

# COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHE COMMUN DE  
L'AFRIQUE ORIENTALE  
ET AUSTRALE

السوق المشتركة للشرق والجنوب  
الأفريقي  
حكمة العدل



**COURT OF JUSTICE**

## CALL FOR APPLICATIONS

### Introduction and Background:

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of 19 African States which have agreed to promote regional integration through trade development and transport facilitation. The COMESA Court of Justice (the Court) is the Judicial Organ of the Common Market. Established in 1994 under Article 7 of the COMESA Treaty, its primary mandate is to uphold the rule of law in the interpretation and application of the COMESA Treaty.

Applications are invited for the following posts in the COMESA Court of Justice:

- JOB TITLE:** INTERNAL AUDITOR  
**GRADE:** P2  
**REPORTS TO:** THE REGISTRAR AND THE CHIEF INTERNAL AUDITOR

### 1.1. OVERALL PURPOSE OF THE POSITION

Administratively reporting to the Registrar and functionally under the direct supervision of the Chief Internal Auditor of COMESA, and overall reporting to the President of the Court, the Internal Auditor will be primarily responsible for the audit of accounts funded by Member States and Cooperating Partners. In addition, the Internal Auditor will be responsible for undertaking systems and compliance audits of the COMESA Court of Justice. Other responsibilities will include enhancement of the internal control, governance and risks management systems; ensuring that the Court of Justice adheres to the various Cooperating

Partner Agreements/Memoranda of Understanding entered into and ensuring adherence to relevant approved reporting standards.

## **1.2. DUTIES AND RESPONSIBILITIES**

- (a) Prepare schedules of audit activities pertaining to the approved annual work programme of the Court.
- (b) Prepare Audit programmes for the schedules of audit activities to be undertaken.
- (c) Carry out the audit work as outlined in the audit programmes.
- (d) Prepare financial implementation manuals for the Court
- (e) Ensure efficient and effective execution of audit work to enable timely completion of Reports for submission to the President of the Court, Policy Organs and Cooperating Partners.
- (f) Recommend areas in which controls could be enhanced in all systems.
- (g) Liaise with external auditors and follow up on audit queries.
- (h) Monitor and report on the effectiveness of the Court's internal control environment, including quality compliance, on management of budgetary and extra budgetary resources.
- (i) Monitor and evaluate the programmes being undertaken by the Court.
- (j) Develop training and awareness initiatives to sensitise the Court on internal controls, governance and risks management and the benefits of compliance.
- (k) Conduct special purpose audits from time to time as directed by the President or the Chief Internal Auditor.
- (l) Develop relations with focal points within the member States and other stakeholders.
- (m) Conduct value for money audits on programmes being implemented by the Court.
- (n) Review, appraise and report upon the extent to which the Institutional assets are accounted for and safeguarded against losses arising from fraud, waste, extravagance and inefficient administration.
- (o) Assist the COMESA Court to implement an Enterprise Risk Management System.

- (p) Conduct financial systems assessment and audit that impact on the COMESA Court.
- (q) Conduct periodic reviews of the internal control system and advice on controls to be incorporated into the systems and procedures of the organisation.
- (r) Offer advisory and consultancy services to management in order to add value to the operations of the COMESA Court of Justice.
- (s) Prepare interim financial/management reports.
- (t) Present management audit/reports of the Court from time to time.
- (u) Initiate, review and regularly update audit policies and systems of the Court.
- (v) Review disbursement transactions by verifying their compliance with relevant legislations and administrative decisions.
- (w) Audit the payroll by verifying the accuracy of staff emoluments.
- (x) Any other related duties that may be assigned by his/her superiors from time to time.

### **1.3. MINIMUM QUALIFICATIONS**

- I. Holder of a Bachelors Degree in Commerce (B.Com), Economics or Information Technology from a recognised university
- II. Must have professional accounting qualification such as ACCA, CIMA, CIPFA, ACA or CIA

### **1.4. MINIMUM RELEVANT EXPERIENCE**

5 Years' experience in an auditing environment

### **1.5. KNOWLEDGE, SKILLS AND COMPETENCIES**

- I. Good strategic analysis skills
- II. Good analytical and problem-solving skills
- III. Good interpersonal skills
- IV. Good planning, organizational, communication and reporting skills

- V. Demonstrated ability to work independently and to operate effectively as part of a team
- VI. Conversant with key accounting packages and Computer Assisted Auditing Techniques.

### **1.6. WORKING LANGUAGE**

Must be fluent in English and French and/or Arabic (spoken and written). A combination of either two of the languages will be an added advantage.

### **1.7. OTHER REQUIREMENTS**

Must be of high integrity and excellent character.

**2. JOB TITLE: CLERK OF COURT**

**GRADE: P2**

**REPORTS TO: THE REGISTRAR**

### **2.1. OVERALL PURPOSE OF THE POSITION**

Under the supervision of the Registrar, the Clerk of Court will assist in the day-to-day activities of the Registry.

### **2.2. RESPONSIBILITIES**

- (a) Examining, receiving, sealing and registering pleadings;
- (b) Maintaining and updating court registers and diaries;
- (c) Maintaining and updating the case management system(s);
- (d) Preparing cause lists;
- (e) Processing the issuance of summons, warrants of execution and other related court processes;
- (f) Ensuring that court files are accurately, systematically and neatly organized and marked;
- (g) Ensuring that court files that are in other official languages of the Court tally with the original file;
- (h) Ensuring court fees (if any) are paid;
- (i) Receiving, marking, listing and securing exhibits;
- (j) Processing the registration and accurate documentation of court orders, judgments and rulings;
- (k) Arranging for recording, transcription and proofreading of court proceedings;
- (l) Arranging for translation of proceedings and documents as necessary;

- (m) Conducting legal research and writing for Judges;
- (n) Securing court files;
- (o) Preparing and setting up court rooms;
- (p) Ensuring that court attires for Judges are clean and ready for use before every court session;
- (q) Responding to inquiries from counsel, agents and parties regarding judicial procedures, court appearances, trial dates, adjournments, warrants and summonses;
- (r) Instructing counsel and agents about timing of court appearances; and
- (s) Performing all other duties as may be instructed by the Registrar and Judges.

### **2.3. MINIMUM QUALIFICATIONS**

- I. Holder of a Bachelors Degree in Law (LL.B) from a recognized university
- II. A postgraduate degree in Law will be an added advantage
- III. Admitted to the Roll of Advocates in his/her Member State
- IV. Must possess a current practicing certificate if in private practice

### **2.4. PROFESSIONAL EXPERIENCE**

- I. Minimum 3 years post-admission experience
- II. Experience in performing administrative functions
- III. Familiarity with the use of caseflow/court management systems
- IV. Some knowledge of international law will be added advantages

### **2.5. KNOWLEDGE, SKILLS AND COMPETENCIES**

- I. Good analytical and problem-solving skills
- II. Good interpersonal skills
- III. Good planning, organizational, communication and reporting skills
- IV. Must have knowledge of Microsoft Office Suite
- V. Demonstrated ability to work independently and to operate effectively as part of a team.

## 2.6. WORKING LANGUAGE

Must be fluent in English and French and/or Arabic (spoken and written). A combination of either two of the languages will be an added advantage.

## 2.7. OTHER REQUIREMENTS

Must be of high integrity and excellent character.

## 3. TERMS OF APPOINTMENT FOR THE POSTS

- **Types of contract:** These posts are under COMESA Court regular establishment and remuneration will be in accordance with COMESA Court Conditions of Service for established Professional Staff.
- **Location of performance of the Contract:** Khartoum, Sudan. The successful applicant may be required to undertake duty travel to COMESA Member States as may be deemed fit by the appointing authority.
- **Duration of appointment:** The successful applicant will be offered an initial contract of three (3) years. Subsequent contracts will be for durations of four (4) years depending on performance.
- **Eligibility for Application:** Only nationals of COMESA Member States are eligible to apply.
- **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 COMESA Court of Justice will not be considered and only short-listed candidates will be contacted.**

Accordingly, COMESA Coordinating Ministries should send applications of not more than Five (5) candidates **for each post** to reach the address below by **31<sup>st</sup> December 2018**.

**The Registrar  
COMESA Court of Justice  
AL Tijani Al Mahi Street  
No. 3-4-0-7  
P.O. Box 12222  
Khartoum Town  
Khartoum - Sudan**

**Phone: +249 18376 0591/2/3/4**

**Fax: +249 18376 0595**

**Mobile: +249-993456056**

**Website: <http://www.comesa.int>; <http://www.comesacourt.org>**