COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA
(COMESA) SECRETARIAT

CALL FOR APPLICATIONS FOR ELEVEN (11) PROFESSIONAL POSTS AT COMESA SECRETARIAT

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of 19 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 posts:

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Below are the requirements of the posts (job descriptions and job specifications):
1. **JOB DESCRIPTION POST ONE**

**Job Title**: Director, Investment Promotion & Private Sector Development

**Grade**: P5

**Division**: Investment Promotion & Private Sector Development

**Duty Station**: Lusaka

**Commencement Date**: June/July, 2013

**Report To**: The Assistant Secretary General (Programmes)

**Purpose of the Job**

(a) Firstly to undertake activities and studies aimed at mobilising domestic investment resources as well as increasing productivity in all sectors of the economy.

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

**Key Tasks**

(a) To prepare guidelines for the creation of an enabling environment for private sector investment.

(b) To promote and advocate environmental measures for entrepreneurship and private sector development.

(c) To mobilise resources for the implementation of projects in agriculture, industry, mining and services sectors.

(d) To promote and advocate the effective participation of women in business activities.

(e) To promote, advocate and conduct agricultural agro-industrial programmes or pre-investment studies.

(f) To develop or initiate network facilities to link domestic with foreign investors.

(g) To back stop efforts at establishing/strengthening capital markets and financial intermediation institutions.
(h) To promote and conduct analysis of productivity in agriculture, industry, mining and the services sector.

(i) To take day to day decisions on staff matters in the Division.

(j) To design training programmes for the division with assistance from the Personnel Division

(k) Carry out any other duties that may be assigned to him/her by his/her superiors

Minimum Qualifications

Post graduate degree - MSc Business or Social Science, MBA or MBl. A Phd in the relevant field would be an added advantage.

Professional Experience

10 years with a strong private sector background in a leadership role. Knowledge of the COMESA region is desirable.

2. JOB DESCRIPTION POST TWO

Job Title : Chief Conference Services
Grade : P4
Division : Administration
Duty Station : Lusaka
Commencement Date : June/July, 2013
Report To : The Director of Administration

PURPOSE OF THE JOB

Ensuring the smooth running of conferences and meetings through the provision of effective translation, interpretation and documentation services

Key Tasks

Under the direct guidance of the Director of Administration and overall guidance of the Assistant Secretary General (Administration and Finance), the incumbent of the post will perform the following duties:
(a) Plan, organise and service COMESA conferences, meetings, seminars, and workshops by:

(i) Drawing up the annual calendar of meetings;
(ii) Being involved in recruitment of conference interpreters and translators;
(iii) Working out the logistics of organising conferences;
(iv) Drawing up the budget for conferences;
(v) Supervising the writing, processing and distribution of documents and reports to the member States; and
(vi) Supervising the reproduction and keeping custody of documents and official records of meetings.

(b) Supervise the staff assigned to the Unit by:

(i) Assigning work to them;
(ii) Ensuring that quality work is produced and deadlines are met;
(iii) Ensuring discipline and good working relations are maintained; and
(iv) Ensuring punctuality.

(c) Ensure that translation and interpretation services are provided in a very satisfactory manner to all meetings and conferences of COMESA by:

(i) Identifying qualified and experienced interpreters and translators for meetings;
(ii) Liaising with Division of Administration on the terms and conditions of service of such interpreters and translators;
(iii) Assigning tasks and responsibilities to them; and
(iv) Evaluating their performance and recommending payment or non-payment of any portion of their monetary entitlements.

(d) Ensure the reproduction and distribution of documents before and during conferences and meetings of COMESA by:

(i) Ensuring the availability of the required stationery and materials;
(ii) Liaising with the Head, General Services in ensuring that duplicating and printing machines are kept in a good working order; and
(iii) Ensuring that documents are processed according to the COMESA in-house style.

(e) Perform any other related duties that may be assigned by his/her superiors from time to time.

**Minimum Qualifications**

At least M.A. (Linguistics) or M.A. (Administration) or equivalent professional qualifications. Translation from English into French and/or vice-versa and a Phd in the relevant field would be an added advantages.

**Professional Experience**

At least ten (10) years of international or national experience in the relevant field. Knowledge of the COMESA region is desirable.

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### 3. JOB DESCRIPTION POST THREE

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**Purpose of the Job**

Conducting long range strategic plans as well as evaluating and monitoring the impact and effectiveness of activities undertaken by substantive units

**Key Tasks**

(a) Conduct and consolidate long range strategic plans for the whole of COMESA units together with the respective divisions;

(b) Prepare medium to long range studies, as well as develop the overall logic in preparation of long term strategic plans;

(c) Monitor these strategic plans;
(d) Report any variation to the Secretary General;

(e) Evaluate on an annual, biannual, quarterly and monthly basis in order to create a proactive capacity for COMESA;

(f) Evaluate and advise on the Impact, effectiveness and relevance of activities undertaken by the various substantive units;

(g) Develop research material for use by member States as well as COMESA itself and other interested parties;

(h) Making periodical reports to the Secretary General, and

(i) Carry out any other duties that may be assigned to him/her by his/her superiors.

Minimum Qualifications

Post graduate degree in strategic planning, MSc or MBA. A Phd in the relevant field would be an added advantage.

Professional Experience

10 years experience in strategic planning research and/or corporate planning management. Knowledge of the COMESA region is desirable.

4. JOB DESCRIPTION POST FOUR

Job Title: Coordinator, Technical Cooperation & Resource Mobilisation

Grade: P4

Division: Office of the Secretary General

Duty Station: Lusaka

Commencement Date: June/July, 2013

Report To: The Secretary General

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.
Key Tasks

Under the guidance and general supervision of the Secretary General, the incumbent performs the following duties:-

(a) Maintains ongoing dialogue and cooperation with the international donor community and cooperating partners with a view to getting support and mobilising resources for COMESA programmes by:
   (i) Studying the mandate, areas of interest and experience of donors;
   (ii) Conducting regular consultations with donors;
   (iii) Following up implementation of projects regularly;
   (iv) Organizing visits by COMESA to donor organizations and vice-versa;
   (v) Negotiating with donors to ensure maximum participation of COMESA in regional initiatives and regional funding of projects;
   (vi) Submitting reports to the Secretary General regularly;
   (vii) Ensuring donor funds are properly utilized;
   (viii) Keeping donors informed of any developments and responding to their queries promptly and competently;
   (ix) Attending relevant regional and international meetings, preparing and submitting reports.

(b) Assisting all actions required for the effective implementation of technical co-operation projects by:
   (i) Assisting project preparation at the COMESA Secretariat to ensure consistency, and complementarity between projects/programmes;
   (ii) Following up and monitoring implementation of projects, analysing difficulties, and recommending solutions;
   (iii) Preparing/reviewing reports;
   (iv) Preparing consolidated reports;
   (v) Studying the ways and means by which the Secretariat could be self financing;
   (vi) Serving as the Secretary of the Project Management Committee which streamlines the preparation and submission of projects.
(vii) Following up and managing the research programme of COMESA.

(c) Establishes and enhances close cooperation with the African Economic Community, other regional economic communities, intergovernmental organisations and specialized agencies with a view to rationalizing and harmonizing their activities and thereby facilitating regional integration by:

(i) Identifying areas of collaboration and joint action;
(ii) Conducting regular consultations;
(iii) Sharing responsibilities and supporting one another;
(iv) Working as a member of OAU Committee of Officials;
(v) Preparing progress reports and attending meetings;
(vi) Negotiating, reviewing and revising cooperation agreements to reflect current realities;
(vii) Exchanging and sharing of experiences and information;
(viii) Taking common positions and approaching donors jointly.

(d) Assists member States in negotiating multilateral agreements and in taking common positions on matters of common concern by:

(i) Acquiring in depth knowledge of the issues under discussion;
(ii) Analyzing the issues and their impact on member States;
(iii) Providing technical assistance to the member States during negotiation;
(iv) Providing forum for member States to make advance preparation.

(e) Designs and manages a programme of technical co-operation and advisory services to member States to enhance regional economic co-operation by:

(i) Undertaking regular reviews of technical co-operation requirements at the sub-regional level;
(ii) Preparing and implementing integrated projects;
(iii) Co-ordinating with Ministry on regular basis to keep it informed of developments and to facilitate implementation of COMESA programmes.

(f) Any other related duties that may be assigned by his/her superiors from time to time.
Minimum Qualifications

At least a Master's Degree in economics, management, law, sociology or international relations from an internationally recognised university. A PhD in the relevant field would be an added advantage.

Professional Experience

A minimum of 10 years experience at the national or international level with proven skills of negotiations and resources mobilisation. Knowledge of the COMESA region is desirable.

5. JOB DESCRIPTION POST FIVE

Job Title : Senior Gender Mainstreaming Officer
Grade : P4
Division : Gender and Social Affairs
Duty Station : Lusaka
Commencement Date : June/July, 2013
Report To : The Director of Gender and Social Affairs

Key Tasks

Under the direct guidance of the Director of Gender and Social Affairs and overall guidance of the Assistant Secretary General (Programmes), the incumbent of the post will perform the following duties:

(a) Liaise with staff in the Gender Division and the Secretariat Directorates/Units in mainstreaming gender in all policies, plans and programmes of the Secretariat and COMESA programmes;

(b) Facilitate and coordinate training on gender mainstreaming and providing ongoing support to Directorates, Units and Member States;

(c) Develop and distribute the Gender Mainstreaming Toolkit to the Directorates, Units, Member States and other key stakeholders;

(d) Develop strong relations with gender focal points within the Member States and various stakeholders;
(e) Ensure the generation, collection, analysis and use of gender disaggregated data and information;

(f) Prepare diagnostic reports, studies and indicators on gender mainstreaming;

(g) Develop mechanisms to promote equal representation of women and men in decision making in Member States, COMESA Structures, and its institutions at all levels;

(h) Conduct missions and participate in helping Member States, employers and workers organisations to formulate and implement policies and programmes to promote gender perspective;

(i) Liaise with national and regional bodies focusing on the situation of women workers and on gender relations at work, as well as with institutions involved in different mainstreaming processes in the region;

(j) Play a strong advocacy role and disseminate information on gender programmes through publications and press releases. Ensure the Gender website is updated and coordinate the publication of a newsletter on key developments in the region every quarter, and

(k) Perform any other duties that may be assigned to him/her by the Director of Gender and Social Affairs or the Assistant Secretary General (Programmes) from time to time.

**Minimum Qualifications**

Masters Degree in the Social Sciences or Gender affairs. A PhD in the relevant field would be an added advantage.

**Professional Experience**

A minimum of 10 years experience in a similar position. Knowledge of the COMESA region is desirable.

**Competencies**

(a) Demonstrated experience in providing technical and leadership skills in Gender Mainstreaming.

(b) Ability to establish strategic relationships in Gender for programme development.

(c) Ability to make relevant suggestions on good gender practices.

(d) Ability to develop training materials, project proposals, policy and procedural matters and present them at high level meetings.
(e) Ability to take responsibility and supervise others.

(f) Ability to work independently and to cooperate effectively as part of the team.

(g) Experience in leading and conducting research on gender and work related issues in the countries of the region.

(h) Experience in designing and managing public policies for equal opportunities in the workplace, with regard to poverty reduction and job creation.

(i) Excellent oral and written communication skills.

6. JOB DESCRIPTION POST SIX

Job Title : Senior Monetary Economist

Grade : P4

Division : Trade, Customs and Monetary Affairs

Duty Station : Lusaka

Commencement Date : June/July, 2013

Report To : The Director of Trade, Customs & Monetary Affairs

Key Tasks

Under the direct supervision of the Director of Trade, Customs and Monetary Affairs and the overall supervision of the Assistant Secretary General (Programmes), you shall inter alia perform the following duties:

(a) Establishing greater harmony in the economic, fiscal and monetary conditions of the member States, in order to reduce currency misalignment, and establishing consultative and coordinating machinery by:

   (i) Devising measures for implementation of short-term, medium-term and long-term actions towards the Monetary and Fiscal Policies Harmonisation Programme;

   (ii) Carrying out consultations with member States on the appropriateness and adequacy of reform proposals, collection and analysis of data on the monetary, trade, fiscal and financial conditions of the member States and preparing reports thereof;
(iii) Proposing measures for implementation of macro-economic policy coordination and harmonisation;

(iv) Undertaking monetary, fiscal and financial analysis and policy, including the coordination of on-going research on the monetary, fiscal and financial conditions in the member States, the collection and analysis of statistical data and the preparation of reports pertaining to them;

(v) Following up on developments in international finance, monetary and fiscal conditions including the collection and analysis by statistical data on financial, monetary and fiscal trends and performance and preparation of reports pertaining to them;

(vi) Providing advisory services and technical assistance to member States in the fields of monetary, fiscal and financial cooperation;

(vii) Monitoring the implementation of the Monetary and Fiscal Policies Harmonization Programme, focusing on the achievement or otherwise of economic convergence, particularly with respect to exchange rates, new money creation, money supply, fiscal deficits, tax reforms, inflation and interest rates;

(viii) Formulation of proposals leading towards the eventual creation of limited currency convertibility, informal exchange rate union and finally to formal exchange rate union and required adjustment measures to be implemented by member States;

(ix) Establishment of a common monetary institution to coordinate and formulate monetary and fiscal policies to be implemented under an exchange rate union;

(x) Assisting in designing and implementing regional macroeconomic and monetary policy coordination and in developing more efficient financial structures within COMESA;

(b) Achieving convertibility, within the region, of member States' national currencies by:

- Proposing measures for limited currency convertibility through the use of instruments such as forex bureaux.

(c) Liberalising the exchange systems of the member States in order to facilitate trade and capital movements within the region by:

(i) Assisting in the creation and operation of regional stock exchange;

(ii) Promoting cross-border investment and capital movements within the region.
(d) Establishing a payments system in order to facilitate and promote intra-regional trade by:

(i) Improving the payments system of the member States;

(ii) Supporting the establishment and functioning of the Regional Export Services Agency (RESA).

(e) Mobilization of financial resources for trade expansion and development projects and programmes, by:

(i) Supporting the functions of the Eastern and Southern African Trade and Development Bank;

(ii) Formulating a common regional position on international monetary and financial issues;

(iii) Liaising with international, regional and sub-regional organizations and dealing with money and finance in the implementation of COMESA programmes.

(f) Carry out any other duties that may be assigned to you by the Director of Trade, Customs and Monetary Affairs or the Assistant Secretary General (Programmes) from time to time.

**Minimum Qualifications**

At least a Master’s Degree in economics, management, law, sociology or international relations from an internationally recognised university. A PhD in the relevant field would be an added advantage.

**Professional Experience**

A minimum of 10 years experience at the national or international level with proven skills of negotiations and resources mobilisation. Knowledge of the COMESA region is desirable.

7. **JOB DESCRIPTION POST SEVEN**

Job Title : Senior Private Sector Development Officer

Grade : P4

Division : Investment Promotion & Private Sector Development
Duty Station : Lusaka

Commencement Date : June/July, 2013

Report To : The Director, Investment Promotion and Private Sector Development

Key Tasks

Under the direct guidance of the Director of Investment Promotion and Private Sector Development and overall guidance of the Assistant Secretary General (Programmes), the incumbent of the post will perform the following duties:

(a) Assisting in implementing the provision of the COMESA Treaty and Protocols relating to private sector development in the productive and service sectors;

(b) Working with relevant representatives of the private sector business community;

(c) Liaising with the Centre for Industrial Development (CDI) on the promotion of front ventures between foreign and COMESA investors;

(d) Developing a network between national chambers of commerce, ESABO and relevant organisations in Europe, Asia and USA (including the Corporate Council on Africa) that will allow regional businesses to attract investment into their businesses, facilitate technological transfer and sharing of information;

(e) Assisting in the strengthening of private sector associations with a view to enabling them provide services to their respective members;

(f) Facilitating dialogue between private sector operators in touch with financing institutions, including the PTA Bank, for obtaining finance and to expand or diversify their business operations;

(g) Assisting in the co-ordination and exchange of experiences, best practices and other business promotion mechanisms among entrepreneurship development agencies;

(h) Promoting platforms of dialogue between governments and private sectors;

(i) Assisting national governments to develop national industrial and agricultural policies;

(j) Working with member States to develop strategies which will strengthen SMEs;

(k) Assisting in harmonising policies on standards, quality, metrology and testing and develop a regional policy;
(l) Assisting in the promotion of national and cross border business linkages between large and small business enterprises; and

(m) Perform any other duties that may be assigned to him/her by the Director of Investment Promotion and Private Sector Development or the Assistant Secretary General (Programmes) from time to time.

Minimum Qualifications

At least a Master’s Degree in economics, management, law, sociology or international relations from an internationally recognised university. A Phd in the relevant field would be an added advantage.

Professional Experience

A minimum of 10 years experience at the national or international level in a similar position with proven skills of negotiations and resources mobilisation. Knowledge of the COMESA region is desirable.

8. JOB DESCRIPTION POST EIGHT

Job Title: Senior Transport Economist
Grade: P4
Division: Infrastructure Development
Duty Station: Lusaka
Commencement Date: June/July, 2013
Report To: The Director of Infrastructure Development

Purpose of the Job

Assisting in formulating and developing policies and programmes affecting the transport sector.

Key Tasks

Under the direct guidance of the Director of Infrastructure Development and the overall guidance of the Assistant Secretary General (Programmes), the holder of the post will perform the following duties:

(a) Develop programmes for the transport sector and monitor implementation of transport instruments aimed at easing the flow of trade and transport services;
(b) Initiate and formulate transport programmes covering roads, railways, airports and sea-ports in the region;

(c) Formulate proposals for financing and implementing transport programmes;

(d) Establish mechanisms for monitoring of transport programmes;

(e) Develop Road and Rail Safety programmes;

(f) Prepare plans to promote investment in road and rail sectors;

(g) Draw road and railway maps and revise/update them appropriately;

(h) Institutionalise policy reforms for management and financing of various infrastructure;

(i) Design appropriate commercialisation strategies for the railways, roads, seas and airports;

(j) Undertake studies for adoption of common technical standards for roads and railway;

(k) Design uniform road and railway transit charges throughout the COMESA region;

(l) Introduce new road and railway management technologies;

(m) Computerise transport logistics management information systems;

(n) Design and review traffic facilitation measures;

(o) Design a mechanism for the gradual elimination of air traffic restrictions for airline operators in the region;

(p) Formulate regulations governing the carriage of dangerous goods along inland waterways, road, rail and other bodies in the region;

(q) Formulate policies on road safety and setting safety standards for all modes of transportation;

(r) Prepare common goods data base in road and rail sector and programmes for the improvement of road safety in the COMESA Region;

(s) Organize seminars on rail and road safety, and

(t) Any other related duties that may be assigned by his/her superiors from time to time.
Minimum Qualifications

Minimum of Masters Degree in Transport Planning Management, Transport Economics, Transport/road/rail Engineering or equivalent qualifications. A Phd in the relevant field would be an added advantage.

Professional Experience

Minimum of ten (10) years working experience in the management of infrastructure in similar or higher capacity with national regional or international organizations. Knowledge of the COMESA region is desirable.
9. **JOB DESCRIPTION POST NINE**

**Job Title** : Information Systems Analyst (LAN)

**Grade** : P3

**Division** : Information and Networking

**Duty Station** : Lusaka

**Commencement Date** : June/July, 2013

**Report To** : The Director of Information and Networking

**Key Tasks**

Under the supervision of the Director of Information and Networking and overall supervision of the Assistant Secretary General (Programmes) the incumbent shall perform the following functions:

(a) Support COMESA users in the use of PCs, network access, software and hardware, using an appropriate Help Desk software;

(b) Configure routes, switches and firewall to ensure full availability of network access from all installed devices, (network is currently running on Windows and Linux);

(c) Maintain DNS, mail on MS Exchange and web servers for COMESA;

(d) Undertake backup and maintenance measures to ensure high uptime;

(e) Set up all necessary security measures, controllable both by network hardware configuration and by software control;

(f) Negotiate contractor labour and materials vendor contracts with strong project management skills;

(g) Demonstrate Knowledge of telecommunications and wireless technologies (e.g. VAST) and video and voice technology with good awareness of VoIP and videoconferencing applications;

(h) Any other related duties that may be assigned to you by the Director of Information and Networking or the Assistant Secretary General (Programmes) from time to time.
Minimum Qualifications

A Bachelor's degree in Computer Science or Information Technology or any related field. A Masters degree/post graduate degree in the relevant field shall be an added advantage.

Professional Experience

At least eight (8) years of international or national experience in the relevant field.

10. JOB DESCRIPTION POST TEN

Job Title : Information Systems Analyst (WEBSITE)
Grade : P3
Division : Information and Networking
Duty Station : Lusaka
Commencement Date : June/July, 2013
Report To : The Director of Information and Networking

Key Tasks

Under the direct supervision of the Director of Information and Networking and overall supervision of the Assistant Secretary General (Programmes), you shall perform the following duties:

(a) Maintain the database front-end for all databases accessible via web;

(b) Liaise with the individual project officers in charge of IT projects within COMESA on the presentation of their information, its accessibility over the internal network and the Internet;

(c) Establish a list server and set-up appropriate lists for distribution of email to subscribers;

(d) Set up a news server for internal and external use;

(e) Assist with the operation and manning of the Help Desk; and
(f) Establish a network of individuals or organisations in member States who will collect information required to up-date the web-site and to maintain the efficient functioning of this network.

(g) Any other related duties that may be assigned to you by the Director of Information and Networking or the Assistant Secretary General (Programmes) from time to time.

**Minimum Qualifications**

A Bachelor's degree in Computer Science or Information Technology or any related field. A Masters degree/post graduate degree in the relevant field shall be an added advantage.

**Professional Experience**

At least eight (8) years of international or national experience in the relevant field.

11. **JOB DESCRIPTION POST ELEVEN**

**Job Title**: Librarian  
**Grade**: P2  
**Division**: Office of the Assistant Secretary General (Programmes)  
**Duty Station**: Lusaka  
**Commencement Date**: June/July, 2013  
**Report To**: The Assistant Secretary General (Programmes)

**Key Tasks**

The Librarian shall be under the direct supervision of the Assistant Secretary General (Programmes) and overall authority of the Secretary General of COMESA. The Librarian shall perform the following duties:

(a) Provide leadership and management of a comprehensive and proactive library service that is responsive and conforms to COMESA Secretariat's strategic directions, mission and vision;

(b) Maintain and manage technical services such as acquisitions, cataloguing, classification, abstracting, indexing and dissemination of information using
automated systems and international standards such as AACR and the DDC systems;

(c) Coordinate and manage by working closely with ITC division, the development and application of the liberty 3 library management automated system and other related databases;

(d) Develop and maintain key relations and partnerships with staff, client groups, libraries, regional and international organizations in order to optimize resource utilization and sharing. Create networks in order to harness information on regional integration and other information relating to the development of the region;

(e) Manage the repository function of the library by collecting all relevant quasi-government and government documents in respect of the member states, and

(f) Any other related duties that may be assigned to you by the Assistant Secretary General (Programmes) or the Secretary General from time to time

**Minimum Qualifications**

Minimum of Bachelor Degrees in Information and Library Studies or any relevant fields, a post graduate degree will be an added advantage.

**Professional Experience**

A minimum of six (6) years professional experience in the same or higher position.

**WORKING LANGUAGE REQUIREMENT FOR ALL ELEVEN POSTS**

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.

**ELIGIBILITY FOR APPLICATION**

Applicants must be citizens of a COMESA Member country.

**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.
Accordingly, short-listed candidates by the Coordinating Ministries should reach the address below by **Friday, 8th March, 2013**: 

The Director of Administration  
Common Market for Eastern and Southern Africa  
COMESA Centre  
Ben Bella Road  
P.O Box 30051  
**Lusaka**  
Zambia  
Email: recruitment@comesa.int