

## VACANCY ANNOUNCEMENT

### About The Organisation

The Eastern and Southern African Management Institute (ESAMI) is a highly regarded Pan-African Regional Management Development Centre, owned by ten member governments from the Eastern and Southern African region: Eswatini, Kenya, Malawi, Mozambique, Namibia, Seychelles, Tanzania, Uganda, Zambia, and Zimbabwe. Its strategic vision is to become the leading provider of leadership and management development programs in the region.

ESAMI offers specialized management training, consultancy, and action-oriented research services, focusing on critical sectors such as policy management, financial management, information technology, transportation, health, human resources, energy and environmental management, project management, and gender management. This diverse range of services helps equip personnel across the region with the skills needed for effective governance and management.

ESAMI collaborates extensively with governments, regional and international institutions, NGOs, parastatals, private sector organizations, and national training institutions to strengthen capacity across Sub-Saharan Africa. Its headquarters is in Arusha, Tanzania, with training centres located across its 10-member state.

### The Opportunity

In its pursuit of excellence in leadership and management capacity building across Africa, ESAMI is seeking visionary, strategic, and seasoned corporate leader to fill the position of **Deputy Director General**.

The job holder will be tasked with supporting the Director General in providing strategic direction and oversight of the Institute's activities and programs. This includes ensuring the effective strategic positioning of ESAMI's core products and service offerings. The incumbent will also be responsible for providing strategic guidance, oversight, and driving the institute's core offerings, including executive education, research and management consultancy, as well as business education.

The job holder is also responsible for ensuring that operational processes, systems, and procedures related to ESAMI's core business lines are continuously improved and remain responsive to the evolving needs of clients and stakeholders. The Deputy Director General will lead, guide, and supervise the technical implementation of all program operations.

ESAMI invites applications from nationals of its 10 member states who are highly motivated, results-oriented professionals eager to contribute to the institute's continued success and uphold its core values of professionalism, integrity, learning and innovation, ubuntu (humanity towards others), teamwork, and excellence. The role provides a unique platform for personal and professional growth, along with the opportunity to shape the future of management education and consultancy in the region.

### Job Details:

**1.0 Deputy Director General (Ref: ESAMI/DDG/09/24)**

**Duty Station: Arusha, Tanzania**

**Reports to: Director General**

### **Supervision:**

- Director, Business School
- Director, Executive Education
- Director, Research and Management Consultancy

### **Job Summary:**

Reporting to the Director General, the Deputy Director General is responsible for supporting the DG to provide strategic direction and oversight of the Institute's activities and programs. The job holder is responsible for driving organizational growth and fostering institutional excellence by supporting best-in-class academic and executive programmes.

The job holder will align programme activities with the ESAMI strategic plan and ensure that the work of the programmes responds to the strategic objectives of the Institute. He/she is also responsible for supporting cutting-edge research and management consultancy services.

### **Key Responsibilities:**

#### **Strategic Planning, Policy Development & Institutional Governance**

- Contribute to the development of the Institute's strategic plan and devise initiatives that align ESAMI's activities with regional development priorities and stakeholder needs.
- Support the business school, executive education and research and management consultancy departments to align their budgets to the Institute's strategic plan and ensure effective utilization of, and compliance to, the departmental budgets.
- Support the Director General in overseeing institutional governance, compliance, and operational management. Represent ESAMI Director General in high level meetings when called upon to and deputise the Director General in various functions as need arises.
- Provide leadership and guidance to Director Business School, Executive Education and Research and Management Consultancy in development of policies and procedures that guide smooth running of their respective mandates and ensure they are effectively implemented.
- Provide overall leadership in developing strategies to attract, enrol, and retain a diverse student body.
- Provide strategic level guidance on coordination mechanism with respect to human resource (management consultants) allocation between business school, executive education and research and management consultancy.

#### **Product Development, Innovation and Positioning**

- Contribute to the development, delivery and positioning of all educational programs, executive education courses, and research and management consultancy products and services.
- Provide quality assurance and backstopping for onboarded management consulting assignments, and those in the pipeline.
- Evaluate emerging needs in education, executive training, research and management consulting services and lead the process of aligning ESAMI's products and services to these needs.
- Coordinate institution-wide data analytics initiatives and product-line performance metrics.
- Ensure compliance to regulatory requirements for business school, executive education, research and management consultancy products and services.
- Ensure program operations and activities adhere to legal guidelines and internal policies.
- Develop, in liaison with the Director Business School, Executive Education, Research and Management

Consultancy, strategies that strategically position ESAMI's products, ensuring they remain competitive and responsive to emerging needs of the clients.

- Lead the development, implementation, and enhancement of products or services offered by ESAMI.
- Lead and coordinate product innovation work streams and develop metrics for measuring the Institute's Innovation Index.
- Coordinate resources, tasks, and activities across teams to execute product design and development projects effectively and efficiently.
- Recruit, mentor, and empower a high-performing team of faculty, administrators, and support staff, fostering a culture of collaboration, excellence, and continuous learning.
- Provide leadership development opportunities, training programs, and professional growth pathways to enhance staff competencies, morale, and retention.
- Develop policies to guide the work of Adjunct Lecturers across the core business areas of ESAMI.
- Support the continuous development of the ESAMI faculty through attendance to conferences, publications, participation in webinars and public thought leadership platforms and technical assistance to Government agencies.

#### **Quality Assurance:**

- Provide overall leadership in product quality, with particular emphasis on business school, executive education, research and management consultancy products.
- Develop, implement, and maintain a comprehensive Quality Management System (QMS) that aligns with the strategic goal of ESAMI, industry standards, and regulatory requirements.
- Lead the initiatives for developing quality policies, procedures, and guidelines to ensure consistent adherence to quality standards across all departments and functions and oversee their implementation.
- Establish and communicate to the key stakeholder's key performance indicators (KPIs), metrics, and targets to measure and evaluate the effectiveness of quality assurance initiatives.
- Establish KPIs for the faculty (both ESAMI employees and Adjunct Lecturers).
- Lead quality improvement initiatives, root cause analyses, and corrective/preventive action (CAPA) plans to address systemic issues, process inefficiencies, and customer complaints.
- Support quality assurance mechanisms, assessment processes, and program evaluations to ensure the effectiveness and relevance of ESAMI's educational, executive training as well as research and management consultancy offerings.

#### **Student Support Services, Exchange Programmes & Professional Development for Faculty**

- Oversee student support services and promote student success and satisfaction.
- Coordinate student events such as summer school, student exchange programs, faculty exchange initiatives, and professional development programmes for ESAMI faculty

#### **Key Qualifications:**

##### **Academic and Experience Qualifications:**

- PhD/Doctorate and 10 years of experience at senior management level in a relevant field
- Possess a relevant professional qualification
- Registered member of a relevant professional body.
- Must be a national of the ESAMI member state.

**Essential Attributes:**

- Knowledge of ESAMI business
- Working in or heading a regional or international organization
- Demonstrated experience in the training industry in Africa
- List of business networks including potential funders one has worked with in the past 5 years
- Details of consultancy assignments developed and won in the past 3 years.

**Competencies:**

- Organising and planning skills
- Strategic management skills
- Communication skills
- Interpersonal skills
- Leadership skills
- Project management skills
- Executive disposition and demonstrate high levels of integrity
- Business/Financial acumen, business savvy, innovative
- Experience in academia, management education, or a related field, preferably in a multinational or multicultural context.
- Knowledge of accreditation standards, quality assurance processes, and best practices in higher education administration

**How to apply:**

If you believe you are the right candidate and interested in this position, please submit your application with a detailed Curriculum Vitae, copies of academic certificates, verifiable professional credentials, names of three referees with their contacts. In addition, please quote the job reference number on the subject of your email. All Applications should be addressed to the ESAMI Governing Board, P.O. Box 3030 Arusha - Tanzania and submitted to [recruitment@fnrconsulting.co.tz](mailto:recruitment@fnrconsulting.co.tz) and in copy to [esamilegal@troycorporateattorneys.com](mailto:esamilegal@troycorporateattorneys.com) not later than **07 October, 2024**.

**Note:**

Candidates outside the education industry but who have comparable experience from other sectors and can demonstrate ability to execute the tasks highlighted above are also encouraged to apply.

**ESAMI is an equal opportunity employer**