



*Leather for Health, Wealth and Luxury!*

## **Terms of Reference**

### **The (Executive Director)**

The Government of Malawi through the Ministry of Trade and Industry is inviting applicants for the post of Executive Director on behalf of the Africa Leather and Leather Products Institute (ALLPI), a branch that is under COMESA.

#### **1. Background**

Africa Leather and Leather Products Institute (ALL-PI) was established in November 1990, as an autonomous chartered Inter-Governmental Institution. ALL-PI is headquartered in Addis Ababa, Ethiopia since 1993, with its own office building. It is headed by an Executive Director who reports to a Board of Directors that is appointed by Council of Ministers.

#### **I. Job Title: Executive Director**

#### **II. Job Summary:**

The ALL-PI Executive Director is the principal Executive Officer and legal representative of the Institute. He/She is responsible for planning, organizing, directing, coordinating and implementing the overall mandate of ALL-PI. He/she ensures efficient and cost-effective operations of all activities and the fulfilment of the Strategic Action Plan to tackle the issue of concern regarding the development of the leather industry in the region in particular and Africa continent, in general.

#### **III. Specific Functions and Responsibilities**

- Supervise the implementation of the decisions of the Board of Directors
- Plan, organize, direct, coordinate and monitor the activities of ALL-PI and ensure that all activities are in line with the rules and regulations of the Institute

- With prior knowledge of the Board of Directors, appoint the General Service (GS) and promote Intermediate Categories (IC)
- Ensure the proper functioning and development of the ALI-PI
- Be responsible for the proper management of the administration and finances of the ALLPI
- Ensure the collection, storage and dissemination of information relating to livestock population and its off-take rates, tanneries and leather products industries as well as material inputs for the leather industries ● Promote training of personnel for the leather industry at various levels along the leather value chain, including the levels of tannery supervisors, production managers, quality control specialist, skilled, operations, leather technologists leather goods technicians and designers and leather engineers for the maintenance of machinery and equipment for the manufacture of footwear and other leather products
- Promote research and development in the areas of raw hides and skins, work methods and indigenous chemicals and materials used in leather manufacture, the testing and evaluation and development of local raw materials
- Promote the use of know-how and transfer of technology on new leather and leather products design
- Maintain a register of available specialists in the region,
- Provided consultancy and extension services to the leather industry
- Conduct tailor made short courses based on the actual requirements of the industry in the region
- Prepare and submit the Budget of the ALI-PI to the Board of Directors, prepare annual progress reports for submission to the Council of Ministers.
- Undertake, on his/her own initiative or as may be assigned to him/her by the Board of Directors, such works and studies and perform such services as they relate to the ALI-PI and the implementation of the provisions of the Charter of ALI-PI
- Ensure periodic and regular comprehensive and high-quality financial utilization and activity progress reports are produced and submitted to the Board of Directors
- Carry out such other functions that may be assigned to him/her in the Charter of ALI-PI and by the Board of Directors
- Formulate and ensure the implementation of quality and environmental policies
- Provide necessary resource to maintain and improve the system
- Establish appropriate communication process

- Conduct Management Review of the Quality and Environmental Management System
- Establish appropriate communication process

## V. **Profile of the Executive Director**

### **Professional Experience**

At least 15 years of relevant work experience, with 10 years in senior management position

### **Minimum Qualifications**

#### **Education and Experience**

Candidate must have the following:

PhD/Masters with at least of 15 years relevant experience 10 years of which at senior management level in the areas of leather, agriculture and industry.

#### **Technical Skills**

- Knowledge of ALI-PI and/or COMESA region
- Basic background in the leather sector
- Ability to provide leadership, communication effectively, and promote a team approach to enhance staff commitment to successfully implement the Organization's Strategic Plan
- Demonstrated technical and managerial ability, sound judgment, ability to interact and work efficiently with others at all levels
- Good interpersonal communication skill and ability to effectively liaison stakeholders.
- Proficiency in computer skills; and Languages

#### **Languages**

Applicants needs to be fluent in English and have a working knowledge of French and Arabic. A combination of any two (2) or all these languages will be an added advantage.

## VI. **Duration and Location**

The Executive Director will be appointed for a period of four (4) years. He/She shall be eligible for re- appointment subject to satisfactory performance.

Duty Station: Addis Ababa, Ethiopia

Report to: ALL-PI Board of Directors

**VII. Eligibility for Application**

Only Nationals of ALL-PI Member States: Burundi, Eritrea, Ethiopia, Kenya, Malawi, Rwanda, Sudan, Uganda, Zambia and Zimbabwe are eligible to apply and the applicants should be equal or less than 56 years old.

May you indicate the position of the Executive Director on the envelope and take it physically to the address below by 20<sup>th</sup> November, 2022:

The Secretary for Trade and Industry  
Gemini House  
P.O. Box 30366  
Capital City  
Lilongwe 3