



E369 Toure Drive | 2nd Floor ESBC | Kilwa House | Oysterbay | Dar es Salaam | Tanzania

+225 689 348 394 | +255 767 266 851

www.eubg.tz

info@eubgtz.com



VACANCY: EXECUTIVE DIRECTOR FOR THE EUBG

ABOUT THE EUROPEAN BUSINESS GROUP

The European Business Group ('EUBG') was founded in 2015 and is a privately run organization, managed by the private sector for the private sector and has around 120 members from a range of sectors and nationalities. The EUBG is the largest foreign apex body representing European investors in Tanzania and is a respected partner for the Government of Tanzania and recognized as the main representative of European businesses in Tanzania. For more details please visit: www.eubgtz.com

JOB DESCRIPTION

The EUBG is looking for a highly organized and detail-oriented Executive Director to grow the organization and bring value to EUBG Members.

Summary of job

The Executive Director reports to Board of Directors of the EUBG and heads up the organization and will be "the face" of the organization in interaction with a diverse group of stakeholders which, aside of corporate members, ranges from Local and National Politicians, Regulators, Authorities, Embassies, and various other multilateral organizations.

The main responsibilities of the Executive Director are:

- Organizational & Administrative
 - Develop and Implement Annual Plans of Operations including Event Calendar
 - Organize Social and Business Networking Events which offer value to members.
 - Events are categorized as follows into 4 main pillars:
 - Member to Member: Social Events (typically a Breakfast Meeting or Cocktail Party), Learning Events (members are given an opportunity to update their skills and knowledge in respect of pertinent issues related to the TZ Business environment), Company Visits
 - Member to Government: Public Private Dialogues (EUBG members are offered an opportunity to discuss thematic issues with sr. government leaders)
 - Member to Embassies: Embassy Dinners, Trade Missions.
 - Member to International institutions.
 - Manage and support the Office Administrator in the execution of his/her duties.
 - Prepare for monthly Board Meetings by providing the Board in advance (min 4 days)
 - Board Agenda
 - Minutes of Meetings
 - Board Report
 - Monthly MIS
 - Monthly Membership Reports (membership numbers and finances)
 - Prepare and manage the Annual General Meeting of the Organization
 - Ensure document storage and other databases or information systems are kept up-to-date and properly organized and accessible.
- Legal and Financial
 - Manage basic finance tasks (Expense claim processing, maintain cashbook and Invoicing, issuing, and recording EFD receipts)
 - Maintain financial statements of the company (with support of external accountant)



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- Ensure Annual Accounts are completed timely and are audited without any significant findings.
- Prepare the Annual Report of the organization for review by the Board of Directors
- Ensure the Board of Directors is adequately informed on the financial status of the organization.
- Coordinate fundraising activities by engaging with the relevant (financial) supporters of EUBG, be it existing or prospective.
- Maintain company books with relevant government offices (BRELA (ORS, changes of particulars filing, preparation and submission of BRELA annual report), TRA, City Municipal, NSSF, etc...) and ensure all licenses and permits are kept up to date and renewed in a timely manner.
- Prepare and submit all necessary statutory fillings to the relevant authority.
- Membership
 - Recruit, Grow and Maintain the Membership Base
 - Maintain a register of all members including details of membership paid (and unpaid).
 - Regular Engagement with Members and other Stakeholders to ensure the ED is always up to date on the status of the business environment.
 - Main point of contact for members, existing or prospective, when it comes to queries regarding membership, general business climate or specific issues members are faced with.
- Public Policy
 - Provide support to the EUBG in intelligence gathering and lobbying. This relates to all matters affecting the private sector and business climate in Tanzania, be it in general or sector specific.
 - Prepare Policy Statements and Suggestions for use by various parties, including, but not limited, to Political Actors and Regulator Bodies and Agencies.
 - Back Policy Statements with Research materials either developed in-house or using external consultants.
- Membership Advocacy & Stakeholder Engagement
 - Maintain active ties with the membership and shall ensure he/she is well informed of current trends in the business environment and shall use this knowledge to engage with stakeholders and develop interventions with influences of public policy
 - To be engaging and proactive in resolving any questions from existing and prospective Members
- Communication
 - Maintain and Update the EUBG website (particularly news feed);
 - Prepare monthly newsletter with institutional updates, reports and overview of upcoming meetings and activities;
 - Manage and Maintain EUBG Social Media Accounts as an effective tool for communication;
 - Manage the Whatsapp Members group: adding / removing members, sharing regular relevant information or news affecting the private sector in Tanzania;
- Any other duties reasonably assigned by the Board of Directors



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QUALIFICATIONS

- Educated to University degree level or equivalent.
- At least 5 years' experience in a similar role
- Fluent in the English language both written and oral
- Conversant in Swahili language (oral) being a plus.
- Strong Networker with exceptional interpersonal and communication skills, to enable professional interaction with diverse stakeholders.
- Excellent administrative, organizational and project management skills
- Ability to understand and contextualize political, legal, and economic matters to bring concrete benefits for members by addressing matters in the appropriate way to concerned stakeholders.
- Ability to manage multiple and competing priorities and work well under pressure.
- Ability to work independently and as part of a team.
- Excellent attention to detail, with the ability to maintain a high level of accuracy.
- A flexible, pro-active approach to work including the ability to prioritize and re-prioritize.
- Ability to work on own initiative.
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Outlook, Word, Excel, and PowerPoint.

Working hours – Full time 5 days per week. It may be necessary to work extra hours during peaktimes and when deadlines are close.

To apply please send your CV and Cover letter to Board of Directors board@eubgtz.com by **15th April 2024**; ONLY shortlisted candidates will be contacted.