

# COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHÉ COMMUN DE  
L'AFRIQUE ORIENTALE  
ET AUSTRALE



السوق المشتركة  
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Ref: CH/HR/30/01/24/AM

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*Zamir*

## VACANCY ANNOUNCEMENT FOR ELEVEN (11) 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](http://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	Head of Statistics and Research	P4	1
2	Senior Transport Economist	P4	1
3	Translator (French)	P3	1
4	Translator (Arabic)	P3	3
5	Transport Expert	P3	1
6	SPS/TBT Expert	P3	1
7	Agricultural Economist	P3	1
8	Social and Cultural Officer	P2	1
9	Trade Officer	P2	1



## 2. JOB DESCRIPTION ONE (1): HEAD OF STATISTICS AND RESEARCH

<b>Job Title</b>	:	Head of Statistics and Research
<b>Grade</b>	:	P4
<b>Division</b>	:	Statistics and Research
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 63,135. 29 – COM\$ 75,952.73 per annum.
<b>Report to</b>	:	Assistant Secretary General (Programmes)

### A. JOB PURPOSE

To provide leadership, direction and management for all Statistics and Research activities in COMESA in order to advise Executive Management on regional statistical development and evidence-based policy decision options in COMESA programmes, in line with the COMESA Statistics Strategy, COMESA Medium Term Strategic Plan (MTSP) and Treaty

### B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Assistant Secretary General (Programmes) and the overall supervision of the Secretary General, the incumbent of the post will perform the following duties:

- i. Provides input into long-range conceptual strategy development and management of implementation of overall COMESA Regional Strategy for Development of Statistics (RSDS) and Research Agenda, in line with the COMESA Treaty and MTSP objectives;
- ii. Consolidates Annual Unit work plans and budget inputs in order to gain management's approval and funding of work plans required to execute Unit mandate;
- iii. Monitors the implementation of the Unit's work programmes and budgets to ensure that the Unit's mandate is executed in line with COMESA Regional Strategy for Development of Statistics, the MTSP and within approved budget limits;



- iv. Develops capacity building interventions for Member States in order to strengthen national experts' capacity to develop conceptual and practical methodologies on economic and sectoral statistics systems;
- v. Guides Member States on the development of national statistical strategies on new and emerging issues in various areas of statistics and technological innovations, to ensure adopted strategies are aligned to achieve COMESA region Statistics Strategy's objectives;
- vi. Serve as the COMESA regional coordinator of the Strategy for the Harmonization of Statistics in Africa (SHASA II), ensuring development and implementation alignment between the COMESA Regional Strategy for Development of Statistics and SHASA II and its successor continental strategies;
- vii. Designs innovative statistical processes for implementation in Member States in order to adopt new initiatives and standards of production, analysis, transmission and dissemination of official statistical information using emerging technologies;
- viii. Promotes the production of harmonized quality economic and sectoral statistics within the COMESA region in order to ensure that applied standards conform to international statistical standards;
- ix. Develops evidence-based approach to policy making framework to ensure that policy decisions and evaluations in COMESA programs are based on researched evidence;
- x. Designs and conducts evidence-based policy research on Council decisions and emerging policy issues to ensure adopted policies on regional integration are in line with COMESA Treaty and MTSP Objectives;
- xi. Collaborates with the Human Resources and Administration Division in the recruitment, training and development of Unit staff to ensure staff establishment is aligned to achieving key mandates;
- xii. Manages the performance management process in the Unit to ensure achievement of Unit objectives in support of the COMESA Regional Strategy for Development of Statistics and MTSP; and



- xiii. Performs any other duties as assigned by Executive Management from time to time.

### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Master's degree in statistics, economics, data science, demography or related field;
- ii. A Ph.D. in any of the above fields would be an added advantage.

### **D. PROFESSIONAL EXPERIENCE**

1. A minimum of (10) years' experience in managing statistical programs in the national statistical system or in a regional or international organization, of which at least 5 years in undertaking any policy or analytical work in any area related to regional integration.

### **E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS**

Certification in Data Collection and Analysis (both Qualitative and Quantitative Methods), Statistical methodology, Statistical Data Analysis Tools such as STATA, SPSS, R, Python, SAS. etc. is desirable.

### **F. SPECIALIZED KNOWLEDGE**

- i. Specialized knowledge in any of the following areas; National Accounts Statistics and Satellite Accounts, International Merchandise Trade Statistics, Statistics of International Trade in Services, Other Balance of Payments Statistics, Price Statistics(including International Comparison Program), Labour and Migration Statistics, Industry and business statistics, Energy and Infrastructure Statistics, Social Statistics, Gender Statistics, Agriculture and Food Security Statistics, Environment Statistics, Monetary Statistics
- ii. Research and analysis experience in any area of regional integration.



### 3. JOB DESCRIPTION TWO (2): SENIOR TRANSPORT ECONOMIST

<b>Job Title</b>	:	Senior Transport Economist
<b>Grade</b>	:	P4
<b>Division</b>	:	Infrastructure and Logistics
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 63, 135. 29 – COM\$ 75, 952.73 per annum.
<b>Report to</b>	:	Director of Infrastructure and Logistics

#### A. JOB PURPOSE

To facilitate provision of capacity building and technical assistance to develop transport infrastructure in Member States and coordination of transport infrastructure policy and regulatory development, harmonization, and domestication in order to eliminate constraints to improved and integrated physical transport infrastructure within the region in line with Division mandate and COMESA Treaty

#### B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Director of Infrastructure and Logistics and the overall supervision of the Assistant Secretary General Programmes, the incumbent of the post will perform the following duties:

- i. Consolidates transport sector work programs and budget inputs in order to gain management's approval to allocate resources required to execute work programmes in line with division mandate;
- ii. Prepares bankable projects, programmes and activities for implementation in the transport sector and mobilises the required donor support for these projects/programmes/activities;
- iii. Proposes and coordinates policy reforms for management of various transport infrastructure to ensure domestication of appropriate policy frameworks in Member States according to international best practices;



- iv. Develops and facilitates transport safety management capacity building programs for implementation in member states to ensure programmes are aligned to strengthen the transport safety institutional capacities;
- v. Coordinates the design, implementation and review of traffic facilitation measures in order to promote efficiency in transport, smooth flow of trade and promote regional competitiveness through reduction of the cost of doing business;
- vi. Integrates transport databases in the COMESA Region in order to facilitate performance tracking, analysis, decision making and information sharing;
- vii. Initiates formulation and adoption of common regulations and standards for various transport subsectors in order to ensure harmonization, among Member States;
- viii. Develops transport sector capacity building programmes for Member States in order to up-skill the Member States' capacity to implement regional programmes and domesticate regionally agreed policies;
- ix. Advises Member States on technical transport issues in order to support informed decision making, programmes and projects implementation, policy domestication within the legal frameworks of the concerned Member State;
- x. Manages the performance of subordinates to ensure achievement of Division objectives in support of the COMESA strategy;
- xi. Motivates, engages, and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work; and
- xii. Performs any other job-related duties as assigned by the Supervisor from time to time.

### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. A Master's degree in any of the following fields: Economics, Engineering, Transport Management or Business Administration.
- ii. A Ph.D. in any of the above fields would be an added advantage.

**D. PROFESSIONAL EXPERIENCE**

Ten (10) years' experience in transport management at regional level, international level and or government at senior level

**E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS**

Certification/Training in the areas of Multimodal Transport Management, Logistics or Project Management.

**F. SPECIALIZED KNOWLEDGE**

Policy Analysis and Development, Transport infrastructure development and management.

**4. JOB DESCRIPTION THREE (3): TRANSLATOR (FRENCH)**

<b>Job Title</b>	:	Translator (French)
<b>Grade</b>	:	P3
<b>Division</b>	:	Human Resource and Administration
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 52, 217.96 – COM\$ 64, 181.16 per annum.
<b>Report to</b>	:	Chief of Conference Services

**A. JOB PURPOSE**

To facilitate communication among Member States and stakeholders through the translation of documents into French and English to fully achieve the goals and objectives of COMESA.

**B. MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of the Chief of Conference Services and the overall supervision of the Director of Human Resource and Administration, the incumbent of the post will perform the following duties:



- i. Translates reports, working papers, letters, emails, and other type of documents for all units and divisions from English into French and back as per COMESA standards;
- ii. Edits, revises and ensures that documents prepared by freelance translators meet COMESA standards;
- iii. Research, compile, and update translation vocabulary/terminology/glossary by subject matter and keeps abreast of new trends in translation. Populate the central terminology database/ glossary and reference archive for translation;
- iv. Ensures that all translated documents are filed appropriately;
- v. Ensures that all reports are submitted timely; and
- vi. Performs any other job-related duties as assigned by the Supervisor from time to time.

#### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. A minimum of bachelor's degree in French-English linguistics and or equivalent professional degree/qualification in French-English translation.
- ii. A Postgraduate qualification in translation would be an added advantage.

#### **D. PROFESSIONAL EXPERIENCE**

Minimum eight (8) years working experience in translation at international or regional level.

#### **E. SPECIALIZED KNOWLEDGE:**

- i. Demonstrable knowledge of having worked with a Professional team of translators in an International or Regional organization
- ii. Experience in revising translated French and English texts





## 5. JOB DESCRIPTION: TRANSLATOR (ARABIC)

<b>Job Title</b>	:	Translator (Arabic)
<b>Grade</b>	:	P3
<b>Division</b>	:	Human Resource and Administration
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 52, 217.96 – COM\$ 64, 181.16 per annum.
<b>Report to</b>	:	Chief of Conference Services

### A. JOB PURPOSE

To facilitate communication among Member States and stakeholders through the translation of documents into Arabic and English to fully achieve the goals and objectives of COMESA.

### B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of Chief of Conference Services and the overall supervision of the Director of Human Resource and Administration, the incumbent of the post will perform the following duties:

- i. Translates reports, working papers, letters, emails, and other type of documents for all units and divisions from English into Arabic and back as per COMESA standards;
- ii. Edits, revises and ensures that documents prepared by freelance translators meet COMESA standards;
- iii. Research, compile, and update translation vocabulary/terminology/glossary by subject matter and keeps abreast of new trends in translation. Populate the central terminology database/ glossary and reference archive for translation;



- iv. Ensures that all translated documents are filed appropriately;
- v. Ensures that all reports are submitted timely; and
- vi. Performs any other job-related duties as assigned by the Supervisor from time to time.

### C. MINIMUM ACADEMIC QUALIFICATIONS

- i. A minimum of bachelor's degree in Arabic - English linguistics and or equivalent professional degree/qualification in Arabic - English translation.
- ii. A Postgraduate qualification in translation will be an added advantage.

### D. PROFESSIONAL EXPERIENCE

Minimum eight (8) years working experience in translation at international or regional level.

### E. SPECIALIZED KNOWLEDGE

- i. Demonstrable knowledge of having worked with a Professional team of translators in an International or Regional organization.
- ii. Experience in revising translated Arabic and English texts.

## 6. JOB DESCRIPTION FIVE (5): TRANSPORT EXPERT (ROAD)

<b>Job Title</b>	:	Transport Expert (Road)
<b>Grade</b>	:	P3
<b>Division</b>	:	Infrastructure and Logistics
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 52, 217.96 – COM\$ 64, 181.16 per annum.
<b>Report to</b>	:	Senior Transport Economist



## A. JOB PURPOSE

To provide technical support in facilitating road transport policy and regulatory development, implementation and harmonization to ensure regional road transport infrastructure integration in line with Division mandate and COMESA Treaty.

## B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Senior Transport Economist and the overall supervision of the Director of Infrastructure and Logistics, the incumbent of the post will perform the following duties:

- i. Develops and submits road transport work programme and budget inputs in order to gain approval for allocation of the resources required to implement road transport programmes in line with the Division mandate;
- ii. Proposes bankable projects, programmes and activities in order to develop the road transport sub-sector;
- iii. Proposes policy reforms for management of various road infrastructure in order to domesticate road transport policies in Member States that are benchmarked against international best practices;
- iv. Delivers capacity building programs in road transport to Member States in order to up-skill policies;
- v. Proposes road safety management programmes and establishment of road transport safety management institutions in Member States;
- vi. Creates road transport sector databases in the COMESA Region in order to facilitate performance tracking, analysis, decision making and information sharing;
- vii. Proposes adoption of common road transport sub sector regulations and standards in order to ensure harmonization of standards and regulations within the COMESA region;
- viii. Analyses studies on road sub-sector infrastructure status in COMESA Member States in order to identify critical infrastructure bottlenecks that need to be addressed;



Provides technical advice on project preparation and development for road infrastructure to Member States to facilitate development of road infrastructure according to agreed standards; and

- ix. Support short term experts and consultants on road transport assignments; and
- x. Performs any other job-related duties as assigned by the Supervisor from time to time.

### C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Bachelor's degree in any of the following fields: Civil Engineering, Economics, Transport Management or International Trade Law.
- ii. A Postgraduate qualification in any of the above fields will be an added advantage.

### D. PROFESSIONAL EXPERIENCE

Minimum eight (8) years working experience in transport management at regional, international level and or government at senior level.

### E. SPECIALIZED KNOWLEDGE:

Knowledge in the area of Transport facilitation, Road Transport Infrastructure Development and Management, Transport Technologies, Road Policy and Regulatory issues, Project Financing issues, and Regional Transport Market is required.

## 7. JOB DESCRIPTION SIX (6): SANITARY AND PHYTOSANITARY, TECHNICAL BARRIERS TO TRADE (SPS/TBT) EXPERT

<b>Job Title</b>	:	SPS/TBT Expert
<b>Grade</b>	:	P3
<b>Division</b>	:	Industry and Agriculture
<b>Duty Station</b>	:	Lusaka



**Basic Salary Scale** : COM\$ 52, 217.96 – COM\$ 64, 181.16 per annum.

**Report to** : Director of Industry and Agriculture

### **A. JOB PURPOSE**

To provide technical backstop support to Sanitary and Phytosanitary, Technical Barriers to Trade (SPS/TBT) issues that arise during implementation of the COMESA Free Trade Area to ensure that risk based, harmonized SPS measures and technical standards are implemented to facilitate safe regional and international trade. Through the SPS/TBT programme, COMESA aims to enhance the SPS/TBT capacity of the public and private sectors of member states in order to gain and maintain regional and international market access for food, agricultural and manufactured products.

### **B. MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of Director of Industry and Agriculture and the overall supervision of the Assistant Secretary General Programmes, the incumbent of the post will perform the following duties:

- i. Submit work plans and budgets inputs for SPS/TBT programmes in order to ensure that resources required to implement programmes are aligned with the Division mandate and approved;
- ii. Provide technical advice in the harmonization of risk based regulatory environment and strengthened Biosecurity Systems in order to enhance safe food and nutrition security and facilitate agricultural trade, exports and investments in the region;
- iii. Provide technical advice on implementation of risk-based food safety regulation among the Member States to ensure domestication of regulations in line with COMESA strategy;
- iv. Conduct capacity building trainings on risk-based decision making (risk profiling and risk assessment) and regionally harmonized regulatory limits in order to impart knowledge among the Member States' personnel;
- v. Develop policy briefs for harmonization of Sanitary and Phytosanitary (SPS) measures across Animal Health, Food Safety, and Plant Health;



- vi. Support sustainable mechanisms for harmonization of SPS requirements through national stakeholder consultations;
- vii. Support strengthening and sustainability of the COMESA SPS Reference and Satellite Laboratories and laboratory institutional capabilities in the region ;
- viii. Ensure alignment of COMESA SPS and TBT Policy Frameworks and Strategic Plans with those at the AUC/AfCFTA level;
- ix. Support sustainable implementation of Mutual Recognition Agreements for conformity assessment in the Region;
- x. Establish regional Proficiency Testing providers and reference materials centres in prioritized sectors/commodities;
- xi. Take lead on preparations for the regional workshops and trainings, follow-up and monitor the harmonization and implementation of SPS import requirement in member states;
- xii. Provide technical advice in the design of early warning and emergency response system for food safety, animal health and plant health in order to build the capacity of National Plant Protection organizations; and
- xiii. Performs any other job-related duties as assigned by the Supervisor from time to time.

### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Bachelor's degree in any of the following fields: Food Science/Technology; Agricultural Sciences; Veterinary Sciences; Plant Health/Crop Sciences; Quality Management; Engineering; and Physical/Chemical/Biological Sciences.
- ii. A Post Graduate qualification in any of the above fields will be an added advantage.

### **D. PROFESSIONAL EXPERIENCE**

Minimum eight (8) years working experience in Sanitary and Phytosanitary, Technical Barriers to Trade (SPS/TBT) and/or related fields.

### **E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS**



- i. Membership of relevant professional bodies (SPS/TBT)
- ii. Food safety auditor
- iii. Personnel certification (relevant sectors)

#### F. SPECIALIZED KNOWLEDGE:

- i. At least eight (8) years' practical experience in food safety, plant health; animal health; and Quality Infrastructure sectors in both the public and/or private sectors; work experience in the areas of national; regional and international food safety and quality management, including standardization, metrology, accreditation, and conformity assessment;
- ii. Demonstrated knowledge of WTO Agreements on Sanitary and Phytosanitary measures (SPS) and Technical Barriers to Trade (TBT) and Trade Facilitation
- iii. Experience with development and implementation of Trade Facilitation Tools (Mutual Recognition Agreements; Equivalence);
- iv. Sound expertise in factors influencing export quality infrastructure in COMESA region;
- v. Demonstrated skills and knowledge of risk-based approaches in conformity assessment;
- vi. Demonstrated ability to present technical findings in succinct reports and to make oral public presentations;
- vii. Membership in National/Regional/International TBT/SPS Forums would be an advantage.

#### 8. JOB DESCRIPTION SEVEN (7): AGRICULTURAL ECONOMIST

<b>Job Title</b>	:	Agricultural Economist
<b>Grade</b>	:	P3
<b>Division</b>	:	Industry and Agriculture
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 52, 217.96 – COM\$ 64, 181.16 per annum.
<b>Report to</b>	:	Director of Industry and Agriculture

#### A. JOB PURPOSE



To provide technical backstop support in promoting initiatives to increase agricultural productivity and strengthen linkages between industry and agricultural value addition/agro-processing in order to improve and sustain food and nutrition security, and agro-product and commodity competitiveness in the COMESA region in line with COMESA Medium-Term Strategic Plan and Treaty.

## B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of Director of Industry and Agriculture and the overall supervision of the Assistant Secretary General Programmes, the incumbent of the post will perform the following duties:

- i. Submits work plans and budget inputs for Agriculture programs in order to secure management's approval for resources required to implement programmes aligned with the Division mandate;
- ii. Provides technical advice in the development and harmonization of regional policies, strategies and regulations in order to enhance competitive Agri- food and commodities market access in the regional and international markets;
- iii. Provides technical advice in the development and implementation of national agriculture and food and nutrition security investment plans to ensure achievement of food and nutrition security is aligned to Regional Agriculture Strategy;
- iv. Drafts and submits inputs for development of bankable concept notes /project proposals in order to secure/gain management's approval for potential donor/funding support required to implement agricultural development and food and nutrition security projects;
- v. Collaborates with relevant technical and strategic institutions in order to establish partnerships and leverage resources to support agricultural development and agro-industrialisation in the region in line with international stands;
- vi. Compiles report on the implementation of the agricultural programmes in order to inform management on achievements, challenges and opportunities and strategies to improve the sector performance;
- vii. Keeps abreast with changes taking place in the agriculture and food systems and research into emerging issues, policies, innovations and technologies related to agriculture and food and nutrition security in order to ascertain their effects and





inform agricultural development and food and nutrition security interventions in the region; and

- viii. Performs any other job-related duties as assigned by the Supervisor from time to time.

### C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Bachelor's degree in Agricultural Economics or Agribusiness Management
- ii. A Postgraduate qualification in any of the above fields will be an added advantage.

### D. PROFESSIONAL EXPERIENCE

Minimum eight (8) years working experience in sustainable agricultural value chains development, food and nutrition security and agricultural market development in the public and private sector settings with national and regional level exposures.

### E. SPECIALIZED KNOWLEDGE:

- i. Agricultural Policy, Regulatory Development and Analysis, Agricultural Value Chains Development including Climate-Smart Agriculture, and Food and Nutrition Security;
- ii. Market Access Development, Qualitative and Quantitative Economic Assessment Methodology;
- iii. Development of project concept notes and proposals, Partnership Engagement; and
- iv. Development, Programme Planning and Reporting.

## 9. JOB DESCRIPTION EIGHT (8): SOCIAL AND CULTURAL AFFAIRS OFFICER

<b>Job Title</b>	:	Social and Cultural Affairs Officer
<b>Grade</b>	:	P2
<b>Division</b>	:	Gender and Social Services
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 42, 723.56 – COM\$ 53, 831.27 per annum.



**Report to** : Senior Gender Mainstreaming Officer

### **A. JOB PURPOSE**

To Promote the Development, Harmonization and Implementation of Policies, Frameworks, Mechanisms, Programmes, Projects, and Initiatives that enhance Cooperation on Social Development, Youth Empowerment, and Cultural Exchange within the COMESA region.

### **B. MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of the Senior Gender Mainstreaming Officer and overall supervision of the Director of Gender and Social Affairs, the incumbent of the post will perform the following duties:

- i. Coordinate and promote the development and harmonization of policies that enhance cultural exchange and youth empowerment within COMESA and formulate and roll out the regional Strategies on social and cultural affairs;
- ii. Undertake studies, develop publications and advocacy materials to champion social development, and the elimination of gender-based violence, child marriage and other harmful practices, alcohol and drug abuse, human trafficking, and other social challenges affecting vulnerable groups in the region;
- iii. Promote cultural and sporting exchanges within the COMESA Member States to enhance cohesion, peace and security, and socio-economic development;
- iv. Promote cultural and creative arts tourism development and easy movement of cultural products in the region, and greater access to regional and international art markets;
- v. Develop policies, strategies and mechanisms for Member States to engage in Regional and Global Partnerships for Social and Cultural Development;
- vi. Promote and support mainstreaming of cross cutting socio – economic issues – gender, equity, HIV/AIDS, human rights, youth development and empowerment, in all policies, plans, strategies, programmes and projects at all levels of COMESA;
- vii. Develop, coordinate, promote and implement initiatives to enhance youth entrepreneurship, volunteerism, internship, employment, engagement and participation in



governance, civic engagement, peace and conflict prevention and resolution, and socio-economic development processes and regional integration;

- viii. Develop strong relations with youth development officers, national youth associations, social- development agencies and various stakeholders including child and maternal health national coordinators within the Member States, and obtain reports on programmes, good practices and achievements in the relevant sectors covered by the Social Charter of COMESA;
- ix. Undertake research, analyse and synthesize information on issues relating to social development, youth empowerment and development, gender equality and human rights and generate regional reports with disaggregated data, statistics and information;
- x. Coordinate and network with other stakeholders such as FAWE, AU-CIEFA and others on the promotion of girls' education, universal primary education and adult literacy within Member States, and UNESCO on matters of culture, and other relevant organizations;
- xi. Undertake resource mobilization, create and strengthen partnerships with government institutions, international organizations, and other stakeholders to support social, youth, cultural and sports initiatives; and
- xii. Performs other job-related duties as assigned by the supervisor from time to time.

### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Bachelor's degree in Social Sciences, Gender, Business Administration, International Relations or related field
- ii. A Postgraduate qualification in any the above fields will be an added advantage.

### **D. PROFESSIONAL EXPERIENCE**

At least six (6) years of practical experience in a similar or related field such as youth programming, gender, human rights, and other related fields. Experience in policy development, research, advocacy, resource mobilization, creating partnerships, and working at regional level.

### **E. PLANNING, MONITORING AND REPORTING**

- i. Prepare quarterly and annual work plans including budgets and justifications, aide memoires for the unit;



- ii. Monitor implementation of health, youth and other social affairs related activities in Divisions, Units, Programmes, Projects and Member States and prepare reports on the status of implementation and results achieved;
- iii. Monitor budget and expenditure, and prepare financial reports on the activities in the unit in collaboration with Division of Budget and Finance;
- iv. Prepare programme reports including annual reports with details of results achieved for the information of stakeholders.

### 10. JOB DESCRIPTION NINE (9): TRADE OFFICER (SERVICES)

<b>Job Title</b>	:	Trade Officer (Services)
<b>Grade</b>	:	P2
<b>Division</b>	:	Trade and Customs
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 42, 723.56 – COM\$ 53, 831.27 per annum.
<b>Report to</b>	:	Senior Trade Officer

#### A. JOB PURPOSE

To provide technical backstopping support to Member States in the implementation of Trade in Services programs and activities in order to accelerate regional cooperation and market integration in line with the COMESA trade in services liberalization agenda and MTSP.

#### B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Senior Trade Officer and overall supervision of the Director of Trade and Customs, the incumbent of the post will perform the following duties:

- i. Submits annual work programmes and budget inputs in order to gain acceptance for approval of resources required to implement Trade in Services program activities in-line with the Division's mandate;
- ii. Review existing laws and regulations affecting various services sectors at national and regional levels and develop and maintain data banks of the same;



- iii. Prepare technical reports to facilitate and support convening statutory meetings and provide technical advice on trade in services negotiations and other trade in services policy issues to ensure Member States commitments made are in line with the COMESA trade in services liberalization regime;
- iv. Review and technically advice national trade in services regulatory reforms to ensure regulations adopted in Member States are in line with COMESA Trade in Services liberalization regime and development model;
- v. Audit existing trade in services regulations in COMESA Member States in order to publish audit findings on the COMESA Website;
- vi. Coordinate with other RECs in the implementation of trade in service programs and activities in order to accelerate regional cooperation and market integration;
- vii. Prepare statutory meeting reports and workshops on trade in services;
- viii. Compiles quarterly, and annual reports in order to share information on the performance of trade in services of the Division; and
- ix. Performs other job-related duties as assigned by the supervisor from time to time.

### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Bachelor's degree in any of the following fields: Economics, International Trade, Trade Law, Business Administration, or any other relevant field
- ii. A Postgraduate qualification in any of the above fields will be an added advantage.

### **D. PROFESSIONAL EXPERIENCE**

At least six (6) years of practical experience in the field of trade policy and regional economic integration in a Member State, regional or international organization levels.

### **E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS**

Economist, regional economic integration, international trade, trade policy analysis etc.

### **F. SPECIALIZED KNOWLEDGE:**



Knowledge of COMESA Free Trade Area, in particular the COMESA Treaty and COMESA Regulations on Trade in Services. Exposure to simulations in value added trade in services, trade and economic analysis, statistics, trade negotiations is also required.

### 11. WORKING LANGUAGE REQUIREMENT FOR ALL THE ELEVEN (11) 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.

### 12. 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.

### 13. 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.***

***Women are highly encouraged to apply.***

### 14. FINAL DATE FOR RECEIVING APPLICATIONS BY COORDINATING MINISTRIES

All applications must reach the Coordinating Ministry by **14<sup>th</sup> April, 2024**.

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

Short-listed candidates by the Coordinating Ministries should reach the address below by **30<sup>th</sup> April 2024** 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

COMMON MARKET



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السوق المشتركة  
للشرق والجنوب الأفريقي

Email : [recruitment2024@comesa.int](mailto:recruitment2024@comesa.int)