



Leather for Health, Wealth and Luxury!



Call for Applications for an Executive Director of Africa Leather & Leather Products Institute (ALLPI)

Africa Leather and Leather Products Institute (ALLPI), previously known as COMESA/LLPI, was chartered in 1990, with the endorsement of 17 COMESA Heads of States. The COMESA Council of Ministers in its Thirty-Seventh Meeting decided that starting from 1st January 2018 COMESA - Leather and Leather Products Institute to be rebranded as Africa Leather and Leather Products Institute (ALLPI). ALLPI's main Mandate is to support the development of the leather sector in the Region. It is headquartered in Addis Ababa, Ethiopia.

The Institute is looking to recruit a suitable qualified national of ALLPI Member States to fill the position of the Executive Director as follows:

I. Details of the Post

Job Title: Executive Director

Grade: Professional Level (P5)

Salary Scale: COM\$ 70,654 – COM\$83,375 per annum plus allowances

Tenure: A fixed term of four (4) years subject to renewal. Extension of contract is subject to the performance of the contract holder and other conditions as listed in the ALLPI Staff Rules and regulations.

Number of Posts: One (1)

Reports to: ALLPI Board of Directors

Type of Contract: Fixed Term Employee under the professional Service Category

II. Eligibility for Application

Only Nationals of ALLPI 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 during the submission time.

III. Job Summary:

The ALLPI Executive Director is the principal Officer and legal representative of ALLPI. He/she is responsible for planning, organizing, directing, coordinating and implementing the overall mandate of ALLPI. He/she ensures efficient and costeffective operations of all activities and the fulfilment of the Strategic Action Plan to tackle the issue of concern regarding the development of the leather sector in the region.

IV. Specific Functions and Responsibilities

- Plan, organize, direct, coordinate and monitor the activities of ALLPI 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 Intermediate Categories (IC) of staff of ALLPI.
 - Ensure the implementation of the decisions of the board of directors.
 - Ensure the proper functioning and development of the ALLPI
 - Be responsible for the proper management of the administration and finances of the ALLPI
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- 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 ALLPI 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 ALLPI and the implementation of the provisions of the Charter of ALLPI
 - 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 ALLPI 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

VI. Requirements for the Post

Academic Qualifications

A minimum of a Master's degree in Economics, Business Management, Public Administration, Agricultural Economics, rural development, Livestock development or an equivalent qualification from a recognized institution. PhDs from a reputable institution from an appropriate discipline will be an added advantage.

Experience

A minimum of fifteen (15) years relevant work experience with minimum of 10 years in senior management position. Working experience at national/ regional leather value chain authority, Industry and Agriculture will be an added advantage.

Technical Skills

- Excellent oral and written communication skills and ability to influence multistakeholder process
- Good interpersonal communication skills and ability to effectively liaison stakeholders
- Accurate or intelligent demonstrable knowledge in advocacy Leather Value Chain development or industry structures in the region in particular and Africa in general.
- Excellent Computer skills
- Demonstrated Management Skills, including proven listening skills and sound business judgement.
- Ability to empower and inspire others to translate vision into results, identify strategic issues opportunities and risks, establishes and maintains with a broad range of people to understand needs and gain support for organizational direction: anticipates and resolves conflicts by pursuing mutually agreeable solutions, drives for change and improvement
- Ability to provide leadership and resolve conflicts professionally.
- Knowledge and understanding of the purpose and objectives of the ALLPI Charter, COMESA Treaty, AfCFTA Agreements
- Basic background in the leather sector

Working Language Requirements

Must be fluent in English and/ or French /and/or Arabic (Speaking and Writing). A combination of any two or all of these languages an added advantage.

Final Date of receipt of Applications

Applications must be submitted through coordinating Ministries of the respective Member States on the prescribed COMESA Application Form which can be accessed at the following COMESA website: http://www.comesa.int/_opportunities,COMESA job application format. Applications not submitted in the prescribed COMESA applications will not be considered. Applications submitted directly to the secretariat will not be considered and only short-listed candidates will be contacted.

Applications must be submitted electronically through email and also in hard copies.

May you indicate the position of the Executive Director on the envelope and take it physically to the address below by 22nd May, 2023:

The Secretary for Trade and Industry
Gemini House
P.O. Box 30366
Capital City
Lilongwe 3
Email:kamwendosteven@yahoo.com