

VACANCIES

DIRECTOR

Background:

The DIRECTOR will be a practicing economist with notable academic and/or professional credentials; a sound working knowledge of research and economics; and will be able to communicate complex economic issues to non-expert audiences, as well as manage complex stakeholder relationships. The chosen individual will have corporate and staff management, fund-raising and consulting skills and experience.

Profile of position:

Contract type: One year, renewable. Full time/ Part time depending on applicant.

Compensation: Competitive, performance related. (The final compensation package, in terms of salary and working hours, is flexible, to be negotiated preferred candidates on an individual basis.)

Experience level: 5+ years, 2+ in managerial role.

Qualifications: Master's Degree in economics or similar required, PhD in Economics or similar preferred.

Specific areas of expertise: Practicing economist, researcher or analyst; understanding of and experience working with macro and microeconomics; experience in a research environment; track record of managing and motivating staff; excellent communication and stakeholder management skills; fund raising experience beneficial; output driven; able to handle multiple tasks at once.

Key responsibilities: Conduct and oversee day-to-day activities of the Association; oversee economic research; ensure delivery of all sponsored projects and activities, ensure that the research team generates quality internal and external research; review the economic analysis of the research team; work with the Management Committee of the Association to set the strategic direction and research objectives of the institution; oversee the formulation of and adherence to the budget; identify fund-raising opportunities for the Association; prepare fund raising documentation and proposals; oversee bids and applications for funding, tenders and consultancies; oversee and manage the members of the research and administration teams.

PROJECT MANAGER

Background:

The PROJECT MANAGER will be required to manage EAN projects, ensuring the successful launch and on-going performance of operations, making sure projects are in line with the signed off scope, timelines and budgets. The project manager will be adept at managing complex stakeholder relationships and will have working knowledge of basic economics, and should preferably have event management, basic bookkeeping, communications and managerial experience

Profile of position:

Contract type: One year, renewable. Full time/ Part time depending on applicant.

Compensation: Competitive, performance related.

Experience level: 3+ years, 1+ in a project management / managerial role.

Qualifications: Bachelor's degree or diploma in Economics, Commerce or Business Administration.

Specific areas of expertise: General understanding of basic micro and macro-economics; Strong management ability; Excellent communication and stakeholder management skills; Ability to multitask; Fund raising and event management background beneficial.

Key responsibilities: The candidate will plan, budget, oversee and document EAN projects, which include public events, research and consulting projects. The project manager will further be responsible for the daily administration and smooth running of the association which includes updating and maintaining the EAN website and social media pages, and basic record keeping of EAN finances. The candidate will work closely with the EAN committee and cooperative institutions to make sure that the scope and direction of each project is on schedule.

All suitable candidates are invited to tender their applications. Please submit a CV and cover letter to hr@ean.org.na no later than the 23 march 2018