CALL FOR APPLICATIONS FOR TWO PROFESSIONAL POSITIONS - DIRECTOR TRADE AND CUSTOMS AND DIRECTOR INDUSTRY AND AGRICULTURE 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:

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<th>NAME OF VACANT POST</th>
<th>GRADE</th>
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<td>Director Trade and Customs</td>
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<td>Director Industry and Agriculture</td>
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1.0 JOB DESCRIPTION 1

**JOB TITLE:** Director Trade and Customs  
**GRADE:** P5  
**DIVISION:** Trade and Customs  
**SALARY SCALE:** COM$ 70,654 – COM$ 83,375 per annum plus allowances.  
**REPORTING TO:** Assistant Secretary General Programmes

2.0. FUNCTIONS

Under the direct supervision of the Assistant Secretary General (Programmes) and the overall supervision of the Secretary General, you shall perform the following functions:
KEY TASKS

(a) You will be the focal point of the Division responsible for providing leadership, direction and ultimately coordinating all activities of the Trade and Customs Division;

(b) Promote partnerships with International and Regional Institutions and other stakeholders for effective implementation of trade arrangements and related programmes; and

(c) Be responsible for supervising officers in the Trade and Customs Division, ensuring that targets and objectives are met.

DUTIES AND RESPONSIBILITIES

(a) Co-ordinate the implementation of the Customs Union with a Common External Tariff, Free Circulation of Goods and Revenue Sharing;

(b) Co-ordinate the consolidation of the Free Trade Area, with the elimination of non-tariff barriers for the successful implementation of the Customs Union;

(c) Co-ordinate and monitor customs systems and procedures aimed at facilitating the movement of goods across borders, including the implementation of a Common Customs Regulation and Common Tariff Nomenclature;

(d) Co-ordinate the implementation of the COMESA Services Liberalization Programme;

(e) Assist the Secretariat in co-ordinating and promoting joint programmes with other Regional Economic Communities (RECs);

(f) Assist the Secretariat in negotiating trading arrangements with other economic groupings or countries;

(g) Provide advice on World Trade Organization negotiations;

(h) Supervise the administrative structure for managing the Customs Union;

(i) Provide overall guidance and technical inputs into activities of the Division;

(j) Ensure timely preparation of annual work plans in close collaboration with other Divisions of the Secretariat;
(k) Provide technical support to the business community on trade policies, trade strategies and practices as well as market access in COMESA and in the global economy;

(l) Co-ordinate and facilitate preparation of project documents for donor support;

(m) Co-ordinate timely and quality preparation of reports on implementation of programmes;

(n) Provide managerial and methodological support to the Division;

(o) Design training programmes for the Division with assistance from the Human Resources Department;

(p) Supervise technical studies undertaken in the Division; and

(q) Perform any cognate activities which may be assigned to you by the Secretary General or the Assistant Secretary General (Programmes) from time to time.

3.0 ACADEMIC QUALIFICATIONS

A minimum of a master’s degree in international trade, commerce or business administration with adequate knowledge of monetary economics, with good communication skills and interpersonal relations.

4.0 PROFESSIONAL EXPERIENCE

10 years minimum experience in international trade and economic related areas with proven track record of management.

5.0 JOB DESCRIPTION 2

JOB TITLE: Director Industry and Agriculture

GRADE: P5

DIVISION: Industry and Agriculture

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

REPORTING TO: Assistant Secretary General Programmes
6.0 FUNCTIONS

Under the direct supervision of the Assistant Secretary General (Programmes) and general direction of the Secretary General you will perform the following functions:

KEY TASKS

(i) Firstly, to enhance productive capacities across economic sectors of the region by mobilizing domestic and foreign investments;

(ii) Secondly to promote competitiveness of regional products and services through effective participation of the private sector.

DUTIES AND RESPONSIBILITIES

(i) Appraise staff within the Division;

(ii) Prepare guidelines for the creation of an enabling environment for private sector investment;

(iii) Promote and advocate environmental measures for entrepreneurship and private sector development;

(iv) Promote regional value-chains and agribusiness for increasing added value to raw materials in the region;

(v) Promote initiatives and mechanisms to facilitate small and Medium scale industries including sub-contracting and other partnership relations between larger and smaller firms;

(vi) Mobilise resources for the implementation of projects in agriculture, industry, mining and services sectors;

(vii) Promote and advocate the effective participation of women and youth in business activities;

(viii) Promote, advocate and conduct agricultural programmes on agro-industry, mining beneficiation and other defined priority sectors;

(ix) Develop or initiate platforms to link up domestic with foreign investors;

(x) Promote and conduct analysis of productivity in agriculture, industry, mining and the services sector;

(xi) Take day to day decisions on personnel matters in the Division;
(xii) Design training programme for the division with assistance from the Personnel Division; and

(xiii) Carry out any other related duties that may be assigned to you by the Assistant Secretary General (Programmes) or the Secretary General from time to time.

7.0 ACADEMIC QUALIFICATIONS

Post graduate degree - in Economics, Social and Economic Law, MSc Development Studies or Business Administration

8.0 PROFESSIONAL EXPERIENCE

10 years’ experience in working on industrial and agricultural development with a strong private sector background in a leadership role. Engagement with Development Partners (such as UNIDO and FAO) in dealing industrial and agricultural development would be an added advantage.

9.0 WORKING LANGUAGE REQUIREMENTS 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.

10.0 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.

11.0 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 7th October 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@come.sa.int