

**FEDERATION OF NATIONAL ASSOCIATIONS OF WOMEN
IN BUSINESS IN EASTERN AND SOUTHERN AFRICA**

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FEMCOM SECRETARIAT

**THE FEDERATION OF NATIONAL ASSOCIATIONS OR FEDERATIONS OF
WOMEN IN BUSINESS (FEMCOM) VACANCY FOR THE POSITION OF
EXECUTIVE DIRECTOR**

The Common Market for Eastern and Southern Africa (COMESA) is a Regional Economic Community comprising of 21 Africa States which agreed to promote regional integration through trade development and to develop their natural and human resources for the mutual benefit of all their peoples.

Under Article 155 of the COMESA, on 31st January, 1992, a Charter was made for establishment of Federation of National Associations or Federations of Women in Business (FEMCOM) whose primary mandate is to provide a forum for exchange of idea and experience among women entrepreneurs. In July, 1993 COMESA created FEMCOM. It was recognized by the COMESA Authority composed of Heads of States and Leaders of Government, who focused on the desire to implement the COMESA Treaty in so far as it is related to Women in Development and Business. COMESA envisioned that FEMCOM would be instrumental through which the appropriate portion of COMESA Women in Development Programme would be implemented; a forum for networking women entrepreneurs and an instrument for encouraging women to set up enterprises or expand existing enterprises and thereby facilitate for women in Member States to achieve their full participation in economic development.

Pursuant to the Article 9 of FEMCOM, would like to recruit its **EXECUTIVE DIRECTOR**, and therefore, hereby requests for applications for the position, from suitable candidates, from its Member States.

1.0 THE POSITION

JOB TITLE: Executive Director
GRADE: Professional, Level 5 (P5)
SALARY SCALE: COM\$ 70,654 - COM\$ 83,375 per annum plus allowances
REPORTING TO: BOARD

2.0 KEY TASKS

- (a) The Executive Director is the Chief Executive Officer of FEMCOM; Article 9.1 of FEMCOM provides that: “The Secretariat of the Federation is hereby established and shall be headed by an Executive Director”, and shall be assisted by other staff of the Secretariat.
- (b) The Executive Director shall be appointed by the General Assembly on recommendation of FEMCOM Board. The General Assembly shall comprise of Heads or Deputy Heads of Member States, and is the supreme organ of FEMCOM.
- (c) The Secretariat of FEMCOM is located in Lilongwe, Malawi, and is hosted by the government of the Republic of Malawi. The Duty Station for the Executive Director is, therefore, Lilongwe, Malawi.

3.0. JOB RESPONSIBILITIES

- (a) The Executive Director as the Chief Executive Officer of FEMCOM, shall be responsible for its corporate development, strategic planning, as well as managing and implementation of the Articles in the Charter and resolutions of FEMCOM subject to the vision and general direction of FEMCOM Board;
- (b) The Executive Director shall provide guidance on policy, programmes, procedures and any other related matters for FEMCOM with assistance from Member States, donor community and private sector;
- (c) The Executive Director shall oversees the overall programme development and implementation, resource mobilization initiatives, monitoring and evaluation; and shall ensure the timely dissemination of information and implementation of resolutions of FEMCOM Board and Technical Committees;
- (d) The Executive Director shall be responsible for leading advocacy and public awareness of interventions in policies, laws and regulations to promote effective participation of women in economic and entrepreneurial programmes;
- (e) The Executive Director shall manage and grow cooperation of FEMCOM with COMESA institutions and other organisations that recognize vital aspect of women participation in the economies of Member States;
- (f) The Executive Director shall promote Member States participation in the programmes of FEMCOM;
- (g) The Executive Director, as the head of the Secretariat shall be responsible for ensuring effective day to day operations, protecting the integrity of the Secretariat and managing the staff. In this context, the Executive Director is expected to provide effective professional and managerial leadership in the development and implementation of internal corporate obligations, financial, administrative and human resources management strategies, policies and plans in keeping with FEMCOM and COMESA guidelines;
- (h) The Executive Director shall lead in facilitating for strategic collaboration or linkages with different market players in the Member States to enhance business opportunities, assistance and efficiency;

- (i) The Executive Director shall champion eventual establishment of purpose built office complex for the Secretariat under the guidance of FEMCOM Board;
- (j) The Executive Director shall be primarily responsible for the public representation of the FEMCOM and promoting its aims and objectives; and,
- (k) The Executive Director shall perform any other related duties as may be assigned by FEMCOM Board.

4.0 QUALIFICATIONS AND EXPERIENCE

- (a) The post holder shall be a citizen of a COMESA Member;
- (b) Be a holder of at least a minimum of a Masters degree in Social Science or Business Administration or Finance, including a good first degree from reputable universities;
- (c) Must have a minimum of 15 years proven relevant experience in top managerial positions in reputable organization(s);
- (d) FEMCOM is an equal opportunity employer. Qualified women, with the requisite experience, are strongly encouraged to apply.

5.0 REQUIRED TRAITS, SKILLS AND COMPETENCIES

- (a) Must display and prove creativity in institutional strategic visioning; an appreciation of the vision, mission and objectives of FEMCOM, and the role of FEMCOM in promoting good entrepreneurial and business linkages will be a definite advantage;
- (b) Must possess demonstrated qualities of success in leadership and management and must be able to manage and embrace change, proactively manages risks and lead operational improvements;
- (c) Must have proven abilities to mobilise and manage resources to achieve stated goals;
- (d) Must possess entrepreneurial acumen;
- (e) Must possess demonstrated experience in advocacy;
- (f) Must possess excellent interpersonal skills and the ability to interact with persons from diverse disciplines, perspectives and cultures;
- (g) Must be of unblemished character and have a high degree of personal integrity, and must be of mature and sober judgement;
- (h) Must have excellent oral and written communication skills;
- (i) Must be a team player who can inspire, direct and motivate staff;
- (j) Must have proficiency in English and/or French and/or Arabic;

(k) Must have good computer skills; and,

(l) Candidates will be required to provide security clearance before appointment.

6.0 TERM OF CONTRACT OF SERVICE

(a) The contract of service for the Executive Director shall be for a maximum of four years, renewable only once for a maximum of four years, subject to satisfactory performance and approval by the General Assembly.

7.0 WORKING LANGUAGE REQUIREMENT: 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.

8.0 ELIGIBILITY FOR APPLICATION: Applicants must be members of COMESA Member States.

Candidates should not be more than fifty six (56) years of age at the time of submitting their application. This will ensure that the successful candidate should be able to serve the initial 4 year term of appointment.

9.0 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 on the COMESA website: <http://www.comesa.int>.

10.0 MODE OF APPLICATION

Candidates are required to submit the following with their applications:

- (a) a copy of their Curriculum Vitae detailing the requisite qualifications and experience, and demonstrating suitability for the job;
- (b) at least 3 referees with contact details;
- (c) a brief statement of the candidate's vision for FEMCOM and the strategies for achieving this. The statement should not be more than 2 pages on A4 paper size;

Applications submitted directly to the FEMCOM Secretariat or in hard copies will not be considered and only shortlisted candidates will be contacted. Accordingly shortlisting reports from the Coordinating Ministries, attaching all the relevant documents of the successful candidates should reach the address below by 12th April 2019. All submissions must be made **Electronically via this email:** recruitment@comesa.int copy femcom-recruitment@comesa.int