

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



**CALL FOR APPLICATIONS FOR ONE PROFESSIONAL POSITION - HEAD OF
PROCUREMENT 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 POSTS
1	Head of Procurement	P3	1

JOB TITLE: Head of Procurement

GRADE: P3

DIVISION: Human Resources and Administration

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

REPORTING TO: Director Human Resources and Administration

FUNCTIONS

Under the direct guidance of the Director Human Resources and Administration and the overall supervision of the Assistant Secretary General (Administration and Finance) the incumbent shall inter alia perform the following duties:

- (i) Supervise all purchasing of office requirements such as stationery, office equipment, vehicles, gifts, hotel accommodation, COMESA functions/banquets/ceremonies, etc. in line with the approved and prevailing Financial Rules and Regulations;

- (ii) Identify and establish the most economic source of acquiring various office requirements and office equipment maintenance services, and ensure that the stock levels of the various office requirements are economical;
- (iii) Ensure that all purchases are properly secured and stored and that the various items including consumables are accurately entered in the relevant registers;
- (iv) Ensure that all COMESA properties are secured through insurance. Further, in liaison with the Legal Counsel obtain such insurance at premiums that are economical and favorable to COMESA;
- (v) Arrange COMESA Functions (including staff functions), Banquets and Ceremonies and ensure purchase of appropriate gifts when necessary;
- (vi) Process applications of staff for and issue COMESA Laissez-Passer and visa applications for exit and entry to countries where staff members may be required to undertake official travel;
- (vii) Make travel arrangements including air and hotel bookings, and transportation of COMESA staff, delegates and technical staff, including visa arrangements ensuring that such services are obtained at most economical rates;
- (viii) Arrange airport formalities when receiving and seeing off the Secretary General when he goes and comes back from missions, including delegates who come to COMESA meetings and missions;
- (ix) Supervise the general support staff, the administrative Assistant (Misc. Duties), store and Registry Assistants for the efficient delivery of services; and
- (x) Carry out any other duties that may be assigned to you by the Director of Human Resources and Administration or the Assistant Secretary General (Administration and Finance).

C. ACADEMIC QUALIFICATIONS

- (i) Minimum of a bachelor's degree in business administration, Procurement or Logistics from a recognised University. A post graduate degree/master's in business administration, Procurement or Logistics will be an added advantage.
- (ii) Must be a full member of either the Chartered Institute of Purchasing and Supply or the Chartered Institute of Logistics and Transport.

D. PROFESSIONAL EXPERIENCE

- (i) At least eight (8) years of relevant professional experience in implementing procurement processes for regional and/or international organisation. Working experience with development partnership projects would be an asset;
- (ii) Knowledge and understanding of procurement/contracts principles and terminologies as well as contract administration is essential;
- (iii) Proven experience in procurement within the framework of multilateral donor projects or other technical and financial partners;
- (iv) Excellent computer skills in word processing (MS Word), spreadsheet (MS Excel) and related software.

4.0 WORKING LANGUAGE REQUIREMENT FOR THE POSITION

Must be fluent in English and/or French and/or Arabic (speaking and writing). A combination of any two or all 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 **13th September 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