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CALL FOR APPLICATION FOR 2 PROFESSIONAL POSITIONS: RESOURCE MOBILISATION OFFICER AND DIGITAL COMMUNICATIONS OFFICER

The Common Market for Eastern and Southern Africa (COMESA) is a Regional Economic Community comprising of 21 African states' which have agreed to promote regional integration through trade development and transport facilitation as well as development of their natural and human resources for the mutual benefit of all their people. Its vision is to be a fully integrated economic community that is prosperous, internationally competitive, and ready to merge into the African Economic Community. In order to realize its vision and objectives, COMESA has also established several semi-autonomous institutions based in different Member States to support integration agenda. One of such semi-autonomous institutions is The COMESA Federation of Women in Business (COMFWB) which is based in Lilongwe, Malawi. More information can be obtained from the COMFWB website www.comfwb.org and the COMESA website www.comesa.int

COMFWB was established by COMESA in recognition of the fact that regional economic integration cannot be achieved if women in economic enterprise were left out. COMESA mandated COMFWB to champion the improvement of the economic conditions of women to achieve their full and equal participation in their national economies.

COMFWB's distinct niche is to play a facilitative, coordinative, and catalytic role thus creating an enabling environment for women's enterprises to thrive within COMESA and beyond. In this respect, it acts as a forum for the exchange of ideas and experiences among women in economic enterprises. COMFWB promotes the expansion of existing enterprises through measures that address their needs for technical assistance and training, access to credit, export promotion market research and investment opportunities.

In order to actualize the set-out development objectives, the COMFWB will recruit two (2) Professional Staff to be based at its Secretariat in Lilongwe, Malawi. Applications are sought of qualified and experienced professionals for the 2 below vacant positions:

S/N	NAME OF VACANT POST	GRADE	NO. OF POSTS
1	Resource Mobilization Officer	P2	1
2	Digital Communications Officer	P1	1

1. JOB VACANCY ONE: RESOURCE MOBILISATION OFFICER

JOB TITLE:	Resource Mobilization Officer
GRADE:	Professional Level (P2)
Institution :	COMFWB, COMESA Fed. of Women in Business
DUTY STATION:	Lilongwe, Malawi
CONTRACT DURATION:	Four (4) years with a possibility of extension upon satisfactory performance. Includes six (6) months probationary period
REPORTING TO:	The Chief Executive Officer

1.1. SCOPE OF WORK

The Resource Mobilisation Officer for COMFWB will be responsible for the development and implementation of the resource mobilisation strategy of the organization in close liaison with the Chief Executive Officer. He/she will oversee all the activities of resource mobilisation at COMFWB Secretariat.

1.2. KEY RESPONSIBILITIES

Under the direct supervision of the Chief executive officer of COMFWB, the Resource Mobilization Officer will perform the following functions:

- (a) Maintaining and establishing good working relationship with the international donor community and cooperating partners with a view to getting support and mobilizing resources for COMFWB COMESA programmes;
- (b) Oversee development of the regional resource mobilization strategy and action plan;
- (c) Oversee all resource mobilization activities for the region and the countries to meet the expected target;
- (d) Prepare briefs that help management to keep donors informed of COMFWB activities and any developments and responding to their queries promptly and competently;
- (e) Ensure that proper guidance, coordination, and support are provided to COMFWB Chapters on resource mobilization;
- (f) Conduct a comprehensive analysis of potential global and local donors to map the feasibility of securing multi-year and thematic funding. Map donors' strategic areas of interest, funds available, grantees, funding windows, requirements and guidelines and interest in funding key COMFWB result areas;

- (g) explore opportunities for partnerships (and mobilizing and leveraging resources) from emerging donors- Regional banks, the BRICS countries, African Countries, private sectors and non-governmental organizations;
- (h) Develop objectives for fundraising, methods, tactics, and focus on bilateral, private sector, public funding, foundations;
- (i) Advise on ways to develop and maintain strategic partnerships and engagement with key donors (past, present and future);
- (j) Lead in preparing funding requests in response to calls for proposals emanating from donors and Trust Funds;
- (k) Follow up developments regarding regional and international cooperation and brief the CEO and management team on how to enhance COMFWB's relations with key partners; and
- (l) Perform any other duties as may be assigned from time to time.

1.3. EDUCATION QUALIFICATIONS AND EXPERIENCE

- (a) Master's degree in Social Sciences including but not restricted to marketing, business administration, management, Economics, Literature and linguistics, communication, International Affairs/Relations and/or any other relevant discipline.
- (b) A PH. D in any discipline would be an added advantage.
- (c) Six (6) years of relevant experience in corporate fundraising, mobilizing resources and preferably worked with international organizations.
- (d) Proven track record of generating significant funding.
- (e) Experience working with the private sector and women entrepreneurs will be an added advantage.

1.4. PROFESSIONAL SKILLS AND COMPETENCIES

- (a) Experience and expertise in developing and maintaining good relationships with institutional donors or corporations.
- (b) Ability to work in a fast-paced environment and handle multiple tasks concurrently.
- (c) Proficiency in the use of technology including but not limited to MS Office Professional, navigates social media outlets and the internet as a resource
- (d) Excellent communication and organizational skills
- (e) The ability to work collaboratively with teams, flexible dynamic
- (f) Excellent problem-solving skills and an ability to work within strict deadlines
- (g) Committed to excellence and meets the expected high quality standards
- (h) Initiates funder relationships and strategic partnerships
- (i) Resource mobilizing, management and reporting with excellency and punctually
- (j) Independent, innovative and able to work independently with minimal supervision.

2. JOB VACANCY: DIGITAL COMMUNICATION OFFICER

JOB TITLE:	Digital Communications Officer
GRADE:	Professional Level (P1)
Institution:	COMFWB, COMESA Fed. of Women in Business
DUTY STATION:	Lilongwe, Malawi
CONTRACT DURATION:	Four (4) years with a possibility of extension upon satisfactory performance. Includes six (6) months probationary period
REPORTING TO:	The Chief Executive Officer

2.1. SCOPE OF WORK

The Digital Communication Officer for COMFWB will be responsible for the implementation of the communication strategy of the organization in close liaison officer with the Program Director. He/she will also from time to time advise and take orders from the Resource Mobilization officer and Chief Executive Officer on publicity and visibility matters, corporate branding, and corporate communications in general.

2.2. KEY RESPONSIBILITIES

Under the direct supervision of the Program Director, the Digital Communication Officer will perform the following functions:

- (i) Develop a communications strategy for COMFWB;
- (ii) Develop the organizational policy on ICT;
- (iii) Design, develop, implement, and coordinate systems, policies, and procedures;
- (iv) Generate and manage content for updating COMFWBs online platforms (website and social media platforms);
- (v) Manage the COMFWB Website and ICT Platforms;
- (vi) Enhance security of data, network access and backup systems;
- (vii) Manage information technology and computer systems;
- (viii) Plan, organize, control, and evaluate IT and electronic data operations;
- (ix) Operate audio/visual equipment on any promotional activities;
- (x) Handle all media relations; interviews, press conferences, news coverage etc;
- (xi) Compile COMFWB newsletters, brochures, Factsheets and related publications;
- (xii) Coordinate printing of publications and publicity merchandize;
- (xiii) Initiate and coordinate publicity activities for COMFWB to raise stakeholders and public awareness and maximize visibility regionally and globally;
- (xiv) Undertake corporate branding, promotional messages and timely reports;
- (xv) Handle various public relations matters for COMFWB;
- (xvi) Create positive visibility of activities of COMFWB Chapters;
- (xvii) Provide IT support thru VOIP and video conferencing tools;
- (xviii) Audit systems and assess their outcomes;

- (xix) Preserve assets, information security and control structures; and
- (xx) Carry any other duties as may be assigned to support the secretariat and chapters.

2.3. EDUCATION QUALIFICATIONS AND EXPERIENCE

- (a) Bachelor's degree in the following but not restricted to Journalism, Information, Communication and Technology, Public Relations, business or any related communications and Technology fields.
- (b) Masters in IT or communications or any disciplines is an added advantage.
- (c) At least five years (5) in related experience working with ICT, promotions, marketing, website management, social media platforms, video editing and/or photography and public relations fields
- (d) Experience working with the private sector and women entrepreneurs will be an added advantage.

2.4. PROFESSIONAL SKILLS AND COMPETENCIES

The candidate should also have the following Preferred Competencies and experience:

- a) Flexible and independent thinker, creative and GREAT interpersonal skills
- b) Good public relations/ corporate communications or journalism background
- c) Able to troubleshoot and support COMFWB team with all technology challenges
- d) Ability to work in a fast-paced environment and handle multiple tasks concurrently
- e) Proficiency in designing IT websites and VOIP systems, technology and technical support in the office and linking to COMESA secretariat and chapters
- f) Excellent communication and Organization skills
- g) Full computer literacy and experience in working with PC based equipment
- h) Design brochures, magazines, event announcement posters and letters

3. WORKING LANGUAGE REQUIREMENT FOR THE POSITIONS

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

4. 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. Qualified female candidates are highly encouraged to apply.

5. MODE OF APPLICATION

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 COMFWB website: <http://www.comfwb.org> and

COMESA website: <http://www.comesa.int/>, Opportunities, COMESA Job Application Format.

Applications should contain the applicant's Curriculum Vitae, present and permanent address, telephone and fax numbers, e-mail and details of the applicant's motivation for applying for the position and other information that the applicant considers appropriate including when he/she is available to assume duties. It shall also include details (including contact addresses and telephone numbers) of at least three (3) references.

Applications submitted directly to the Secretariat will not be considered and only short-listed candidates will be contacted.

6. FINAL DATE FOR RECEIVING APPLICATIONS FROM COORDINATING MINISTRIES BY COMFWB 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 **6th April 2023** at least by 18.00 hours Lilongwe time.

Chief Executive Officer

COMFWB SECRETARIAT

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