

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



CALL FOR APPLICATIONS FOR FIVE PROFESSIONAL POSITIONS - HEAD OF BRUSSELS LIAISON OFFICE; SENIOR TRADE OFFICER; ASSISTANT, RESOURCE MOBILIZATION AND INTERNATIONAL COOPERATION; INTERNAL AUDITOR AND SOCIAL AND CULTURAL AFFAIRS 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 POSTS	GRADE	NO. OF POSTS
1	Head of Brussels Liaison Office	P5	1
2.	Senior Trade Officer	P4	1
3.	Assistant Resource Mobilization and International Cooperation.	P2	1
4.	Internal Auditor	P2	1
5.	Social and Cultural Affairs Officer	P2	1

1. JOB DESCRIPTION ONE

JOB TITLE: Head of Brussels Liaison Office

GRADE: P5

DIVISION: Office of the Assistant Secretary General Programmes

SALARY SCALE: COM\$ 70,654 – COM\$ 83,375 per annum plus allowances

REPORTING TO: Assistant Secretary General (Programmes)

A. PURPOSE OF THE JOB

To develop and maintain constructive and productive institutional relationships between the COMESA Secretariat, the European Union institutions and the African, Caribbean and Pacific Group of States (ACP) Secretariat as well as to promote common views within other African Groups in multilateral negotiations;

B. KEY TASKS

Under the overall authority of the Assistant Secretary General (Programmes) the incumbent shall carry out the following mandate and perform the functions below:

(a) Mandate

- (i) Interaction with the African, Caribbean and Pacific Group of States (ACP) Secretariat as well as the Europe Aid Co-operation Office for the follow-up on the COMESA Regional Projects submitted for support with the Intra-the African, Caribbean and Pacific Group of States (ACP) Funds; and
- (ii) Involvement in the multilateral trade negotiations/discussions organised in Brussels at the African, Caribbean and Pacific Group of States (ACP) Secretariat between the African, Caribbean and Pacific Group of States (ACP) Group of States and timely at WTO in Geneva.

(b) Core functions

- (i) Representing COMESA to European Union (EU), the African, Caribbean and Pacific Group of States (ACP) and other cooperating partners based in Brussels and assist in coordinating activities of COMESA so as to build a political constituency and support for COMESA in Europe and in European Commission (EC) in particular;
- (ii) Advising the COMESA Secretariat on strategies for addressing emerging issues at the European Union (EU) and the African, Caribbean and Pacific Group of States (ACP);
- (iii) Participating in mobilising resources for COMESA Programmes/Projects from European Union (EU) and Intra-the African, Caribbean and Pacific Group of States (ACP) Funds and other cooperating partners based in European Union (EU);
- (iv) Monitoring matters of concern to COMESA in Europe and report to the Secretariat;
- (v) Following up on COMESA/European Union (EU) Programmes of Cooperation and report its Secretariat;

- (vi) Assisting COMESA Secretariat to prepare for meetings with the European Union (EU) and the African, Caribbean and Pacific Group of States (ACP) Secretariat;
 - (vii) Following up activities of other international and regional organisations based in Brussels;
 - (viii) Following up on issues relating the Economic Partnership Agreement (EPA) negotiations in Brussels (With the European Union (EU), the African, Caribbean and Pacific Group of States (ACP) Secretariat and the Group of ESA Ambassadors) and WTO Trade Multilateral Negotiations in Geneva;
 - (ix) Circulating information on COMESA to the European Union (EU)/European Union (EU) partners, the African, Caribbean and Pacific Group of States (ACP) Secretariat and any other development and trade partners;
 - (x) Facilitating the exchange of information between the COMESA Secretariat and the European Union (EU)/European Commission (EC) and its Member States/the African, Caribbean and Pacific Group of States (ACP) Group of States;
 - (xi) Assisting in maintaining constant consultations so as to defend COMESA adopted common positions with COMESA Ambassadors and other stakeholders in Brussels;
 - (xii) Interacting with the AU Permanent Mission in Brussels and African RECs representatives [such as ECOWAS, UEMOA and ECCAS already represented in Brussels] on matters of common concern.
 - (xiii) Being a member of the ESA/COMESA-EU-EPA implementation Committee for a required follow-up on the implementation the iEPA and later the comprehensive EPA.
- (c) Performing any other related duties that may be assigned to you by the Assistant Secretary General (Programmes) or the Secretary General from time to time.

C. ACADEMIC QUALIFICATIONS

Minimum a university degree in a subject relevant to Economics, Law, Management or Business Administration with specialization International trade and related issues from an internationally recognized university.

D. PROFESSIONAL EXPERIENCE

At least 10 years of relevant professional experience in International trade, Regional agreements, the multilateral trading system, Regional integration and a record of service

at a responsible level in Government and International organisations. Experience in the COMESA and EAC regions as well as a proven experience on EC trading systems will be an added advantage.

2. JOB DESCRIPTION TWO

JOB TITLE:	Senior Trade Officer
GRADE:	P4
DIVISION:	Trade and Customs
SALARY SCALE:	COM\$ 58,731 – COM\$ 70,654 per annum plus allowances
REPORTING TO:	Director of Trade and Customs

A. PURPOSE OF THE JOB

Speeding up intra-regional free trade and strengthening external trade competition of the COMESA sub-region.

B. KEY TASKS

Under the supervision of the Director, Trade and Customs Division, the incumbent will perform the following duties:

- (a) Conceptualizing, articulating and overseeing management of the COMESA Free Trade Area by:
 - i. Developing the rationale for a Free Trade Area;
 - ii. Analyzing and monitoring the reduction and the possibilities for the eventual elimination of tariffs on COMESA products and non-tariff barriers;
 - iii. Analyzing and monitoring the functioning and the economic trade impact of the COMESA Rules of Origin;
 - iv. Monitoring and rationalizing the programme on free movement of persons, capital and the right of residence and establishment programme in liaison with the Legal Counsel; and;
 - v. Attending to visiting missions, researchers and students or government officials.
- (b) Monitoring and managing the dynamics of common external tariff and customs union by:

- i. Articulating mechanisms for achieving a well-coordinated and fully functional common external tariffs and customs union;
 - ii. Following up requests for donor assistance on studies leading to the operationalization of the COMESA CET and customs union;
 - iii. Co-ordinating the activities of ASYCUDA to ensure synergies with CET activities and goals;
 - iv. Participating in studies on COMESA CET and preparing technical papers; and
- (c) Assisting the Director on all programmes of the Trade and Customs by:
- i. Formulating and preparing of the Annual Work Programme;
 - ii. Organizing Trade, Customs and Monetary Committee and other meetings;
 - iii. Articulating of the programmes on ASYCUDA-EUROTRACE and Trade Development in relation to the promotion of intra and extra-COMESA trade; and
 - iv. Ensuring the smooth and effective implementation of the cross-border initiative;
- (d) Provision of Technical advice to member States and the business community by:
- i. Providing technical assistance in the implementation and administration of the preferential tariffs, non-tariff barriers and the COMESA Rules of Origin and Free Movement of persons in the region;
 - ii. Providing advice on the working of the Lomé Convention, and the WTO;
 - iii. Providing technical support to the business community on trade policies, strategies and practices as well as giving advice on market access in COMESA and in the global economy; and
- (e) Any other related duties that may be assigned by his/her superiors from time to time.

C. ACADEMIC QUALIFICATIONS

Minimum of master's degree in economics, Commerce or Business Administration from an internationally recognised University is required. Specialisation in trade and finance is desirable. A PhD degree in Economics would be an added advantage.

D. PROFESSIONAL EXPERIENCE

At least ten (10) years of practical experience at senior level in national government or international organization in the field of trade or economic relations.

3. JOB DESCRIPTION POST THREE

JOB TITLE:	Assistant, Resource Mobilization and International Cooperation
GRADE:	P2
SALARY SCALE:	COM\$ 39,743 – COM\$ 50,076 per annum plus allowances
DIVISION:	Office of the Secretary General
DUTY STATION:	COMESA Secretariat, Lusaka
REPORT TO:	Head of Resource Mobilization and International Cooperation.

A. PURPOSE OF THE JOB

To strengthen COMESA's partnership with other RECs and donor community and enhancing the role of technical co-operation in regional co-operation and integration through a programme approach.

B. KEY TASKS

Under the direct supervision of the Head of Resource Mobilization and International Cooperation, and the overall supervision of the Secretary General, the Assistant ,Resource Mobilization and International Cooperation will be performing the following duties:

- (a) Assist in maintaining and establishing good working relation with the international donor community and cooperating partners with a view to getting support and mobilizing resources for COMESA programmes by:
 - (i) Studying the mandates and interests of donors and collecting date to be used in negotiating with donors;
 - (ii) Preparing minutes of discussions with partners, keeping records and assist in following up the understandings reached. Following up and keeping record of consultations with donors;
 - (iii) Assisting in following up implementation of projects regularly;

- (iv) Collecting information from Departments and projects to ensure donor funds are properly utilized;
 - (v) Preparing briefs that help management to keep donors informed of COMESA activities and any developments and responding to their queries promptly and competently;
 - (vi) Submitting reports to the Head of Resource Mobilization and International Cooperation regularly.
- (b) Assist in all actions required for the effective implementation of International co-operation projects by:
- (i) Reviewing project proposals submitted by Divisions, to ensure that they are prepared following the requirement of the donor.
 - (ii) Collecting and recording projects submitted to each donor to avoid overlapping;
 - (iii) Assisting in implementing projects that are under the Resource Mobilization and International Cooperation Unit.
 - (iv) Following up implementation of projects.
 - (v) Preparing/reviewing reports.
 - (vi) Assisting in preparing consolidated reports.
 - (vii) Assisting the Head of Resource Mobilization and International Cooperation in keeping proper records of projects for submission to the Project Management Committee.
- (c) Advise on the role of COMESA with regard to the programme of the African Economic Community, other regional economic communities, intergovernmental organizations and specialized agencies: -
- (d) Follow up developments regarding regional and international cooperation and brief the Head of Resource Mobilization and International Cooperation on how to enhance COMESA's relations with these partners;
- (e) Perform any other duties as may be assigned from time to time.

C. ACADEMIC QUALIFICATIONS

Bachelor of Arts Degree in Economics, Management or International Relations from an internationally recognized University. Postgraduate degree in any of the above fields will be an added advantage.

D. PROFESSIONAL EXPERIENCE

At least 5 years' experience at the National or International level in programme coordination and project formulation and knowledge of COMESA region is desirable.

4. JOB DESCRIPTION FOR POST FOUR

JOB TITLE:	Internal Auditor
GRADE:	P2
SALARY SCALE:	COM\$ 39,743 – COM\$ 50,076 per annum plus allowances
DIVISION:	Internal Audit
DUTY STATION:	COMESA Secretariat, Lusaka
REPORT TO:	Chief Internal Auditor.

A. OVERALL PURPOSE OF THE JOB

Under the direct supervision of the Chief Internal Auditor, you will be primarily be responsible for the audit of accounts funded by Member States and Cooperating Partners. In addition, you will be responsible for undertaking systems and compliance audits of the Secretariat. Other responsibilities will include enhancement of the internal control, governance and risks management systems; ensuring that the Secretariat is adhering to the various Cooperating Partner agreements/Memorandum of Understanding entered into and ensuring adherence to relevant approved reporting standards.

B. DUTIES AND RESPONSIBILITIES

- (a) Prepare schedules of audit activities pertaining to the approved annual work programme of the Internal Audit Unit;
- (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) Ensure efficient and effective execution of audit work to enable timely completion of Reports for submission to Executive Management, Policy Organs and Cooperating Partners;
- (e) Recommend areas in which controls could be enhanced in all systems;

- (f) Liaise with external auditors and follow up on audit queries;
- (g) Monitor and reporting on the effectiveness of Secretariat's internal control environment, including quality compliance, on management of budgetary and extra budgetary resources;
- (h) Develop training and awareness initiatives to sensitise the Secretariat on internal controls, governance and risks management and the benefits of compliance;
- (i) Conduct special purpose audits from time to time as directed by the Chief Internal Auditor;
- (j) Develop relations with focal points within the member States and other stakeholders;
- (k) Conduct value for money audits on programmes being implemented by the COMESA Secretariat, COMESA Organs and Projects;
- (l) Review, appraise and report upon the extent to which the organisation's assets are accounted for and safeguarded against losses arising from fraud, waste, extravagance and inefficient administration;
- (m) Assist the COMESA Secretariat implement an Enterprise Risk Management System;
- (n) Conduct financial systems and impact audits of the COMESA Secretariat, COMESA Organs and Projects;
- (o) Conduct periodic reviews of the internal control system and advise on controls to be incorporated into the systems and procedures of the organisation;
- (p) Offer advisory and consultancy services to management in order to add value to the operations of COMESA, and
- (q) Carry out any other duties that may be assigned to you by your superiors from time to time.

C. ACADEMIC QUALIFICATIONS

Bachelor's degree in Economics, IT or Commerce;
A professional accounting qualification such as ACCA, CIMA, CIPFA, ACA or CIA.

D. PROFESSIONAL EXPERIENCE

5 years' experience in an Auditing environment.

5. JOB DESCRIPTION POST FIVE

JOB TITLE:	Social and Cultural Affairs Officer
GRADE	: P2
SALARY SCALE :	COM\$ 39,743 – COM\$ 50,076 per annum plus allowances
DIVISION	: Gender and Social Affairs Officer
DUTY STATION	: COMESA Secretariat, Lusaka
REPORT TO	: Senior Gender Mainstreaming Officer

A. OVERALL PURPOSE OF THE JOB

Under the direct supervision of the Senior Gender Mainstreaming Officer and overall supervision of the Director of Gender and Social Affairs, you will be responsible for the social and cultural affairs programmes as outlined in the COMESA Gender Policy. Specifically, you will be responsible for addressing the crosscutting socio economic issues such as the Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), human rights, drug abuse, and within all policies, plans, strategies and programmes of COMESA. You will also review the employment and working conditions, labour laws, immigration policies and promote cultural and sporting exchanges within the COMESA Member States. You will therefore work with women, men and the youth. Your duties and responsibilities shall include:

B. DUTIES AND RESPONSIBILITIES

- (a) Formulating and rolling out the regional strategy on social and cultural affairs;
- (b) Developing publication and advocacy material on HIV/AIDS and related social issues;
- (c) Mainstreaming gender in all policies, plans and programmes for the crosscutting socio – economic issues such as HIV/AIDS, human rights, environment, drug abuse, peace and security;

- (d) Developing mechanisms to promote equal representation of women and men in decision making in Member States, COMESA Structures, and its institution at all levels;
- (e) Analysing and synthesizing information on issues relating to gender equality in the workplace and determining the approach to be adopted in COMESA activities at regional and national levels;
- (f) Preparing diagnostic reports, studies and indicators on the situation of women workers and on gender equality at work;
- (g) Addressing cross cutting socio economic issues such as HIV/AIDS, human rights, drug abuse and within all policies, plans, strategies and programmes of COMESA;
- (h) Reviewing the employment and working conditions, labour laws, and immigration policies of Member States;
- (i) Promoting cultural and sporting exchanges within the COMESA Member States, by working with women, men and the youth;
- (j) Developing strong relations with gender focal points within the Member States and various stakeholders;
- (k) Generating and analysing gender disaggregated data and information; and
- (l) Any other related duties that may be assigned to you by the Senior Gender Mainstreaming Officer or the Director of Gender and Social Affairs from time to time.

C. ACADEMIC QUALIFICATIONS

Must have a minimum of a graduate degree in Social Sciences. A post graduate qualification in Gender studies, Business Administration or Economics will be an added advantage.

D. PROFESSIONAL EXPERIENCE

Must have at least 5 years' experience in managing issues on gender, and women at national or regional or international level; experience in mainstreaming gender in regional economic organisations is an added advantage.

4.0 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.

5.0 ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country and not more than 56 years of age at the time of submitting the application.

6.0 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.**

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH EMAIL AND ALSO IN HARD COPIES

Accordingly, short-listed candidates by the Coordinating Ministries should reach the address below by the **3rd June 2019** at least by 18.00 hours Lusaka time.

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