

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA
(COMESA) SECRETARIAT**



CALL FOR APPLICATIONS FOR THE POSITIONS OF THE EXECUTIVE SUPPORT OFFICER AT COMESA SECRETARIAT

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of 21 African States which have agreed to promote regional integration through trade development and transport facilitation. More information can be obtained from the COMESA website www.comesa.int. Applications are invited from suitably qualified and experienced professionals for the following position:

| S/N | NAME OF VACANT POST | GRADE | NO. OF POST |
|------------|----------------------------|--------------|--------------------|
| 1. | Executive Support Officer | P3 | 1 |

1. JOB DESCRIPTION POST ONE

JOB TITLE : Executive Support Officer

GRADE : P3

SALARY SCALE: COM\$ 48,575 – COM\$ 59,703 per annum plus allowances

DIVISION : Office of the Secretary General

DUTY STATION : COMESA Secretariat, Lusaka

REPORT TO : The Secretary General

1.1. PURPOSE OF THE JOB

Reporting directly to the Secretary General, the Executive Support Officer provides executive support in a one-on-one working relationship. The position serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Secretary General. The Position also serves as a liaison to the

Member States through the Coordinating Ministries, to the Cooperating Partners and to Executive Management and the management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special assignments.

1.2. KEY TASKS

A. Executive Support

Within delegated authority of the Secretary general, the Executive Support Officer will be responsible for the following duties:

- (i) Organizes daily and special briefings for the Secretary General.
- (ii) Conducts and coordinate the day-to-day work of the Secretary General by providing liaison services with all variety of clients
- (iii) Participates in the preparation and detailed processing of substantive input/background materials required for the Secretary General.
- (iv) Responds to relevant substantive correspondence.
- (v) Liaises, coordinates, analyzes and integrates substantive input from the various divisions into the work of the Secretary General, as required.
- (vi) Prepares aide memoirs, memoranda and other substantive documents of a broad and complex nature, in coordination with Divisions.
- (vii) Prepares briefs on specific issues to support the Secretary General at meetings and on missions.
- (viii) Compiles all relevant travel documents required by the Secretary General for missions.
- (ix) Accompanies the Secretary General to meetings and conferences and acts as the note taker.
- (x) Follows up on any actions resulting from the Secretary General meetings/missions attended.
- (xi) Acts as a Secretary at Senior Management meetings.

(xii) Arranges audiences, protocol, receives visitors and replies to requests for information on programmes and the role and activities of COMESA and organize visits of senior officials from outside organizations, as required.

(xiii) Performs other duties as required.

B. Member State Support and Liaison

- (i) Serves as the Secretary General's administrative liaison to Member States
- (ii) Assists delegates and Visitors of the Secretary General with travel arrangements, lodging, and meal planning as needed
- (iii) Maintains discretion and confidentiality in relationships with all Member States

C. Senior Management Liaison

- (i) Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings
- (ii) Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings
- (iii) Facilitates cross-divisional coordination of travel and outreach plans

Communications, Partnerships, and Outreach

- (i) Ensures that the Secretary General bio is kept updated and responds to requests for materials regarding the Secretary General and the organization in general
- (ii) Edits and completes first drafts for written communications to external stakeholders

D. Strategic Initiatives

- (i) Works with the Strategic Planning team in coordinating the Secretary General outreach activities
- (ii) Follows up on contacts made by the Secretary General and supports the cultivation of ongoing relationships
- (iii) Edits all, and creates acknowledgement letters from the Secretary General to donors

1.3. MINIMUM ACADEMIC QUALIFICATIONS

Bachelors Degree in Humanities, Development Studies, strategic Planning, Public Administration

Proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

1.4 PROFESSIONAL EXPERIENCE

At least 5 to 8 years as an Executive Assistant to a CEO of a busy cross dimensional Organization .Experience in a Regional Economic Community will be an added advantage

1.5 KNOWLEDGE AND SKILLS

Competencies

Professionalism

- (i) Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations.
- (ii) Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- (iii) Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response

Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda;.

Planning & Organizing

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently

Interpersonal skills

- (i) Good interpersonal skills and the ability to build relationships with stakeholders, including staff, Member States, external partners and donors
- (ii) Emotional maturity

2.0 WORKING LANGUAGE REQUIREMENT FOR THE POSITIONS

Must be fluent in English and/or French and/or Arabic (speaking and writing). A combination of any two or all of these languages will be an added advantage.

3.0. ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country.

4.0. FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications **MUST** be submitted **through the Coordinating Ministries of the respective member States** on the prescribed COMESA APPLICATION FORM which can be accessed at the following COMESA website: <http://www.comesa.int/>, Opportunities, COMESA Job Application Format. **Applications submitted directly to the Secretariat will not be considered and only short-listed candidates will be contacted.**

Accordingly, short-listed candidates by the Coordinating Ministries should reach the address below by 18th January **2019**:

The Director of Human Resources and Administration
Common Market for Eastern and Southern Africa
COMESA Centre,
Ben Bella Road,
P.O Box 30051,
Lusaka
Zambia
Email: recruitment@comesa.int