



Common Market for Eastern  
and Southern Africa

## CALL FOR APPLICATIONS FOR TWO PROFESSIONAL POSTS AT THE COMESA COMPETITION COMMISSION

The COMESA Competition Commission ("the Commission") is a regional body corporate established under Article 6 of the COMESA Competition Regulations ("the Regulations") promulgated under Article 55 of the COMESA Treaty. The Commission is responsible for promoting competition and enhancing the welfare of consumers in the Common Market. The main functions of the Commission are to monitor markets and investigate anti-competitive business practices, control mergers and other forms of acquisitions in the Common Market and mediate disputes between the Member States concerning anti-competitive conduct. The Commission commenced its operations on 14 January, 2013 and is located in Lilongwe, Malawi. More information can be obtained from the Commission's website <http://www.comesacompetition.org/>.

The Commission is looking to recruit suitably qualified nationals of the COMESA Member States to fill two professional posts Officer tenable at the Commission in Lilongwe, Malawi as follows

S/N	NAME OF VACANT POSTS	GRADE	NO. OF POSTS
1.	Senior Human Resource and Administration Officer (Re-advertisement)	P3	1
2.	Consumer Welfare and Advocacy Officer	P2	1

### **1. POST ONE- SENIOR HUMAN RESOURCE AND ADMINISTRATION OFFICER (RE-ADVERTISEMENT)**

**JOB TITLE:** Senior Human Resources and Administration Officer.  
**GRADE:** Professional Level 3 (P3).  
**SALARY SCALE:** COM\$48,575 – COM\$59,703 per annum  
**DIVISION:** Human Resources and Administration Division  
**TENURE:** A fixed term of Four (4) years. Extension of contract is subject to availability of funds, performance of the contract holder and approval of successive annual Work Plans by the COMESA Competition Commission.  
**NUMBER OF POSTS:** One (1)  
**DUTY STATION:** Lilongwe  
**REPORTS TO:** Director & Chief Executive Officer through the head of Corporate services  
**TYPE OF CONTRACT:** Commission's fixed term employee under professional service category

## **1.1. Purpose of the Job**

The purpose of the job is to strengthen the capacity and increase the efficiency of the institution through maintenance of effective recruitment and management policies and other administrative matters of the Commission.

## **1.2. Responsibilities**

Under the overall supervision of the Director & Chief Executive Officer and the direct supervision of the head of Corporate services, the incumbent will be responsible for the following specific functions:

### **Human Resources**

Design, update and implement strategic human resources system which will comprise the following:-

- Contributing in the preparation and evaluation of staff policies, Staff Rules and Regulations and ensuring that they are properly applied and complied with:
  - examining existing personnel policies, Rules and Regulations and make recommendations as appropriate;
  - giving advice to the Executive Management and Middle Management on Human Resource matters;
  - developing motivation strategies, staff welfare policies and industrial relations policies and practices;
- Formulation of the HR Division strategic plans and objectives
- Preparation and management of the approved Human Resources Division Budget
- Guiding the manpower planning process to ensure optimum numbers
- Ensuring that all Organisational Jobs are correctly profiled and graded and each staff is given a job description upon reporting for employment
- Driving the Change agenda by identifying global best practices, advising management on the use and benefits of such practices and responsible for rolling out the approved ones.
- Planning and carrying out a policy of upgrading the professional skills and competence of the Staff of the Commission by Performance Management systems;
  - drawing up staff training schemes;
  - requiring Heads of Divisions and Units to discuss training needs with their staff and to see to it that they are up-to-date in their profession; and
  - establishing language training courses.
- Recruiting of qualified, experienced and competent staff including consultants and advisers by:
  - issuing accurate vacancy announcements internally and externally or both and disseminating them as widely as possible;
  - screening applications in conjunction with the appropriate director(s) of divisions(s);
  - preparing submissions to the reviewing bodies;
  - advising such bodies as ex-officio on the rules and regulations;
  - arranging for the interviewing of short-listed candidates;
  - transmitting the recommendations of the reviewing bodies to the Director & Chief Executive Officer; and
  - ensuring that successful candidates receive letters of appointment and take up their positions as required and within the prescribed timeframes.

- Ensuring recruitment of staff is done cost effectively.
- Ensuring good industrial relations
- Ensuring the provision of effective and efficient Human Resource services to the Commission and its staff members by:
  - calculating and communicating to the Finance Section approved and prevailing financial benefits of all staff members;
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- Servicing and advising those who may be assigned to review any staff matters such as promotions bodies, disciplinary committees, and policy advisory bodies by:
  - ensuring that their composition is renewed on a periodic basis;
  - ensuring staff representation in these bodies;
  - supplying all members with copies of the Staff Rules and Regulations as well as the procedure for the conduct of business;
  - giving advice on applicable rules and procedures and so guide the deliberations of the bodies; and
  - Providing secretarial support.
- Supervising staff of human resource and administration division by:
  - guiding them and ensuring that they apply the Rules and Regulations and are fully conversant with them;
  - overseeing their work on a daily basis;
  - preparing evaluation reports on them;
  - discussing any staff complaints with them; and
  - finding out and easing bottlenecks.
- Responsible for staff wellness.

### **Estate Management**

Carry out the following :-

- The Commission's properties are kept in a good state of repairs;
- records of properties and agreements are maintained;
- Maintain tenders and administer contracts;
- Ensure the security and cleanliness of the properties;
- Ensure good customer relations are maintained with tenants; and
- Plan for improvements of the properties and implement the plans accordingly.

### **Conferences**

Ensure the smooth running of the Commission's Conferences and Meetings as well as the services associated with the conferences such as language translations; document reproduction, and documentation.

### **Purchasing and Administration**

- Ensure an up to date purchasing system;
- Overall supervision of all purchases made by the Commission;
- Overall supervision of hotel bookings and travel;
- Overall supervision of the receipt and management of stocks and spares ensuring that they are protected from theft, deterioration and damage;
- Ensure that the assets are registered;

- Maintenance of the inventory system;
- Overall supervision of the switchboard operators; Drivers; Messengers; Cleaners and Translators.

### **Others**

Perform all such things as are incidental to the foregoing and/or as may be delegated by the Director & Chief Executive Officer or the head of the Corporate Services Division.

### **1.3. Qualifications**

A minimum of a Master's Degree in, Human Resources Management, Organisational Development, Business Administration or related field.

### **1.4. Experience**

A minimum of 8 years' experience in Human Resource Management. Experience in a regional or international organisation will be an added advantage.

### **1.5. Competencies**

- Excellent oral and written communication skills;
- Excellent Computer Skills;
- Demonstrated relationship management skills, including proven listening skills and sound business judgment;
- Ability to empower and inspire others to translate vision into results; identifies proactively strategic issues, opportunities and risks; establishes and maintains relationships with a broad range of people to understand needs and gain support for organizational direction; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands;
- Ability to provide leadership and resolve conflicts professionally; and
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing;

### **1.6. Working Language Requirement**

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.

## **2. POST TWO- CONSUMER WELFARE AND ADVOCACY OFFICER**

<b>JOB TITLE:</b>	Consumer Welfare and Advocacy Officer
<b>GRADE:</b>	Professional Level 2(P2)
<b>SALARY SCALE:</b>	COM\$ 39,743- COM\$ 50,076 per annum
<b>DIVISION:</b>	Consumer Welfare and Advocacy

<b>TENURE:</b>	A fixed term of Four (4) years. Extension of contract is subject to availability of funds, performance of the contract holder and approval of successive annual Work Plans by the Commission.
<b>NUMBER OF POSTS:</b>	One (1)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	Manager Consumer Welfare and Advocacy
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under professional service category.

### **2.1. Responsibilities**

Under the overall supervision of the Director and Chief Executive Officer of the COMESA Competition Commission and the direct supervision of the Manager, Consumer Welfare and Advocacy of the COMESA Competition Commission, the incumbent performs the following duties:

- Investigate and assess trading practices in the Common Market in order to enhance consumer protection as enshrined under the COMESA Competition Regulations which includes:
  - Initiate actions against violators
  - Investigate complaints
  - Compile and submit investigation reports and case recommendations to the Manager- Consumer Welfare and Advocacy;
  - Develop inspection procedures and techniques
- Develop and implement information, education and communication programmes for consumer protection in order to raise awareness of the public on consumer issues under the COMESA Competition Regulations and prepare relevant publications for public dissemination;
- Assist the COMESA Member States in establishing effective consumer protection system at domestic level;
- Advise industry, state and local officials and consumers on enforcement policies, compliance methods, and interpretation of the COMESA Competition Regulations
- Plan and direct regulatory programs;
- Foster multilateral cooperation in cross-border consumer welfare among Member States;
- Network with regional and international consumer welfare officials and keep an update on latest developments and facilitate the Commission's participation in key consumer issues at a regional and international conferences;
- Submit performance reports to the Manager, Consumer Welfare and Advocacy as required; and
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Manager, Consumer Welfare and Advocacy and the Director & Chief Executive Officer.

### **2.2. Qualifications**

A minimum of first degree in Legal Studies or Economics or Public Administration and Management or Management or Social Work or an equivalent qualification in the field of consumer protection from a recognized institution. A Master's Degree in any of these disciplines will be an added advantage.

### **2.3. Experience**

A minimum of six (6) years relevant experience in consumer protection.

Working experience at a national competition authority or consumer authority will be an added advantage.

#### **2.4. Competencies**

- Excellent oral and written communication skills and ability to influence multi stakeholder processes.
- Excellent analytical skills particularly in interpreting, using, analyzing and presenting data and evidence.
- Accurate or intelligent or other demonstrable knowledge in advocacy, consumer protection, competition law, industrial organization or industry structures in any of the countries in the Common Market,
- Excellent Computer Skills.
- Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules.
- Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.

#### **2.5. Working Language Requirement**

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.

### **3. GENERAL REQUIREMENT FOR ALL THE TWO POSTS**

#### **3.1. Eligibility for Application**

Applicants must be citizens of a COMESA Member State<sup>1</sup> and must not be more than 55 years of age at the time of submitting the application.

#### **3.2. 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: [COMESA Jobs – Common Market for Eastern and Southern Africa \(COMESA\)](#)

Applications submitted directly to the Commission will not be considered and only short-listed candidates will be contacted. Only applicants who are staff members of the COMESA Competition Commission can submit their applications directly to the Commission. Further, applications not submitted on the COMESA Application forms shall not be considered.

#### **3.3. Format and Final Date of Applications**

Applications must be submitted to COMESA Coordinating Ministries of the respective Member States. The Coordinating Ministries for each Member States can be accessed on the following

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<sup>1</sup> COMESA is composed of 21 Member States namely: Burundi, Comoros, Djibouti, Democratic Republic of Congo, Egypt, Eritrea, Eswatini, Ethiopia, Kenya, Libya, Malawi, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Sudan, Tunisia, Uganda, Zambia and Zimbabwe.

link of the Commission's Website: [COMESA Coordinating Ministries of the respective Member States](#)

Applicants should submit their applications to the COMESA Coordinating Ministries of respective Member States either physically or electronically.

The applications **MUST** reach the Coordinating Ministries by Thursday, **23 March 2023**. Accordingly, short-listing reports from the Coordinating Ministries attaching all the relevant documents of the successful candidates should reach the address below by Thursday, **6 April 2023**. Submissions from the Coordinating Ministries to the COMESA Competition Commission can be made physically or via email or both. Submissions without short-listing reports from the Coordinating Ministries shall immediately upon receipt be disqualified.

The Director and Chief Executive Officer,  
COMESA Competition Commission,  
Kangombe House, 5<sup>th</sup> Floor,  
P. O. Box 30742,  
Lilongwe 3,  
**MALAWI**

**Email: [compcom@comesa.int](mailto:compcom@comesa.int)**