

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA (COMESA) SECRETARIAT



CALL FOR APPLICATIONS FOR THE POSITION OF EDF PROCUREMENT EXPERT

Ref: CS/HR/(EDF)11TH/05.0422/SS

Date: 30th May 2022

BACKGROUND

The Common Market for Eastern and Southern Africa (COMESA) Secretariat and the European Union (EU) have signed Financing Agreements with the European Union for implementation of programme under the 11th European Development Fund. The programs are aimed at: **Providing support to Air Transport Sector Development (SATSD) in the Eastern Africa, Southern Africa and Indian Ocean Region amounting to €8million.**

The SATSD is a four (4) year programme that aims at supporting the operationalization of the Single African Air Transport Market (SAATM); strengthening the regulatory and institutional capacity of civil aviation institutions; and improving air navigation efficiency in the EA-SA-IO region.

The overall objective of the programme is to contribute to the development of the air transport sector in the EA-SA-IO region. The specific objectives are to achieve the following:

- a) Single African Air Transport Market operationalised;
- b) Strengthened regulatory and institutional capacity of civil aviation institutions in EA-SA-IO region; and
- c) Improved air navigation efficiency in the EA-SA-IO region.

The program integrates three key result areas which will be implemented with sub result areas as follows:

Result 1: Single African Air Transport Market operationalised

- a) Sub result 1.1: Supported signing of Solemn Commitment by Member States in the EA-SA- IO region
- b) Sub result 1.2: Enabled operationalisation of joint competition rules and regulations

- c) Sub result 1.3: Enhanced capacity for a regional model for sustainable air transport market development.

Result 2: Strengthened regulatory and institutional capacity of civil aviation institutions in the EA-SA-IO region

- a) Sub result 2.1: Separation of Civil Aviation Authority regulatory functions from operational functions supported in number of fast-moving countries
- b) Sub result 2.2: Enhanced managerial and technical skills for aviation oversight
- c) Sub result 2.3: Improved gender sensitivity and environment mainstreaming in the aviation sector.

Result 3: Improved air navigation efficiency in the EA-SA-IO region

- a) Sub result 3.1: Enhanced airspace coordination for Regional Seamless Upper air space
- b) Sub result 3.2: Enabled data sharing through centralised regional aeronautical information databases.

The primary beneficiaries of the Support to Air Transport Sector Development (SATSD) programme will be Member/Partner States of the EA-SA-IO region, through improved quality of air transport services that will stimulate demand for air transport services. Increased demand for air transport services will contribute to increased employment, direct and indirect through the positive impact on downstream aviation sector industries which are sources of inputs like fuel, spare parts, consumables, equipment and other service providers.

To support the implementation of the above-mentioned programmes, the COMESA Secretariat plans to recruit a Procurement Expert as described in the job description below:

1. JOB DESCRIPTION FOR POSITION OF EDF PROCUREMENT EXPERT

JOB TITLE	: Procurement Expert
GRADE	: Professional Level (P2)
SALARY	: EURO 61,008 p.a- all inclusive
PROGRAMME	: 11EDF COMESA Support to Air Transport Sector Development (SATSD) in the EA-SA-IO Region Programme
DUTY STATION	: COMESA Secretariat, Lusaka, Zambia
CONTRACT DURATION	: From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2024.

REPORTING TO

: Reporting primarily to the Head of Procurement and secondarily to the EDF Programme Manager at COMESA Secretariat.

2. SCOPE OF WORK

The Procurement Expert will be recruited to ensure that all procurement activities under the European Development Funded (EDF) regional programmes with COMESA are carried out in a timely, efficient and cost-effective manner.

3. SPECIFIC TASKS/KEY RESPONSIBILITIES

The Procurement Expert will be assigned the following tasks:

- a) Manage the procurement aspects of EDF regional programmes from inception up to contract completion, providing the needed procedural and technical support and guidance in all stages of the procurement cycle;
- b) Develop and update the programmes' procurement plans on a regular basis and implement the procurement plans for works, supplies, services and consultants;
- c) Prepare documents required to facilitate programmes operations, including requests for Expressions of Interest, Procurement Notices, Bidding documents, Tender Evaluation reports, Contracts and other related documents;
- d) Monitor contracts performance for compliance with the terms and conditions of contracts including follow up checks for corrective action; - Negotiate terms and other related issues with consultants, contractors and suppliers in consultation with the Legal Counsel;
- e) Analyze questions/complaints from bidders, suppliers and contractors on bidding and award issues;
- f) Ensure that all project procurements are compliant with procedures, timely and cost effective; - Ensure prompt payment of suppliers through liaising with the Finance function;
- g) Prepare reports for procurement and Contracts Committees, Policy Organ, Donors;

4. ACADEMIC AND EXPERIENCE REQUIRED

- a) Minimum of Bachelor's degree in Procurement, Commerce, Business Administration, Purchasing and Supplies or any other related field

- b) A professional qualification in Procurement such as Chartered Institute of Purchasing and Supply (CIPS -UK) or other similar national/international professional qualifications is a must if the undergraduate degree is not in a procurement or supply chain field
- c) Possession of an advanced degree/Masters degree in any of the above fields or related fields will be an added advantage.
- d) Minimum Eight (8) years of relevant working experience in procurement operations, with at least five (5) years of these in direct procurement with public or donor financed projects in an international setting.

5. PROFESSIONAL REQUIREMENTS

- a) Demonstrated ability and experience working on EU funded programme a must (i.e. understating the EDF procurement rules and procedures and/or the Practical Guide to contract procedures for European Union external actions (PRAG));
- b) Good analytical and numerical skills, a keen eye for detail and the ability to maintain high standards of accuracy.
- c) Excellent drafting skills and ability to prepare structured opinions in the fields of procurement;
- d) Demonstrated experience working with government partners and other stakeholders in public sector development programs;
- e) Standard desktop operational software applications (Word, Excel, Access, and PowerPoint), and procurement software desirable;
- f) Ability to work in teams and excellent communication and interpersonal skills;
- g) Strong skills in managing calls for tenders and proposals under pressure and deadlines (e.g. publication, organisation of and assistance to evaluation boards, selection process, contract award and signature);
- h) Strong skills and knowledge in drafting and negotiation of contracts and agreements; and
- i) Knowledge in training, and presentation skills as well as experience in organizing and making payments for seminars and workshops.

6. WORKING LANGUAGE REQUIREMENTS 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.

7. ELIGIBILITY FOR APPLICATION

Applicants must be nationals of EU, ACP, and COMESA Member States and not more than fifty-five (55) years of age at the time of submitting the application.

8. FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications **MUST** be submitted electronically through email on the prescribed **COMESA APPLICATION FORM** which can be accessed at the following COMESA website: <http://www.comesa.int/> , Opportunities, COMESA Job Application Form.

Only short-listed candidates will be contacted.

Application should reach the address below not later than Thursday **30th June 2022 at 18:00 hours Lusaka, Zambia time.**

The Director of Human Resources and Administration
Common Market for Eastern and Southern Africa
COMESA Centre,
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P.O Box 30051,
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