COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA (COMESA) SECRETARIAT

CALL FOR APPLICATIONS FOR PROJECT POSITIONS UNDER THE TRADECOME11-ACP

Ref: CS/HR/TF/(05.09.19)HM Date: 25th September 2019

The Common Market for Eastern and Southern Africa (COMESA) has received financing from the European Union towards the cost of the COMESA Trade Facilitation Programme and it intends to apply part of the proceeds to payments for consulting services to be procured under this project. The consulting services expected to be carried out under this project include the recruitment of the following project staff:

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<tr>
<th>S/N</th>
<th>NAME OF VACANT POST</th>
<th>NO. OF POST</th>
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<tbody>
<tr>
<td>1</td>
<td>Project Manager</td>
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<td>2</td>
<td>Trade Expert</td>
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<td>3</td>
<td>Research Economist</td>
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PROJECT BACKGROUND

COMESA and EU have signed a Grant contribution agreement worth EUR 2,897,530.47 to be utilized in enhancing COMESA Capacity in Trade Policy Analysis, Research and Training for Deeper Regional Integration and Participation in Global Economy.

The overall objective of the project is to enhance technical capacity of COMESA Secretariat and Member States to mainstream regional obligations through ratification and domestication of COMESA legal instruments and implementation of regional programs at member States level in order to achieve deeper regional integration and increased participation in the global economy.

The specific objectives include;

(i) To enhance capacity for trade policy research and training: This will include conducting trade policy analysis, research and training in trade negotiations in order to address trade issues and support formulation and implementation of suitable trade policies as well as Member States ability to negotiate and implement bilateral and regional trade agreements.
(ii) Build practical skills and knowledge to support regional integration: This will provide sound conceptual and practical training in regional integration through operationalization of the COMESA virtual university of regional integration to equip the Member States with technical capacity, skills and knowledge in implementation of regional integration programs and the Secretariat in monitoring implementation of COMESA Treaty, protocols, regulations, directives and decisions of the policy organs.

THE ACTIVITIES TO BE IMPLEMENTED UNDER THE PROJECT INCLUDE:

(a) Trade policy analysis, research, training and trade negotiations;
(b) Conducting applied policy research in regional integration;
(c) Dissemination of Policy Research Outputs;
(d) Promoting collaboration with strategic partners in capacity building;
(e) Provision of scholarships to students;
(f) Organizing master’s degree Programme Students Research Dissemination Workshops;
(g) Conducting quality assurance of the master’s degree programme; and
(h) Subscription to trade and regional integration journals.
JOB DESCRIPTION POST NO (ONE)

JOB TITLE : Project Manager

DUTY STATION : COMESA Secretariat, Lusaka, Zambia

DURATION OF ASSIGNMENT : Two (2) Calendar years

RENUMERATION : EURO 8,500 per Month ALL INCLUSIVE

Background

The principal task of the Project Manager will be to coordinate implementation of the project and assist COMESA to enhance its capacity for trade policy research and training and build practical skills and knowledge to support regional integration.

SPECIFIC TASKS/KEY RESPONSIBILITIES:

Under the overall guidance of the Assistant Secretary General (Programmes) and direct supervision of Director, Trade and Customs, the project manager is responsible for the day-to-day management and implementation of the Project, including all technical and administrative matters. The specific responsibilities include:

(a) Manage and coordinate project activities including; technical, administrative and financial elements by applying strategic planning and systematic coordination principles;

(b) Co-ordinate research and analysis of economic and trade policy issues, including establishing linkages between COMESA’s trade policy objectives (e.g. the customs union, the COMESA internal market) and major trading partners;

(c) Supervise the Project personnel, consultants and effective communication and coordination between the Project and EU;

(d) Quality control of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems;

(e) Coordinate implementation of the COMESA Virtual master’s degree Programme in Regional Integration;

(f) Organize and hold the COMESA Annual Research Forums;

(g) Undertake special studies on emerging policy issues;

(h) Responsible for publication of research output through Working Papers, Policy briefs and newsletters;

(i) Carry out in-house training programs to update skills of the Secretariat staff, particularly on analytical tools;
(j) Prepare and compile the Project Annual/Quarterly Work Plans and Progress/Final substantial and financial reports and its submission to EU as appropriate;

(k) Ensure establishment and maintenance of proper electronic and paper filing systems;

(l) Undertake review of studies completed under the auspices of the COMESA Secretariat;

(m) Draft and present research findings for validation and dissemination of research output at regional and international fora; and

(n) Undertake any other duties which may be allocated by the Supervisor

DELIVERABLES

(i) Project implementation plans;

(ii) Project implementation reports;

(iii) Policy Research papers/policy briefs;

(iv) Publications; and

(v) Progress Reports on implementation of the Master’s Degree Programme.

ACADEMIC REQUIREMENTS

(i) Master’s degree in Economics and/or Trade Policy.

(ii) Specialization in Trade is desirable.

(iii) PhD Degree in Economics is an advantage in the above field.

PROFESSIONAL REQUIREMENTS

(i) 10 years of relevant work experience at a senior management level in National Government, National organization or international organizations.

(ii) Managerial experience in the field of regional integration and development cooperation including in grant management;

(iii) Knowledge and experience in economic and trade policy research and analysis;

(iv) Strong statistical analytical skills and knowledge of Microsoft office; and

(v) Experience in management of programmes.
JOB DESCRIPTION POST NO (TWO)

JOB TITLE : TRADE EXPERT

DUTY STATION : COMESA Secretariat, Lusaka, Zambia

DURATION OF ASSIGNMENT : Two (2) calendar years.

RENUMERATION : EUROS 7,500 per Month ALL INCLUSIVE

BACKGROUND
The principal task of the Trade Expert will be to support the project Manager in implementation of the project and assist COMESA to enhance its capacity for trade policy research and training.

SPECIFIC TASKS/KEY RESPONSIBILITIES:
Under the overall guidance of the Director, Trade and Customs, and direct supervision of the project Manager, the Trade Expert is responsible for supporting the project in trade policy related issues. The specific responsibilities include:

(a) Development and co-ordination of trade policy research and analysis including establishing linkages between COMESA’s trade policy objectives (e.g. the customs union, the COMESA internal market) and major trading partners;
(b) Drafting and presenting trade policy research findings for validation and dissemination of research output at regional and international fora;
(c) Undertake a review of studies undertaken under the auspices of the COMESA Secretariat related to the COMESA internal market and other agreements with third parties;
(d) Undertake a literature review of studies on trade relationships between COMESA countries and their traditional and emerging economy partners to come up with possible options for promoting intra-regional trade;
(e) Initiate research studies with the objective of establishing linkages between COMESA’s trade policy objectives (i.e. the customs union and internal market) and major trading partners interest in trading with the COMESA region;
(f) Undertake studies on key issues on the WTO and their implications for COMESA countries;
(g) Undertake studies on topical and related issues pertaining to the emerging Tripartite and CFTA processes;
(h) Based on the studies undertaken, elaborate positions for COMESA to pursue as a regional bloc in order to rationalize the direction of regional trade policy and how it may benefit from COMESA’s external trade relationships. These findings will assist with the development of COMESA’s draft external trade policy;
(i) Present findings at stakeholder validation workshops and draft reports on validation workshop outcomes;
(j) Disseminate research findings at COMESA regional and international fora; and
(k) Undertaking any other duties which may be allocated by the Supervisor.
DELIVERABLES:

(i) Project implementation plans;
(ii) Project implementation reports;
(iii) Policy Research papers/policy briefs;
(iv) Publications; and
(v) Progress Reports on implementation of the Programme.

ACADEMIC REQUIREMENTS

(i) Master’s degree in Economics and / or Trade Policy.
(ii) Specialization in Trade is desirable.
(iii) PhD Degree in Economics is an advantage in the above field.

PROFESSIONAL REQUIREMENTS:

(i) Five (5) years of relevant work experience at management level in National Government, National organization or international organizations.
(ii) Knowledge and experience in trade policy analysis, formulation, negotiation and implementation; and
(iii) Excellent analytical skills using statistical processing softwares and knowledge of Microsoft office.
JOB DESCRIPTION POST THREE

JOB TITLE : RESEARCH ECONOMIST

DUTY STATION : COMESA Secretariat, Lusaka, Zambia

DURATION OF ASSIGNMENT : Two (2) calendar years.

RENUMERATION : EUROS 7,500 per Month ALL INCLUSIVE

BACKGROUND

The principal task of the Research Economist will be to support the project Manager in implementation of the project and assist COMESA to enhance its capacity for trade policy research and training and build practical skills and knowledge to support regional integration

SPECIFIC TASKS/KEY RESPONSIBILITIES

Under the overall guidance of the Director, Trade and Customs, and direct supervision of the project Manager, the Research Economist is responsible for supporting the project in research related activities. The specific responsibilities include:

The Research Economist will support the project manager in:

(a) Development and co-ordination of research and analysis of economic and trade policy issues, including establishing linkages between COMESA’s trade policy objectives (e.g. the customs union, the COMESA internal market) and major trading partners;

(b) Organizing the COMESA Annual Research Forums

(c) Undertaking applied policy research and analysis on regional integration and emerging economic policy issues;

(d) Coordinating training in trade policy research and analysis and trade negotiation training;

(e) Publication of research output through Working Papers, Policy briefs and newsletters;

(f) Carrying out in-house training programs to update skills of the Secretariat staff, particularly on analytical tools;

(g) Providing technical input on research, assessment works and support in the day to day research works;

(h) Drafting and presenting research findings for validation and dissemination of research output at regional and international fora; and

(i) Undertaking any other duties which may be allocated by the Supervisor.
DELIVERABLES:

(i) Policy Research outputs/papers;
(ii) Publications; and
(iii) Trade policy research training reports

ACADEMIC REQUIREMENTS

(i) Master’s degree in Economics and / or Trade Policy.
(ii) Specialization in Trade is desirable.
(iii) PhD Degree in Economics is an advantage in the above field.

PROFESSIONAL REQUIREMENTS

(iv) Five (5) years of relevant work experience at management level in National Government, National organization or international organizations.
(i) Knowledge and experience in economic and trade policy research and analysis; and
(ii) Excellent analytical skills using statistical processing softwares and knowledge of Microsoft office.

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 these languages will be an added advantage.

ELIGIBILITY FOR APPLICATION

Applicants must be nationals of EU, ACP and COMESA Member States. Candidates may only apply for one of the vacant posts. Applications MUST be submitted 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 must be submitted in soft copy, hard copies will not be considered, and only short-listed candidates will be contacted.

FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications together with soft copies of qualifications and references should be attached and reach the email address below not later than Friday 18th 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@comesa.int