
VACANCY ANNOUNCEMENT - MANAGER POSITIONS

The **Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI)** is a regionally owned Institute comprising 14 member countries: **Botswana, Burundi, Eswatini, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, South Sudan, Tanzania, Uganda, Zambia and Zimbabwe.**

Established in 1997, MEFMI was founded to build sustainable capacity in identified key areas in ministries of finance, planning commissions, central banks and equivalent institutions. MEFMI strives to improve sustainable human and institutional capacity in the critical areas of macroeconomic and financial management; foster best practices in related institutions; and bring emerging risks and opportunities to the fore among executive-level officials.

MEFMI seeks to achieve, within its member countries, prudent macroeconomic management, competent and efficient management of public finances, sound, efficient and stable financial sectors, and economies characterised by strong and sustained growth.

The MEFMI Secretariat is based in **Harare, Zimbabwe.**

MEFMI invites applications from suitably qualified and experienced professionals who are **nationals of MEFMI member countries** for the following positions:

1. HUMAN RESOURCES MANAGER

Job Summary

Reporting to the Director, Finance and Administration, the Human Resources Manager provides strategic and operational leadership for MEFMI's human capital management function, ensuring that the Institute attracts, develops, engages, retains and motivates high-performing staff.

The position provides expert advice to Management on human resource management and drives the development and implementation of effective people strategies, policies, systems, and programmes aligned with MEFMI's strategic objectives.

Key Performance Areas

- i. HR Strategy and Alignment – Align human resource needs, workforce planning and talent requirements with MEFMI's strategic priorities.
- ii. Performance Management – Strengthen performance management, accountability, productivity and continuous improvement across the Institute.
- iii. Talent Acquisition and Retention – Attract, recruit, onboard, develop and retain competent and high-performing employees.
- iv. HR Policies, Systems and Compliance – Develop, review and implement effective HR policies, procedures and systems while ensuring compliance with applicable requirements.

v. Learning and Development – Drive staff development, leadership development, coaching, mentoring and continuous learning initiatives.

vi. Employee Engagement and Wellbeing – Promote employee engagement, motivation, employee wellbeing and a positive organisational culture.

vii. Compensation and Benefits – Undertake benchmarking and provide recommendations on competitive, equitable and effective remuneration and employee benefits.

viii. HR Information Systems, Analytics and AI – Leverage HR data, analytics, HR technology and Artificial Intelligence to support evidence-based decision-making, workforce planning and strategic insights for effective management of staff in a digital environment.

ix. Organisational Development and Change Management – Support organisational effectiveness, transformation, restructuring and change management initiatives.

x. HR Advisory Services – Provide responsive, professional and strategic HR advice and support to Management and staff.

Qualifications and Experience

a) A Master's degree in Human Resources Management, Business Administration, Public Administration, Industrial Psychology, Organisational Psychology or a related field.

b) At least five (5) years of progressive professional experience, of which at least three (3) years should be at supervisory or managerial level in a human resource management function.

c) Demonstrable understanding of strategic and operational human resource management, together with strong people management and interpersonal skills.

Added Advantages

a) A PhD in a relevant field.

b) Professional HR certification(s).

c) Membership of a recognised Human Resources professional body or personnel management institute.

d) Experience working in a regional, international or multilateral organisation.

e) Knowledge and practical experience in HR analytics, Artificial Intelligence, strategic HR management and organisational development.

2. INFORMATION TECHNOLOGY MANAGER

Job Summary

Reporting to the **Director, Finance and Administration**, the Information Technology Manager provides strategic and operational leadership in the planning, design, implementation, management and maintenance of MEFMI's information and communication technology systems.

The position provides ICT advisory services, supports data protection and cybersecurity, and builds ICT capacity among staff and other MEFMI stakeholders to enable secure, efficient and digitally enabled operations.

Key Performance Areas

- i. ICT Strategy and Policies – Develop, implement and periodically review the ICT Strategy and policies to ensure alignment with MEFMI's overall business strategy.
- ii. ICT Security and Data Protection Governance – Develop and implement appropriate ICT security and data protection strategies, policies and frameworks in compliance with applicable legal and regulatory requirements.
- iii. Emerging Technologies and Digital Transformation – Assess and advise on emerging technologies, including Artificial Intelligence, to support the Institute's transition towards digitally enabled operations.
- iv. Cybersecurity and Risk Management – Advise Management on cybersecurity risks, conduct risk assessments and recommend and implement appropriate mitigation measures.
- v. ICT Hardware and Software Procurement – Conduct technology needs assessments, Data Protection Impact Assessments (DPIAs) and gap analyses to inform the acquisition of ICT hardware, software and related services.
- vi. Electronic Communication and Network Infrastructure – Manage and maintain LAN/WAN infrastructure and ensure reliable and secure electronic communication systems.
- vii. Network Services – Identify, configure, implement and maintain appropriate services required to support the Institute's network infrastructure.
- viii. Network Architecture and Design – Develop and maintain conceptual and technical models of the Institute's network, including the interaction and integration of its various components.
- ix. Management Information Systems – Maintain and support the Institute's administrative and programme management information systems.
- x. Data Management and Protection – Review business processes and integrate data protection, privacy and security controls into data management and operational processes.

xi. ICT Administration and Service Management – Ensure appropriate levels of information security and data protection are incorporated into ICT service contracts, agreements and vendor arrangements.

xii. Business Continuity and Disaster Recovery – Develop and maintain business continuity and disaster recovery plans for critical ICT systems; conduct Business Impact Analyses and implement appropriate preventive and recovery controls.

Qualifications and Experience

a) A Master's degree in Information and Communication Technology (ICT), Computer Science, Information Systems or a related field, or an MBA with a relevant ICT qualification.

b) At least five (5) years of progressive professional experience, of which at least three (3) years should be at supervisory or managerial level in an ICT/IT function.

c) Demonstrable understanding of ICT management, digital transformation, cybersecurity, data protection and ICT service delivery.

Added Advantages

a) A PhD in a relevant field.

b) Professional ICT security and cybersecurity certifications.

c) Professional certifications in ICT service management, network management or related disciplines.

d) Experience in implementing digital transformation, cloud technologies, cybersecurity, data protection and emerging technologies, including AI.

3. PROGRAMME MANAGER – SOVEREIGN ASSET MANAGEMENT

Job Summary

Reporting to the Director, Financial Sector Management Programme, the Programme Manager - Sovereign Asset Management is responsible for designing, developing, and coordinating capacity building activities in financial sector management with a special focus on management of sovereign assets, financial market infrastructures and settlement systems for the MEFMI member states.

Key Performance Areas

- i. Identify needs/skills gaps in sovereign asset management to design workshops that address these needs.
- ii. Plan and coordinate country specific technical assistance missions.
- iii. Prepare and conduct MEFMI workshops/seminars including those delivered on MEFMI E-learning management system.
- iv. Coordinate and conduct joint workshops or technical assistance missions with technical cooperating partners.
- v. Prepare an annual work programme on sovereign asset management for inclusion in the MEFMI prospectus.

- vi. Design programmes covering traditional assets, emerging instruments, and other technology enabled assets.
- vii. Guide member countries on strengthening asset allocation and risk management.
- viii. Assist in the selection of candidate Fellows, develop a customized training plan (CTP) for Fellows, and ensure effective utilisation of the graduated and accredited fellows in capacity building activities in sovereign asset management.

Qualifications and Experience

- a) Master's Degree in Economics, Financial Economics, Finance/Investment Management, Banking.
- b) Five years working experience of which at least 3 years should be in either a supervisory or managerial role.
- c) Demonstrable understanding of the macroeconomic environment as it relates to Reserves.
- d) Proven track record in central bank foreign exchange reserves management, financial market operations and financial sector capacity building.
- e) Experience in investment management, portfolio management (portfolio risk management and external manager selection) related to global fixed income, money markets and interest rate derivatives, as well as sound understanding of other asset classes is desirable.
- f) A good understanding on how technology can be applied across investment options, portfolio construction, risk oversight and demonstrate exposure to digital assets and fintech.

Added Advantages

- a) Being a MEFMI Fellow; or having been part of a MEFMI Technical Working Group.
- b) Professional Certifications such as a CFA or CIPM or FRM.
- c) Prior research and / or capacity building experience.
- d) Computer literacy and a working knowledge of technology platforms used in reserves management.
- e) Experience of working in a multicultural professional environment.
- f) Working knowledge of Portuguese.

COMPETENCIES FOR ALL POSITIONS

Candidates for all the above positions should demonstrate:

- a) Strong qualitative, quantitative and analytical skills.
- b) Proven ability to design, develop, implement and deliver training and capacity-building programmes.
- c) Excellent written, verbal and presentation skills.
- d) Strong leadership and team management skills, particularly in a regional or multi-country environment.
- e) Proven track record in designing and delivering professional presentations, workshops and training programmes.
- f) Strong interpersonal, stakeholder engagement and relationship management skills.
- g) Demonstrated ability to work effectively in a multicultural and diverse environment.

h) Strong strategic thinking, problem-solving and decision-making skills.

TERMS AND BENEFITS

The successful candidates for the above positions will be appointed on a **fixed-term contract of three (3) years**, renewable subject to satisfactory performance and the applicable terms and conditions of service.

MEFMI offers an **attractive remuneration package in United States Dollars (USD)**, which is competitive with those offered by comparable regional organisations.

LOCATION

The positions are based at the **MEFMI Secretariat in Harare, Zimbabwe**.

The official working language of the Institute is **English**.

APPLICATION PROCEDURE

Applications should be submitted **no later than 23 October 2026 at 16:30 hours**.

Interested candidates should submit:

- An **updated and detailed Curriculum Vitae (CV)**; and
- A **cover letter clearly indicating the position being applied for**.

Applications should be submitted electronically to: recruitment@mefmi.org

At this stage, applicants are requested to submit **only their updated CV and cover letter**. **Certificates and other supporting documents are not required at this stage.**

No hard-copy applications will be accepted.

Only shortlisted candidates will be contacted.

MEFMI is an **equal opportunity employer**, and both **male and female candidates** are encouraged to apply.