

**ECCA-MB**

Échanges commerciaux Canada/Afrique  
Canada/Africa Trade Mission  
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**CALL FOR APPLICATIONS****COORDINATOR OF STRATEGIES AND DEVELOPMENT**

**ECCA-MB** is a non-profit organization that provides services oriented towards the expansion and development of international markets.

**ECCA-MB's** objectives are the promotion, research, creation and maintenance of business opportunities between entrepreneurs, investors and other economic operators from Manitoba/Canada and Africa.

**ECCA-MB's** activities (**P.R.F.F.M.P.C.**) focus on:

- The implementation of international **Platform** on the ECCA-MB website and elsewhere.
- The **Representation** of ECCA-MB in Chambers of Commerce in Manitoba/Canada and Africa.
- **Facilitating** networking amongst entrepreneurs, investors and other economic operators in Manitoba/Canada and Africa.
- Organizing **Economic Forums** in Manitoba/Canada and Africa.
- Conducting economic **Missions** under the initiatives of the ECCA-MB Board of Directors in Africa and Manitoba/Canada.
- **Promoting** the products and services in Manitoba/Canada and Africa members.
- Organizing economic **Conferences** to boost development of partnership agreements between Manitoba/Canada and Africa businesses.

**TITLE OF THE POSTION: STRATEGY AND DEVELOPMENT COORDINATOR****RESPONSIBILITIES**

The Strategy and Development Coordinator will be responsible for:

- Prepare ECCA- MB's procedure manual.
- Develop an annual operational action plan.
- Identify measures and approaches to facilitate the promotion of partnership agreements between Manitoba and African companies and investors.
- Monitor the development of markets and business opportunities between Manitoba and Africa.

- Perform an analytical assessment of the issues, challenges and opportunities for Manitoba businesses interested in the African market.
- Business development between African countries and the targeted provinces in Canada.
- Develop and implement a strategic plan for ECCA-MB members interested in the Canadian and African markets.
- Participate in the preparation of the missions, forums and conferences organized by ECCA-MB.
- Prepare quarterly and annual reports on the progress made in implementing trade facilitation measures in Africa and Manitoba.
- Manage ECCA-MB Platforms.
- Support the Executive Director in its daily functions;
- Carry out missions entrusted by ECCA-MB.
- Participate in all related duties to the position.

## Requirements

### Education

Master's degree in Economics or in Business Administration

### Written and spoken languages

- French and English

### Work Experience

- Strategy development (5 years)
- Management (3 years)
- Developing international partnerships
- Knowledge on the business environments in Canada and Africa

### Technical skills

- Master Word and Excel
- Master the use of divers' platforms

### Personal qualities

- Autonomy, punctuality and rigor.
- Good interpersonal skills.

Please address your request to the ECCA-MB Board Chair and include the following documents (Presentation letter, resume and a list of three references) to [eccambw@gmail.com](mailto:eccambw@gmail.com)

Deadline for submission of applications: **August 30, 2019.**

This position is subject to funding provided to **ECCA-MB.**

Only candidates meeting the requirements will be contacted.