

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHÉ COMMUN DE
L'AFRIQUE ORIENTALE
ET AUSTRALE

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Zaman

السوق المشتركة
للشرق والجنوب الأفريقي

COMESA Centre
Ben Bella Road
P O Box 30051
LUSAKA 10101

Ref: CS/HR/0001/JM

Date: 10th May 2022

VACANCY ANNOUNCEMENT FOR FOUR (4) REGULAR ESTABLISHED PROFESSIONAL POSITIONS

1. INTRODUCTION AND BACKGROUND

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 member states for the following positions:

| S/N | NAME OF VACANT POSTS | GRADE | NO. OF POSTS |
|-----|-------------------------------------|-------|--------------|
| 1. | Senior Gender Mainstreaming Officer | P4 | 1 |
| 2. | Finance Officer | P3 | 1 |
| 3. | Human Resource Officer | P2 | 1 |
| 4. | IT Internal Auditor | P2 | 1 |

2. JOB DESCRIPTION : SENIOR GENDER MAINSTREAMING OFFICER

Job Title : Senior Gender Mainstreaming Officer
Grade : P4
Division : Gender and Social Affairs
Duty Station : Lusaka
Report To : The Director of Gender and Social Affairs



Basic Salary Scale : COM\$ 58,731 – COM\$ 70,654 per annum.

A. JOB PURPOSE

To promote sustainable institutionalization of gender and women empowerment issues in the regional integration effort.

To mainstream and promote mainstreaming of gender in all COMESA policies, programs, structures and systems in the Secretariat, COMESA Institutions, at Member States level and in the public and private sector including Civil Society Organizations.

B. MAIN DUTIES AND ACCOUNTABILITIES

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:

- i. 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;
- ii. Facilitate and coordinate training on gender mainstreaming and providing on-going support to Directorates, Units and Member States;
- iii. Develop and distribute the Gender Mainstreaming Toolkit to the Directorates, Units, Member States and other key stakeholders;
- iv. Develop strong relations with gender focal points within the Member States and various stakeholders;
- v. Ensure the generation, collection, analysis and use of gender disaggregated data and information;
- vi. Prepare diagnostic reports, studies and indicators on gender mainstreaming;
- vii. Develop mechanisms to promote equal representation of women and men in decision making in Member States, COMESA Structures, and its institutions at all levels;
- viii. Conduct missions and participate in helping Member States, employers and workers organisations to formulate and implement policies and programmes to promote gender perspective;



- x. 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 newsletter on key developments in the region every quarter; and
- xi. 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.

C. MINIMUM QUALIFICATIONS

Master's degree in the Social Sciences and recognized experience in Gender issues

D. PROFESSIONAL EXPERIENCE

A minimum of ten (10) years' experience in a similar positions in national and/ or regional and international organization

E. COMPETENCIES

- i. Demonstrated experience in providing technical and leadership skills in Gender Mainstreaming.
- ii. Ability to establish strategic relationships in Gender for programme development.
- iii. Ability to make relevant suggestions on good gender practices.
- iv. Ability to develop training materials, project proposals, policy and procedural matters and present them at high level meetings.
- v. Ability to take responsibility and supervise others.
- vi. Ability to work independently and to cooperate effectively as part of the team.
- vii. Experience in leading and conducting research on gender and work-related issues in the countries of the region.



- viii. Experience in designing and managing public policies for equal opportunities in the workplace, with regard to poverty reduction and job creation.
- ix. Excellent oral and written communication skills.

3. JOB DESCRIPTION : FINANCE OFFICER

| | | |
|---------------------------|---|----------------------------------------|
| Job Title | : | Finance Officer |
| Grade | : | P3 |
| Division | : | Budget and Finance |
| Duty Station | : | Lusaka, Zambia |
| Basic Salary Scale | : | COM\$ 48,575 – COM\$ 59,703 per annum. |
| Reporting To | : | Director of Budget and Finance |

A. JOB PURPOSE

To manage and control activities consisting of General Ledgers and Cash Books; Creditors and Payments and Staff Payments to maintain finance/accounting records and adhere to the existing Financial Rules, Regulations and Procedures, Procurement Rules and Staff Rules in order to safeguard COMESA Secretariat's financial resources.

B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct Supervision of the Director of Budget and Finance, the job holder shall, inter alia, be responsible for the following functions:

- i. Submits accounting section work plan and budget inputs in order to secure approval for resources required to implement accounting activities in line with the Division mandate;



- ii. Maintains books of accounts in order to provide up to date accounting information/records to inform decisions made by executive management;
- iii. Reviews and approves Monthly Bank Reconciliations to ensure bank accounts and funds are secured and transactions comply with Financial Rules and Regulations;
- iv. Reviews and approves Monthly Fixed Assets and Stock Inventories reconciliations to ensure that fixed assets and inventories are accounted for;
- v. Collaborates with Internal and External auditors in order to ensure that auditors have the required information/documents to complete audits within prescribed deadlines;
- vi. Reviews monthly Staff Payroll reconciliations in order to authorize transfer of staff salaries to individual bank accounts;
- vii. Reviews Creditors' Reconciliations in order to authorize payments to settle invoices due to eligible creditors;
- viii. Motivates and engages staff in order to build a high performing team through coaching, communication and providing frequent feedback on work;
- ix. Appraises staff performance in the section to ensure achievement of section objectives supports Division Strategy;
- x. Perform any other duties that may be assigned to him/her by the Director of Budget and Finance or the Assistant Secretary General (Administration and Finance) from time to time.

C. MINIMUM ACADEMIC QUALIFICATIONS:

Bachelor's Degree with specialization in Accounting /Finance and/or
Master's in accounting/ Business Administration/ Finance.

D. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS:

Full membership of the Association of Chartered Certified Accountants (ACCA) or Chartered Institute of Management Accountants (CIMA) or a Certified Public Accountant (CPA) or any of the



International Professional Accountancy Bodies with good standing membership in a national Accountancy regulating body.

E. SPECIALIZED KNOWLEDGE:

Knowledge in International Accounting Standards (IASs) and International Financial Reporting Standards (IFRs). Proficient in the use of computers and accounting software relevant to the job.

F. MINIMUM YEARS OF EXPERIENCE:

At least eight (8) years post qualification experience in financial management / accounting in Public or Private Sector or International organization with supervisory experience of at least three (3) years.

4. JOB DESCRIPTION : HUMAN RESOURCE OFFICER

| | | |
|---------------------------|---|-----------------------------------------|
| Job Title | : | Human Resources Officer |
| Grade | : | P2 |
| Division | : | Human Resources and Administration |
| Duty Station | : | Lusaka, Zambia |
| Basic Salary Scale | : | COM\$ 39,743 – COM\$ 50,076 per annum. |
| Reporting To | : | Chief of Human Resources and Management |

A. JOB PURPOSE

To strengthen organizational capacity and increase the overall effectiveness and efficiency of the organization through comprehensive talent acquisition, training and development, performance management and change management initiatives.

To provide sound and professional Human Resource advice and support to guide Management decision making.

**B. MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of the Chief of Human Resources and Management Services and the overall supervision of the Director of Human Resources and Administration, the job holder, shall be responsible for the following functions:

- i. Coordinates and monitors the implementation of assigned work programs and budgets to ensure that they are achieved within approved budget limits;
- ii. Contributes to the HR policy framework in the development, revision and implementation of Human Resource Management policies and procedures, COMESA Staff Rules and Regulations, Recruitment Manual and other Conditions of Service;
- iii. Guides and explains to staff the provisions of the Human Resource policy and COMESA Staff Rules and Regulations to ensure clarity across all levels of staff;
- iv. Leads the development and implementation of the Performance Management System (Balanced Scorecard) in the organization and builds capacity for implementing the system;
- v. Initiates and coordinates the performance management process in the organization to ensure continuous performance improvement. Ensures that staff reviews are completed on time and provides support and counsel during the process;
- vi. Identifies and prepares training needs analysis, plans for training/ developmental activities for institutional strengthening;
- vii. Coordinates and facilitates the recruitment and selection process to ensure that the COMESA Secretariat is adequately staffed, with appropriately qualified, experienced and motivated staff to achieve the organizations mission and strategic objectives. Coordinates and monitors inductions and orientations for new employees.
- viii. Contributes to HR papers for Policy Organs to facilitate for Council of Ministers considerations and decisions on HR matters;
- ix. Participates and contributes to special HR assignments and task forces such as: Organization structure review, Job Analysis and revising job descriptions, Job Evaluation and Skills Audit; Qualification equivalence among others;
- x. Supervises the Human Resource Assistants in order to provide guidance, coaching and support of the HR Assistants for effective and efficient delivery of HR services. Holds staff members accountable with clear objectives and Key Performance Indicators (KPIs);



- xi. Performs any other duties that may be assigned by the Chief of Human Resources and Management Services or the Director of Human Resources and Administration from time to time.

C. MINIMUM ACADEMIC QUALIFICATIONS:

Bachelor's Degree in Human Resource Management or Bachelor of Commerce (BCOM) in Human Resource Management or Business Administration with specialization in Human Resource Management.

D. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS:

Membership of professional body in any Member State
Certificate in Performance Management – Balanced Scorecard is desirable

E. SPECIALIZED KNOWLEDGE:

Knowledge of International labour laws and legislations in Zambia
Knowledge of best practice in Talent management, Recruitment policies and processes,
Performance Management systems

F. MINIMUM YEARS OF EXPERIENCE:

At least six (6) years' experience in similar positions in national and/ or regional and international organization, especially in handling recruitment, performance management and staff development.

5. JOB DESCRIPTION : INFORMATION TECHNOLOGY (IT) INTERNAL AUDITOR

| | | |
|---------------------------|---|----------------------------------------------|
| Job Title | : | Information Technology (IT) Internal Auditor |
| Grade | : | P2 |
| Division | : | Internal Audit Unit |
| Duty Station | : | Lusaka, Zambia |
| Basic Salary Scale | : | COM\$ 39,743 – COM\$ 50,076 per annum. |
| Reporting To | : | Chief Internal Auditor |



A. JOB PURPOSE

To support the Chief Risk Management and Internal Auditor in the provision of independent and objective assurance services on effectiveness of the organization's IT controls, security information system, and risk management structures in operations, systems, policies, strategies, and practices for the achievement of the organizational objectives.

To prepare audit reports on the soundness, adequacy, and application of IT controls as well as the suitability and reliability of information system records and data developed within the organization.

B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Chief Internal Auditor, the job holder shall, inter alia, be responsible for the following functions:

- i. Identifies the organization's IT audit universe and assists in devising strategies for identification of auditable subjects on an annual basis. The results of these audits inform key IT organizational risks, weak internal controls and governance practices that require to be addressed by Management for achievement of Unit and Divisional objectives;
- ii. Undertakes detailed risk assessment to inform risk-based audit programs for audit testing in order to identify key risks as well as weak internal controls and governance practices during the audit;
- iii. Undertakes risk-based IT audits on IT Security, IT Governance, IT general and application controls based on the IT risk assessment;
- iv. Conducts investigation of suspected frauds through IT fraud risk assessment and audit planning;
- v. Provides input in the review of IT policies and procedures to enhance control designs of IT systems;
- vi. Undertakes research on emerging technologies and assist in the development of IT audit strategies to manage risks that might be associated with application of new technologies;



- vii. Provides consultancy services to Management upon request during the development of new Information systems in order to manage emerging and likely organizational risks for enhancement of good corporate governance; and
- viii. Perform any other duties that may be assigned by the supervisor from time to time.

C. MINIMUM ACADEMIC QUALIFICATIONS:

Minimum of Bachelor's degree in Computer Science, Management Information System or related area.

D. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS:

Certified Information Systems Auditor (CISA)/Certified Information Systems Security Professional (CISSP)
Certified Internal Auditor (CIA) Part I

E. SPECIALIZED KNOWLEDGE:

Risk Management
Strategic and Business Management
Corporate governance
IT general and application controls
International Professional Practices Framework (IPPF)

F. MINIMUM YEARS OF EXPERIENCE:

Minimum Six (6) years working experience in similar positions in national and/ or regional and international organization.

6. WORKING LANGUAGE REQUIREMENT FOR ALL THE FOUR POSITIONS

Applicants must be fluent in English and/or French and/or Arabic (speaking and writing). A combination of any two (2) or all these languages will be an added advantage.

7. ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country and aged below fifty-five (55) years at the time of submitting the application.



8. MODE OF APPLICATION

All applications **MUST** be submitted to the COMESA **Coordinating Ministry 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.

9. FINAL DATE FOR RECEIVING APPLICATIONS BY COORDINATING MINISTRIES

All applications must reach the Coordinating Ministry by **Friday 17th June 2022**.

10. FINAL DATE FOR RECEIVING APPLICATIONS FROM COORDINATING MINISTRIES BY COMESA SECRETARIAT

Both hard and soft copies of the relevant documents of the short -listed candidates by the Coordinating Ministries should reach the address below by **Friday 1st July 2022** at least by 18.00 hours Lusaka time.

The Director of Human Resources and Administration
Common Market for Eastern and Southern Africa
COMESA Centre,
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