

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



CALL FOR APPLICATIONS FOR FOUR PROFESSIONAL POSITIONS – DIRECTOR HUMAN RESOURCES AND ADMINISTRATION; CHIEF INTERNAL AUDITOR; LEGAL OFFICER AND AUTOMATED DATA PROCESSING (ASYCUDA) EXPERT AT THE 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 trade facilitation. More information can be obtained from the COMESA website www.comesa.int.

Applications are invited from suitably qualified and experienced professionals from COMESA for the following positions:

S/N	NAME OF VACANT POSTS	GRADE	NO. OF POSTS
1	Director Human Resources and Administration	P5	1
2	Chief Internal Auditor	P4	1
3	Legal Officer	P3	1
4	Automated Information Systems Expert (ASYCUDA and others)	P3	1

1. JOB DESCRIPTION ONE

JOB TITLE:	Director Human Resources and Administration
GRADE:	P5
DIVISION:	Human Resources and Administration
DUTY STATION:	Lusaka, Zambia
SALARY SCALE:	COM\$ 70,654 – COM\$ 83,375 per annum plus allowances
REPORTING TO:	Assistant Secretary General (Administration and Finance).

FUNCTIONS

Under the direct supervision of the Assistant Secretary General (Administration and Finance) and overall direction of the Secretary General, the job holder shall, inter alia, be responsible for the following:

(a) JOB PURPOSE

1. To provide strategic leadership and direction to the human capital and administration functions that will effectively contribute to the achievement of COMESA's strategic objectives.
2. To integrate work, people and professionalism through principles, evidence and outcomes driven Human Resource Management.
3. To ensure that all physical assets are properly maintained, secured, insured and safeguarded; and
4. To assist Executive Management to provide a secure and conducive work environment which facilitates high level productivity, effectiveness, and efficiency.

(b) MAIN DUTIES AND ACCOUNTABILITIES

1. Provides input into midterm strategic and policy priorities/ issues relating to the Secretariat role in supporting and advancing development in Member states to realize the regional integration agenda.
2. Prepares Divisional Annual work plan and Annual Budget against set

objectives, policies, and programs aligned to the MTSP (in order to gain Management approval and funding of work plans required to execute Divisional mandates.

3. Implements the Divisional Annual work programs and budgets to ensure that the Divisional mandate is executed in line with COMESA strategy.
4. Undertakes annual HR planning by assessing current capacity, forecasting future HR requirements and integrating HR plans with achievement of strategic objectives.
5. Designs, develops, and executes innovative strategies, policies, processes, procedures, practices, and programs which effectively support the achievement of COMESA strategic objectives on Human capital management and Administration.
Such strategies, policies, processes, procedures, practices, and programs include among others.
 - i. Talent Management
 - ii. Recruitment and Selection
 - iii. Training and Development
 - iv. Performance Management
 - v. Remuneration and compensation, Change Management, Business Continuity Plan, HIV and AIDS.
6. Leads the recruitment and selection of Staff personnel to ensure the COMESA Secretariat is adequately staffed, with appropriately qualified, experienced and motivated staff to meet the Secretariat's changing needs in a timely manner.
7. Motivates, engages, and builds staff into a high performing divisional team, through coaching, mentorship, effective communication and continuous development.
8. Executes talent management programs including training and development, total rewards, global benefits and compensation surveys.
9. Monitors the development of staff skills and the overall preparation and implementation of the organization's succession plan.
10. Provides business continuity information and metrics to management to allow for decision making, better planning and managing of teams.
11. Prepares technical papers on Human Capital Management and Administration for the technical Committees, Sub committees and the Committee on Administrative and Budgetary Matters, Bureau and Policy Organs.
12. Ensures effective implementation of Council decisions.

13. Ensures compliance with Host Government agreement and guidelines.
14. Manages the Insurance policies for both staff and assets; ensures that all staff are on a Medical Insurance scheme.
15. Manages staff remuneration and benefits: i.e., the payroll, salary, and allowance structures (link with the SMART HR System).
16. Manages all Administrative support services relating to facilities including undertaking renovations and improvements to buildings/estates, travel and transport, security, secretarial and cleaning.
17. Provides high level supervision of:
 - i. Information Resource Centre
 - ii. Records Management
 - iii. Security services
 - iv. Registry and documentation
18. Supervises the organization of all COMESA Conferences and Meetings as well as the provision of services associated with conferences and meetings, such as:

Language translations Interpretation Reproductions Documentation and Protocol.
19.
 - a. Leads the development, implementation, and review of the Balanced Scorecard Performance Management System in COMESA.
 - b. Manages the performance management process in the Division to ensure achievement of divisional objectives.
20. Undertakes any other related duties assigned by the Executive Management.

(c) QUALIFICATIONS AND EXPERIENCE

1. Minimum Academic Qualifications Master's Degree in Human Resource Management or Organization Development with specialization in Human Resource Management. A PhD in the same field would be an added advantage.
2. **Professional Certifications/Qualifications**
 - i. Membership of a recognized HR professional body known in any Member State.
 - ii. Certification in Performance Management system and tools - is desirable
3. **Specialized Knowledge in the following is desirable:**

- i. Organization design and development
 - ii. Human Capital Management processes and best practices
 - iii. Knowledge of the Labour laws of any COMESA country
 - iv. International Labour Laws.
4. Minimum Experience: At least fifteen (15) years' experience in management position or similar positions in national, regional, and international organizations.

2. JOB DESCRIPTION TWO

JOB TITLE:	Chief Internal Auditor
GRADE:	P4
DIVISION:	Secretary General's Office
DUTY STATION:	Lusaka, Zambia
SALARY SCALE:	COM\$ 58,731 – COM\$ 70,654 per annum plus allowances
REPORTING TO:	Secretary General

FUNCTIONS

Under the direct Supervision of the Secretary General, the job holder shall, inter alia, be responsible for the following functions:

(a) PURPOSE OF THE JOB

To assist the Secretariat and COMESA Institutions funded by Members States in exercising good corporate governance by providing independent and objective assurance that the key business risks and processes are adequately managed and controlled. This is accomplished by undertaking a systematic and disciplined approach to improve the effectiveness of risk management, control and governance processes through Internal Audit and risk Management.

(b) MAIN DUTIES AND ACCOUNTABILITIES

1. Establishes the organization's audit universe and devises strategies for identification of auditable subjects on an annual basis and aligns them to the combined assurance plan.
2. Lead audit planning prior to audit engagements through detailed risk assessment to inform risk-based auditing methodology for improved internal controls and governance practices.

3. Based on the approved audits for the year, prepare the annual workplan and budget for the Unit and submit to the Audit and Budget Sub Committee for the approval of Council through the Audit and Budget Sub Committee.

Manages the work plans and budget to ensure prudent use of the resources.

4. Reviews and approves audit working papers and reports to ensure compliance with the risk-based audit tests to communicate objective and complete audit findings to various Institutions, Division and Unit Heads as well as the Secretary General.
5. Manages closure of open audit findings in the Audit Management software by obtaining evidence through follow up audits on the implementation of audit recommendations and provide reports to both the Secretary General and Audit and Budget Sub Committee on the status.
6. Provides secretariat services to the Internal Controls Committee as well as the Audit and Budget Committee for enhancement of speedy implementation of audit recommendations.
7. Presents and informs the Audit and Budget Committee relevant reports of the Secretariat and Institutions as follows:
 - i. Audit reports informing about key audit findings and corrective actions undertaken by Management.
 - ii. Risk management reports to enhance the Committee's oversight. Periodic Unit reports as required.
8. Leads investigation of suspected fraud through fraud risk assessment and risk-based audit planning in order to deliver reports that will inform detailed investigations for purposes of prosecution.
9. Assists Management upon request to revise and draft policies, rules and regulations as well as reengineer business process in order to forestall emerging or likely risks in both IT and non-IT systems.
10. Coordinates the formal, independent review of the effectiveness of the COMESA's risk management policy at least once a year for adequate risk management practices in the organization.

Prepares and revises the Secretariat's risk management instruments – risk appetite and risk tolerance as well as the risk management policy.
11. Prepares the annual risk management plan.
12. Provides technical guidance to Management in executing its risk management duties as outlined in the Risk Management Policy for timely implementation of risk mitigation actions.

13. Prepares the annual combined assurance plan to inform key risks that require mitigation measures from varied lines of defence.
14. Manages and coordinates the recruitment, training and development of Unit staff to achieve key mandates.
15. Manages the performance management process in the Unit to ensure achievement of Unit objectives.
16. Motivates, engages and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work.
17. Undertakes any other duties as assigned by the Executive.

(c) QUALIFICATIONS AND EXPERIENCE

1. Bachelor's Degree in Accountancy and a Master's degree in Business Administration. A PhD would be an added advantage.

2. Professional Certifications/Qualifications:

Member of: Chartered Institute of Management Accountants (CIMA) or

Association of Chartered Certified Accountants (ACCA) or

Certified Public Accountants Bodies (CPA) in Member States

AND Member of either:

- A Certified Internal Audit Body CIA or
- A Certified Risks Management Body (CRM) or
- Similar Organisation is desirable.

3. Specialized Knowledge in the following is desirable:

- Knowledge of accounting and auditing principles and practices
- Risk Management
- Strategic and Business Management
- Corporate governance
- IT general and application controls

4. Minimum Experience: A minimum of 10 years work experience post qualifications in either an Internal or External Audit environment with at least 5 years at senior management position.

3. JOB DESCRIPTION THREE

JOB TITLE:	Legal Officer
GRADE:	P3
DIVISION:	Legal and Corporate Affairs
DUTY STATION:	Lusaka, Zambia
SALARY SCALE:	COM\$ 48,575 – COM\$ 59,703 per annum plus allowances
REPORTING TO:	Director, Legal and Corporate Affairs

FUNCTIONS

Under the direct supervision of the Director Legal and Corporate Affairs (Legal Counsel) and the overall supervision of the Secretary General, the job holder, inter alia , shall be responsible for the following functions:

(a) PURPOSE OF THE JOB

To support the Director of Legal and Corporate Affairs in the provision of legal advisory services to the organs of the Common Market, Member States, Institutions and specialized Agencies of COMESA, the office of COMESA Secretary General and the COMESA Secretariat

(b) MAIN DUTIES AND ACCOUNTABILITIES

1. Drafting of legislative instruments of COMESA under the authority of article 10 of the Treaty.
2. Representation of COMESA in litigation and Alternative Dispute Resolution (ADR).
3. Provision of legal advisory services on programs, Human Resource, Administration, and Institutional issues.
4. Management of the Legal Depository.
5. Coordination of the implementation of the COMESA Migration Program.
6. Coordination of the COMESA Intellectual Property Rights Programs.
7. Any other related duties that may be assigned by his/her superiors from time to time.

(c) QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree in International Trade Law or Commercial Law. AND Master's degree in International Trade Law, or Commercial Law or equivalent.
2. **Professional Certifications/Qualifications:**
Admission to the Bar to practice law in any of the COMESA Member States
3. **Specialized Knowledge:**
Legal Analytical Skills, litigation, legislative drafting, negotiations
4. **Experience:**
Minimum Experience: At least eight (8) years of Legal practicing experience (Post admission to practice)

4. JOB DESCRIPTION FOUR

JOB TITLE:	Automated Information Systems Expert (ASYCUDA and others)
GRADE:	P3
DIVISION:	Information Technology
DUTY STATION:	Lusaka, Zambia
SALARY SCALE:	COM\$ 48,575 – COM\$ 59,703 per annum plus allowances
REPORTING TO:	Director, Information Technology

FUNCTIONS

Under the direct supervision of the Director of Information Technology, the job holder, inter alia, be responsible for the following functions:

(a) PURPOSE OF THE JOB

To manage and support the implementation of customs systems in the region in line with Council decisions and other Trade Facilitation Agreements.

(b) MAIN DUTIES AND ACCOUNTABILITIES

Under the supervision of the Director of Information Technology, you shall perform the following functions:

1. Build a close working relationship with the ASYCUDA project team and National Working Group regarding all matters related to implementation as ASYCUDA.
2. Handle all requests for technical support from national ASYCUDA staff and report on action taken at project coordination meetings.
3. Ascertain training requirements for national ASYCUDA personnel and present training needs at project coordination meetings for development of project training strategy for ASYCUDA.
4. Periodically attend national project Steering Committee meetings and UNCTAD initiated PIR/TFS when countries commence ASYCUDA++ migration projects.
5. Conduct in-country training on ASCUDA and operating systems in accordance with the project training strategy on ASYCUDA.
6. Monitor performance improvements in customs declaration processing resulting from the implementation of ASYCUDA. The country officer must establish base-line indicators and performance measures which can be collected periodically, either as part of the activities of the National Working Group or as returns from the national ASYCUDA team.
7. Attend to national ASYCUDA/EUROTRACE co-ordination issues in consultation with the Regional Centre country officer for EUROTRACE.
8. Prepare project proposals, estimate project implementation costs and follow up and monitor successful implementation of ASYCUDA projects in member States.
9. Design Local Area Networks and Wide Area Networks for member States and prepare functional and technical specifications and follow up successful deployment of the systems.
10. Organize and conduct advanced training programmes on networks and communication systems, and UNIX operating systems.

11. Developing IT systems and Networking strategies in the COMESA region: IT policies, Networking policies, Service level management, and security.
12. Observe and ensure implemented automation systems are compliant of the ISO, ITU and Industry standards for future integration with DTI and EDI.
13. Organize meetings, workshops, and seminars, and
14. Perform any other duties that may be assigned by the supervisor from time to time.

(c) QUALIFICATIONS AND EXPERIENCE

1. Degree in Information Technology. A Master's degree in related field will be an added advantage.
2. **Professional Certifications/Qualifications:**

Certifications in systems development and design. Certificate in Customs Management system will be an added advantage.
3. **Specialized Knowledge**

Good knowledge of the ASYCUDA Customs management system.
4. **Minimum Experience:** a minimum of eight (8) years work experience as an Analyst programmer with at least five (5) years in using the ASYCUDA Customs Management system.

5. WORKING LANGUAGE REQUIREMENT FOR THE FOUR 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.

6. ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country and not more than 55 years of age at the time of submitting the application.

7. FINAL DATE FOR RECEIVING APPLICATIONS BY COORDINATING MINISTRIES

All applications MUST be submitted to the COMESA **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.

8. FINAL DATE FOR RECEIPT OF APPLICATIONS BY SECRETARIAT

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH EMAIL AND ALSO IN HARD COPIES BY THE COORDINATING MINISTRIES

Accordingly, short-listed candidates by the Coordinating Ministries should reach the address below by the **9th April 2021** 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