



Ref: COMFWB/HR/3/01/25/AM

Date: 10th March, 2025

CALL FOR APPLICATIONS FOR POSITION OF DIRECTOR, PROGRAMME MANAGEMENT AT COMFWB SECRETARIAT

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 National Associations 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 the COMESA Heads of States and Government in 1993 in pursuant of articles 154 and 155 of the COMESA treaty, which recognize the role that women play in the economic and social transformation efforts of the region. The treaty also recognizes the role of women in business especially their participation in Agriculture, Industry and Trade.

COMFWB is implementing its 2021-2025 Medium Term Strategic Plan (MTSP) which aims to achieve the following strategic goals: To Strengthen the Institutional Capacity; To Strengthen the Resource Mobilization Capacity; To Strengthen Development Programs for Women in Business; and to Enhance the Advocacy, Public Image, and Branding of COMFWB.

In order to actualize the set-out development objectives, COMFWB intends to recruit its Programme Manager and hereby requests applications for the position from suitable candidates, from COMESA Member States.

1.0 THE POSITION

JOB TITLE: Director, Programme Management

GRADE: Professional, Level 4 (P4)

SALARY SCALE: COM\$58,731– COM\$ 70,654 per annum per annum plus allowances

REPORTING TO: Executive Director – COMFWB

2. JOB PURPOSE

To undertake capacity building, Business development services and development of women in Business programmes. Furthermore, the Programme Manager will be responsible for organization, co-ordination, and management of various programs and associated projects advancing the women in Business.

3. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Executive Director, the incumbent will perform the following duties:

- i. The Director, Programme Management (DPM) is responsible for scoping, planning, and delivering programs while working closely with relevant personnel, partners, and stakeholders.
- ii. Lead planning and/or implementation of programs. This includes facilitating the definition of programs missions, goals, tasks, and resource requirements.
- iii. Spearhead the development of Monitoring and Evaluation (M&E) system for programs and projects with standard procedures and process to ensure credible, reliable, timely and cost effective monitoring data to inform ongoing management decisions, strategic planning.
- iv. Coordinate all Monitoring and Evaluation (M&E) capacity-building activities with project staff, implementing partners and stakeholders.
- v. Controlling work in progress to ensure it is carried out according to plan specifications, schedule and budget. This will entail preparing Strategic Plans and maintaining Workplans.
- vi. Undertaking Interim Progress Reviews of programmes.
- vii. Develop programmes and Mobilize Project Resources in collaboration with the Resource mobilisation officer.
- viii. Manage trainings when necessary.

4. QUALIFICATIONS AND EXPERIENCE

- i. The post holder shall be a citizen of a COMESA Member;
- ii. Be a holder of at least a minimum of a Master's degree in Social Science, Business Administration, Finance, Natural Sciences, Economics, Project Management, Management Information Systems or any other relevant field and including first degree from reputable universities;
- iii. A Postgraduate qualification in any of the above fields as well as Training in Project Cycle Management, Results Based Management, Monitoring and Evaluation will be an added advantage.

5. PROFESSIONAL EXPERIENCE

Must have a minimum of 5 years proven relevant experience in management of developmental programmes.

6. REQUIRED TRAITS, SKILLS AND COMPETENCIES

- i. Must display and prove creativity in institutional strategic visioning; an appreciation of the vision, mission and objectives of COMFWB, and the role of COMFWB in promoting good entrepreneurial and business linkages will be a definite advantage.
- ii. Must possess demonstrated qualities of success in management and must be able to manage and embrace change, proactively manages risks and lead operational improvements.
- iii. Must have proven abilities to mobilise and manage resources to achieve stated goals.
- iv. Must possess entrepreneurial acumen.
- v. Must have excellent oral and written communication skills.
- vi. Must be a team player who can inspire, direct and motivate staff.
- vii. Must have proficiency in any of the COMESA languages of English and/or French and/or Arabic.
- viii. Must have good computer skills; and,

7. WORKING LANGUAGE REQUIREMENT

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.

8. 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.

9. MODE OF APPLICATION

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.

COMFWB is an equal opportunity employer. Qualified women, with the requisite experience, are strongly encouraged to apply.

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

Short-listed candidates by the Coordinating Ministries should reach the address below by **10th April 2025** 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
Email : Prof.recruitment@comesa.int