



**PORT MANAGEMENT ASSOCIATION OF  
EASTERN & SOUTHERN AFRICA  
ASSOCIATION DE GESTION DES PORTS  
DE L'AFRIQUE DE L'EST ET AUSTRALE**

## Secretary General

The Port Management Association of Eastern and Southern Africa (PMAESA) is a non-profit, inter-governmental organization made up of Port Operators, Government Line Ministries, Logistics and Maritime Service Providers and other port and shipping stakeholders from the Eastern, Western and Southern African and Indian Ocean regions.

PMAESA is seeking to recruit a transformative, visionary and goal driven individual with ability to drive strategy in the position of Secretary General under the guidance of the Chairman and the Council. Appointment will be on a four (4) year term basis.

Applications will be sourced from the member countries. However, Kenya by virtue of being the host country is not eligible to offer candidature for the PMAESA Secretary General position.

### Responsibilities include

- The administration of the Association in accordance with the general principles, policies and regulations as determined by the Council;
- Submit programs of activities, the budget and accounts for approval by the Council/Board of Directors and seek assistance, wherever required, for the Implementation of activities;
- Propose the rates of annual subscriptions of members of the Association for approval by the Council in consultation with the Treasurer, after endorsement by the Board of Directors;
- Encourage the establishment of relations between the Association and the regional and international organizations on the one hand and the Association and government on the other hand and market the Association regionally and internationally;
- Attend in an advisory capacity, all meetings of the Council, Board of Directors and subsidiary organs, acting at the same time as Secretary of such meetings;
- Keep abreast of current developments in port and harbor management administration and operations and other matters that may be of interest to the Association;
- Ensure the publication of the Associations proceedings and their circulation to all members;
- Maintain regular contacts with members to ensure their continued commitment to the affairs of the Association; Present to the Council and Annual Report on the activities of the Association;
- Ensure a well arranged Annual General Assembly and coordinate the attendant activities; and
- Perform any other functions that may be delegated by the Council or the Board.

### Qualifications

- Hold a first degree or its equivalent from a University or Institution of Higher Learning recognized by PMAESA member countries;
- Hold Postgraduate training in Port Management/Operations gained from a university/institution recognized by PMAESA member countries;
- Has at least fifteen (15) years' experience, six (6) of which must have been in an Executive position in a Member Port of the Association;
- Must be a citizen of one of the countries of the PMAESA member Ports;
- Must be proficient in communicating in either English or French (Knowledge of both will be an advantage);
- Must be endorsed by the Government of his/her country and the Port Authority;
- Good knowledge of the Port and maritime industry with the ability to quickly develop a good understanding of the port sector, including its challenges and diversity; and
- Demonstrate experience in managing an organization with a diverse membership, know how to motivate a team of collaborators, be able to communicate clearly and credibly at various levels and have the necessary organizational and administrative skills.

If you believe you can clearly demonstrate your ability to meet the relevant criteria for the role above, please submit your application including, copies of your academic and professional certificates, testimonials and your curriculum vitae, including, (among others) details of your current position, current remuneration, e-mail and telephone contacts of three referees (3) familiar with your qualifications and work experience.

PMAESA is an equal opportunity employer and canvassing will automatically lead to disqualification.

To be considered, your application must be received not later than **Monday, 16 July 2018**, addressed to:

The Director,  
Executive Selection Division Deloitte Consulting Limited  
Deloitte Place, Waiyaki Way - Westlands, P.O Box 40092 - GPO 00100,  
Nairobi, Kenya  
Email: [esd@deloitte.co.ke](mailto:esd@deloitte.co.ke)

**Note: Only shortlisted candidates will be contacted. Successful candidates will be subjected to a confidential security vetting and integrity screening.**

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