



EAST AFRICAN TEA TRADE ASSOCIATION

Tea Trade Centre - Nyerere Avenue P.O. Box 85174 - 80100 Mombasa, Kenya

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EATTA MEMBERS INTERNAL ADVERT

TRADE DEVELOPMENT MANAGER

The East African Tea Trade Association's Secretariat is seeking to recruit an experienced, focused and motivated individual who is looking for an opportunity for growth to fill up the position of **Trade Development Manager** within the Association. The Ideal candidate will have the privilege to work in an exciting and fast-growing environment as a full-time job based at the Secretariat's office in Mombasa. The role reports to the **Managing Director**.

Job Summary

Reporting to the Managing Director, the position is responsible for developing strategies for realizing the objectives for a world class tea auction and payment system. The job holder will also be required to facilitate the growth of the tea trade through research and information dissemination. The position will ensure efficient trade facilitation, trade promotion, effective management of the Tea Auction platform, management of the integrated payments system, assisting members on technical matters of tea trade, addressing issues hindering the efficient flow of the trade value chain and continuous growth in the traded volumes of tea at the Mombasa Auction. The position is also responsible for the continuous improvement and modernization of the auction system in line with the EATTA strategic plan.

Duties and Responsibilities

Leadership and strategy

- Provide leadership in the development and implementation of innovative strategies to enhance the effectiveness of the trade department within the EATTA;
- Lead and manage the resources allocated to the Trade department.

Auction platform

- Implement systems for an efficient and transparent Tea Auction platform that meets local and international best practices. This will include the integration of modern information communication technology into the Tea Auction system;
- Implement a system to facilitate the efficient and transparent payments for teas sold through the Auction platform in line with international best practice;
- Explore opportunities for growing revenues from the Auction platform;
- Establish and maintain partnerships as well as collaboration with other bodies including the regulatory bodies and Government agencies involved with research, development and marketing of tea;
- Be accountable to the Rules, Legal and Auction Conditions Committee for the transparency, accountability and efficiency of the auction platform;
- Ensure compliance of the Auction platform to the regulatory requirements;
- Continuously review for improvement, management and administration of the Tea Auction platform and continuously review the efficiency and improve the effectiveness of the Auction.

Trade Facilitation

- Liaison for Rules, Legal and Auction Conditions Committee, Strategy, Trade & Relationship Committee and any affiliated Ad-hoc Committees;
- Ensure timely resolution of all trade barriers to efficient trade in tea to create a friendly and conducive environment for the tea trade in Kenya and the other members in their respective countries;
- Maintain sound relations with key public and private sector agencies involved in trade facilitation;
- Obtain and disseminate information on tea trade matters to members;
- Maintain and disseminate accurate and comprehensive statistics on the tea trade in Africa and the world.

Trade Promotion

- Develop programmes for capacity development of members and the Board based on sound needs analysis and future requirements;
- Establish collaboration with experts on various aspects of tea trade at every stage of the value chain who can be resource persons and consultants to the Association on various aspects of tea trade;
- Organize forums for information sharing and networking for members;
- Lead development of partnership with donors and partners on projects beneficial to members;
- Carry out research into international business opportunities for members.

Business Development

- New business development;
- Revenue diversification.

Job Requirements

- Bachelor's Degree in Business or its recognized equivalent;
- Master's Degree is an added advantage;
- At least Seven (7) years' experience in the tea industry 3 of which should be at a senior level;
- Should be familiar with the East African Tea Trade Association (EATTA) rules and regulations.

Key Competencies

- Strong understanding of the tea industry including market dynamics and the regulatory framework;
- Good understanding and working experience on Information Communication Technology;
- Excellent communication, interpersonal and networking skills and ability to maintain relationships with diverse stakeholders;
- Good organization, event management skills and ability to work well under pressure;
- Demonstrate a high level of integrity and ethical practice.

How to Apply

EATTA is an equal opportunity employer. If you believe that you fit the above profile, kindly send your CV, letter of application and testimonials electronically indicating your expected salary and tell us why you would be valuable to the East African Tea Trade Association. **Send to recruitment@eatta.co.ke on or before Monday, 8th January 2024.**

Directors:

A.D. Sewe (Chairman), A. Hussein (Vice-Chairman), F. Owino (Ag.MD), R.A. Olonde, D. Mutangana, G. Mugabe, R. Mwadime, B. Mutugi, A. Kithika, R. Koech, S. Karima, F. Muthamia, P. Kimanga, A. Girukwishaka & J. Moturi