activities database and design user reports.
- Responding to on demand requests by individual staff.
- Undertaking the duties of the ITO in his/her absence.

Requirements

- Information Communications Technology (ICT) degree or equivalent.
- Technical training in Information and Communication Technologies.
- 5 years experience with hands on exposure to support LAN/WAN environment.

5. **BENEFITS**

The successful candidates for the above positions will be appointed on fixed term contracts at an attractive remuneration package which includes a tax free salary paid in US dollars and which is competitive with other similar international organizations.

6. **APPLICATION PROCEDURE**

Applicants for the above vacancies 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 **30 December, 2011**.

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: capacity@mefmi.org

Only short-listed applicants will be contacted.