

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA
(COMESA) SECRETARIAT**



CALL FOR APPLICATIONS FOR POSITIONS UNDER RIFF PROJECT

INTRODUCTION

The RIFF project is an Investment Financing Project with funding from the World Bank to the Common Market for Eastern and Southern Africa (COMESA) and the Trade and Development Bank (TDB) . The TDB component will focus on provision of long-term credit to infrastructure projects in the region while the COMESA component is a grant component which will support the enabling environment for private infrastructure finance with a focus on building a regional off-grid energy market. It will allow the COMESA Secretariat to support: (i) the harmonization of policies and regulations for cross-border infrastructure trade and investment; (ii) regional integration activities on the off-grid energy sector and (iii) market development activities in the off-grid energy sector in Fragile, Conflict and Violence (FCV) countries.

The activities in support of the enabling environment for infrastructure finance are expected to include: (i) issuance of guidance notes and model documents for PPP in infrastructure sectors other than energy, such as transport and water; (ii) customization and dissemination of PPP screening tools to help countries improve their screening of projects that may be suited to be structured as PPP; (iii) policies, guidance and platforms to facilitate digital infrastructure and digital trading in the COMESA region.

To implement the project, the COMESA secretariat will set up a Project Implementation Unit to be based in the Infrastructure and Logistics Division.

PROJECT IMPLEMENTATION UNIT

The Project Implementation Unit will be composed of the following staff Project Manager, Renewable Energy Policy and Regulatory Expert, Finance Expert, Procurement Expert and Administrative Assistant. The detailed functions of the positions are described below:

1. JOB DESCRIPTION POST ONE

- JOB TITLE** : **Project Manager**
- GRADE** : Professional Level (P4)
- PROGRAMME** : Regional Infrastructure Finance Facility (RIFF)
- DUTY STATION** : Infrastructure and Logistics Division, COMESA Secretariat, Lusaka, Zambia
- CONTRACT DURATION:** Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period.
- REPORTING TO** : Director Infrastructure and Logistics Division through the Energy Economist

1.1. SCOPE OF WORK

The Project Manager will be responsible for planning and execution of the project, in terms of daily practical management of the project and coordination of the activities of the project. The Project Manager will work closely with the Energy Economist. He will provide technical support to accelerate progress on enabling environment for renewable energy with special focus on off grid energy.

KEY RESPONSIBILITIES

The Project Manager will be based at the Infrastructure and Logistics Division, at the COMESA Secretariat in Lusaka, Zambia and will perform the following main functions in order to ensure overall delivery of the project:

- a) responsible for planning and execution of the project;
- b) daily practical management of the project;
- c) Supervision of the project team;
- d) elaboration of Terms of Reference (ToR) of Individual and Framework consultants;
- e) Supervision of Consultants;
- f) provision of technical support to accelerate progress on enabling environment through facilitating the following:
 - i. development of model national electrification strategies
 - ii. Assessment of renewable energy landscape in the region to identify the actors, potential actors, opportunities, barriers, ongoing and potential projects;
 - iii. development of regional solar equipment standards and framework for standardization of tariffs for the COMESA region and;

- iv. development of a communication strategy to sensitize policy makers and private investors about the RIFF project;
- g) review renewable energy guidelines on regulatory frameworks for Off-Grid Electrification and support countries to domesticate/internalize these guidelines;
- h) Facilitate capacity building in renewable energy finance, policy, regulation and project preparation;
- i) Ensure that monitoring of the project is done and project progress reports are produced timely;
- j) Provide and facilitate provision of Technical assistance for domestication of the COMESA policies and regulations in the energy sector;
- k) In collaboration with the respective sector officers within the secretariat, Develop PPP Model framework for Infrastructure covering Energy, Transport and ICT including facilitation of capacity building for COMESA/TDB member states; and
- l) Perform any other duties as requested by supervisor required for the successful implementation of the project.

1.2. EDUCATION QUALIFICATIONS

The candidates must possess:

- a) Bachelors Degree in Engineering or Energy related disciplines and
- b) Master's degree in renewable energy, energy planning/economics, engineering, business administration, or equivalent areas relevant for energy sector development. A Ph.D. in any discipline related to energy would be an added advantage.
- c) A professional qualification in Public Private Partnerships will be an added advantage.

1.3. SKILLS AND EXPERIENCE REQUIREMENTS

- a) At least 10 Years working experience in the energy sector with at least 5 Years in the policy and regulation environment
- b) Experience of project management and coordination experience (with project leader/manager/coordinator capacity) in the energy sector.
- c) Experience with working at regional level
- d) Experience in facilitating seminars and workshops.
- e) Experience with implementation of projects using the PPP model is desirable.
- f) Strong management, organizational and people skills and ability to run a technical team.
- g) Strong writing and presentation skills.
- h) Experience with vendor relationships and strategic partnerships as a number of the activities are set to be outsourced.
- i) Financial management and fiscal responsibility.

- j) Work experience of projects involving energy sector policy reforms, increasing access to modern and sustainable energy services in developing countries would be an advantage.
- k) Work experience with the World Bank rules and procedures or other international development organisations and regional organisations would be an advantage.

2. JOB DESCRIPTION POST TWO

JOB TITLE : Renewable Energy Policy and Regulatory Expert

GRADE : Professional Level (P3)

PROGRAMME : Regional Infrastructure Finance Facility (RIFF)

DUTY STATION : Infrastructure and Logistics Division, COMESA Secretariat, Lusaka, Zambia

CONTRACT DURATION: Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period.

REPORTING TO : Project Manager and under the overall guidance of the Director Infrastructure and Logistics Division

2.1. SCOPE OF WORK

The role of the Renewable Energy Policy and Regulatory Expert will be to provide technical assistance to accelerate progress on implementation of regional renewable energy policies, plans and programmes . The coverage of the Expert shall include all the renewable energy policy and regulatory issues covering renewable energy in general with specific focus on off grid energy, private sector investment to be implemented for the benefit of COMESA/TDB member states. The Project Officer will be based within the Infrastructure and Logistics Division , Lusaka, Zambia.

2.2. KEY RESPONSIBILITIES

The Renewable Energy Expert will be based at the Infrastructure and Logistics Division, Lusaka, Zambia and will perform the following main functions:

- a) Support the Team Leadership in developing work-plans, schedules and activity budgets;
- b) provision of technical assistance to accelerate progress on implementation of regional renewable energy policies, regulations, plans and programmes of the stakeholders;

- c) provision of technical assistance to review renewable energy policies, strategies, action plans, regulatory frameworks and standards to establish best practices;
- d) Development of model rural electrification strategies;
- e) Elaboration of Terms of Reference for consultancy services in renewable energy;
- f) Coordinate the recruitment of consultants and short term experts;
- g) Provision of capacity building to Member States and private companies on renewable energy policies, regulations financing and project preparation;
- h) Development of content on project activities for visibility purposes;
- i) Development of database for renewable energy companies, ongoing projects, proposed projects in the region
- j) Schedule and organize meetings/events and maintain agenda/programme;
- k) Keep updated records and create reports for the project and its activities;
- l) Supports other project objectives related to transport, PPP and Digital Infrastructure;
- m) performs other functions as may be required by the Project Manager from to time.

2.3. EDUCATION QUALIFICATIONS

The candidates must possess:

- a) Bachelors Degree in Engineering/Environment/Energy/Economics, and
- b) Master's degree in Engineering, Energy Planning/Economics, Business Administration, or equivalent areas relevant for energy sector development.

2.4. SKILLS AND EXPERIENCE

- a) At least eight (8) years of working experience in energy sector, five (5) of which must be in an energy policy environment;
- b) Solid understanding of energy policies, strategies, institutions, and regulations;
- c) Experience of working with financing or facilitating dissemination of renewable energy off grid systems;
- d) Experience of working with public private partnership (PPP) and independent power producer (IPP) is desirable;
- e) Project Management – Demonstrated ability to originate, plan, execute, control and complete a given task to achieve specific goals with a team on time and on budget.
- f) Experience of working at regional level will be added advantage;
- g) Strong team working, communication (including report writing) and interpersonal skills;
- h) Strong facilitation, training and presentation skills as well as experience in organizing seminars and workshops;
- i) Experience of working in a multi-cultural environment;
- j) Proficiency in MS Office (word, excel, outlook and power point);

- k) Proven communication skills (oral and written);
- l) Work experience with the WB rules and procedures or other International Development organisations and regional organisations would be an advantage.

3. JOB DESCRIPTION POST THREE

JOB TITLE : Finance Expert

GRADE : Professional Level (P2)

PROGRAMME : Project on Regional Infrastructure Finance Facility (RIFF)

DUTY STATION : Budget and Finance Division-COMESA Secretariat, Lusaka, Zambia

CONTRACT DURATION: Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period.

REPORTING TO : Finance Officer under the overall direction of the Director of Budget and Finance with a dotted reporting line to the Director Infrastructure and Logistics.

3.1. SCOPE OF WORK

The Project Finance Expert will be expected to provide support for the financial aspects of the project PIU through the support of the other Project team members to ensure implementation, efficient performance and delivery of the expected results. He/she will work closely with the Division of Budget and Finance, in the development of annual budgets in consultation with other Stakeholders for the the benefit of all Member States and the Secretariat. He/She will coordinate and implement the project financial issues, in the sense that he/she will prepare financial reports for the project and will attend to day-to-day activities relating to the finance and ensure the following outputs:

- a) Approved Work Plan and budgets
- b) Approved decisions on Approved project action plans
- c) Approved updated project Accounts;
- d) An up to date accounts data management system;
- e) Completed accounts services provided in the World Bank formats; and
- f) Standard periodical Accounts reports.

- e) Monthly, quarterly and annual management reports including the IFRs and annual financial statements in form and agreed form and content.

The reporting line will be in line with the project Project Operations Manual (POM) and COMESA's finance and accounting framework.

3.2. SPECIFIC TASKS/KEY RESPONSIBILITIES

The Finance Expert will be based at the COMESA Budget and Finance Division, Lusaka, Zambia and will perform the following main functions in order to ensure overall delivery of the project:

- a) Ensure adequate FM arrangements for the project including budgeting, funds flows, accounting, internal controls, financial reporting and audit arrangements as per the Finance Manual
- b) Ensure compliance with all project FM documents including the Financial Agreement (FA), Disbursement and Financial Information Letter (DFIL), Financial Management Procedures Manual (FMPM), Project Appraisal Document (PAD) and Project Operations Manual (POM)
- c) Be the focal point for project staff in the interpretation, operation and implementation of the project's financial management matters;
- d) Maintenance of credible books of accounts; requisitions and justifications of project funds as per World Bank's guidelines;
- e) Preparation of the Annual Project Work Plans and Budgets;
- f) Ensure proper coding of the project budget and posting of transactions in line COMESA's chart of accounts;
- g) Ensure adequate annual budgetary allocation with proper budget classification in all budgetary periods;
- h) Ensure proper management of the budget and prepare monthly and quarterly reports to meet deadlines;
- i) Prepare payment vouchers after careful verification of the supporting documents
- j) Effect timely payments and resolve accounting related issues;
- k) Ensure COMESA's internal control procedures are adhered with;
- l) Continuously monitor and analyse the cash flow requirements of the project;
- m) Timely preparation and submission of the quarterly Interim Financial Reports (IFR) and annual audited financial statements to the World Bank.
- n) Processes accurately and promptly all accounting transactions, including payroll, operating expenses, travel, consultant payments vendor payments, charge backs and other office running expenses.
- o) Maintain reconciled accounts at any given point in the project and regularly reviews the open item accounts and resolves any outstanding items;
- p) Keep relevant documents and invoices systematically to fully support the accounts;
- q) Maintain proper files and records of the project;
- r) Preparation of requisite annual financial reports in time for submission to external audit;
- s) Facilitate the audit of the project accounts and other financial reports;
- t) Follow up and promptly resolve all FM and audit issues on the project;

- u) Facilitate the submission of the RIFF's audited annual project specific financial statements to the World Bank within the required timelines.
- v) Perform other duties as may be assigned by the immediate supervisor.

3.3. EDUCATION QUALIFICATIONS:

The candidates must possess:

- a) At least a Bachelor's degree in any of the relevant disciplines, including commerce, accounting, finance, or business from a recognized university; and
- b) Certified Public Accountant (CPA) or equivalent and the successful candidate should be a member of a professional accountancy body.
- c) A Master's Degree in Business Administration (MBA), or any other equivalent degree would be a plus.

3.4. SKILLS AND EXPERIENCE

- a) A minimum of Five (5) years' of continuous work experience in finance and accounting, minimum 3 years of which must have working responsibilities in audit or financial management environment.
- b) Specific work experience in projects funded by World Bank Group and or similar International Cooperating Partner would be required;
- c) High level of personal and professional integrity with strong analytical skills and ability to function well in a multi-cultural environment
- d) Strong interpersonal skills and orientation as a team member;
- e) Ability to deal sensitively and build effective working relations with clients and colleagues;
- f) Strong communication skill with ability to prepare, present and discuss findings in written and oral form
- g) Innovation and networking;
- h) Self-motivated and able to work with minimum supervision;
- i) Results-oriented;
- j) Ability to mobilize and coordinate a wide range of partners is critical;
- k) Good knowledge of computer applications;
- l) Ability to prepare concise, timely, analytical and informative documentation.
- m) Ability to work in teams.

4. JOB DESCRIPTION POST FOUR

JOB TITLE : Procurement Expert

GRADE : Professional Level (P2)

PROGRAMME : Project on Regional Infrastructure Finance Facility

DUTY STATION : Procurement Unit COMESA Secretariat, Lusaka, Zambia

CONTRACT DURATION: Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period.

REPORTING TO : Project Manager in collaboration with the Head of Procurement and the overall guidance of Director Infrastructure and Logistics.

4.1. SCOPE OF WORK

Assist in all procurement activities of the RIFF Project in conformity with the COMESA /World Bank rules, regulations and procedures.

4.2. SPECIFIC TASKS/KEY RESPONSIBILITIES

Under the close supervision of the Project Manager and Head of Procurement, the Procurement Expert performs the following specific tasks:

- a) Preparation of the Procurement strategy for development (PPSD) which projects procurement market research and profiling and its update, procurement of goods, services and works for the Secretariat in line with the approved and prevailing World Bank Procurement Regulations and as applicable and subject to necessary modifications, the COMESA Procurement Rules and Financial Rules and Regulations;
- b) Preparing procurement plans and updates, and tender documents; evaluations and evaluation reports and managing a portfolio of supply and service contracts
- c) Preparation of Suppliers database to establish the most economic source of acquiring goods, services and works;
- d) Recording of all purchase transactions in the SUN Accounting System;
- e) Maintaining an organized filing and documentation system that ensures all procurement documents are well filed and in safe custody
- f) Matching Purchase Orders, Goods Received, Notes and Invoices prior to these documents being reviewed by the Director of Administration;
- g) Preparation of procurement plan implementation and contract performance update reports and supplier performance report; and
- h) Oversee the Stores section to ensure that all purchases are properly secured and stored and that the various items are accurately entered in the relevant registers;
- i) Any other related duties that may be assigned to you by your superiors from time to time.

4.3. EDUCATION QUALIFICATIONS:

The candidates must possess:

- a) A basic degree in Commerce, Business Administration, Economics, Engineering or Purchasing and Supplies
- b) Possession of a advanced degree / masters degree in any of the above or related fields and or a professional qualification in Procurement / Purchasing and supplies as the Chartered Institute of Purchasing and Supply (CIPS -Uk) or other similar national professional qualifications will be an added advantage.

4.4. SKILLS AND EXPERIENCE

- a) Minimum Five (5) years of relevant working experience;
- b) Knowledge of, and proficiency in, the use of an application of Public Sector procurement Regulations and Administrative systems particularly of the COMESA Region member Countries especially those whose procurement laws have been crafted based on the UNITRAL Model laws, and or following reviews of public procurement and country systems following the application of the OECD DAC methodology or, if done more recently, based on the application of the Methodology For Assessing Procurement Systems (MAPS II) Methodology.
- c) Experience of working with Procurement Systems and Regulations of Multilateral Investment Banks (MDBs) or Regional Investment Banks such as World Bank, AfDB, Asian Development Bank, Inter American Development Bank etc. Demonstrating familiarity and proficiency in the use of the Regulations and administrative systems of any of these bodies will be an advantage
- d) Ability to carry out mostly end to end competitive procurement of goods, non consultant services and selection of consultants and the required contract management
- e) Take the lead on all aspects of procurement for the institution and for the requirements specific to the project
- f) Able to work with minimum supervision, working in multicultural, multi-ethnic setting in teams
- g) Proficiency in report writing and use of on line procurement systems

5. JOB DESCRIPTION POST FIVE

JOB TITLE : Internal Auditor

GRADE : Professional Level (P2)

DUTY STATION : Lusaka, Zambia

CONTRACT DURATION: Two (2) years with a possibility of extension subject to availability of funds and satisfactory performance. The initial contract period shall include a six (6) months probationary period.

REPORTING TO : Chief Internal Auditor

5.1. SCOPE OF WORK

The Internal Auditor will be recruited for the purpose of strengthening COMESA internal Audit capacity. Under the direct supervision of the Chief Internal Auditor of COMESA, the Internal Auditor will be primarily responsible for the audit of accounts funded by Member States and Cooperating Partners. In addition, the Internal Auditor, as part of the COMESA internal audit team, will be responsible for undertaking systems, compliance and transaction audits of the COMESA Secretariat and its institutions, with strong focus on the World Bank RIFF project. Other responsibilities will include enhancement of the internal control, governance and risks management systems; ensuring that the Secretariat and its institutions adheres to the various Cooperating Partner agreements/Memoranda of Understanding entered into and ensuring adherence to relevant approved reporting standards.

The internal auditor will specifically lead the review of implementation of the RIFF project to verify that the funds have been utilized in an efficient and economical manner in line with the RIFF Project Financing Agreement and other project documents so as to provide assurance on the following:

- Adequacy and effectiveness of the financial management and internal control framework of the Secretariat.
- Compliance with the financial covenants and the project's Finance and Procurement Manuals.

5.2. SPECIFIC TASKS/KEY RESPONSIBILITIES

The internal audits should be carried out in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the International Internal Audit Standards Board (IIASB). It should include such tests and controls, as necessary for performance of the audits. With regards to the auditing of the RIFF Project, the audits will be performed on a semi-annual basis and the auditor is expected to undertake the following: .

- a) An assessment of the adequacy of the project's financial management system, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls exercised by the project implementing unit, if any.
- b) Funds have been used in accordance with the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing has been provided.

- c) Generally accepted Accounting Principles are followed by all entities that are authorized to incur expenditure under RIFF.
- d) An assessment of efficiency and timeliness of funds flow and reporting based on the interim Financial Reports submitted on the utilization and implementation of project activities.
- e) Expenditure Statements submitted by the Project Implementing have been correctly accounted for and disbursements made to them are as the guidelines and norms prescribed under RIFF.
- f) An assessment of the adequacy of financial and administrative delegation and segregation of duties and controls. And, assessing expenditures incurred/advances provided are duly authorized as per the financial and administrative delegation approved by the responsible Officer.
- g) Expenditure incurred are in accordance with the financial norms prescribed in the RIFF framework, operational guidelines, legal agreement or any other clarifications issued from time to time.
- h) Expenditure incurred with reference to the budget allocation approved by the World Bank. In case the budget allocation is exceeded, proper re-appropriation duly approved by the competent authority has been obtained.
- i) Adequate and proper supporting documents, namely, purchase orders, tender documents, invoices, vouchers, receipts etc. are maintained and linked to the transactions.
- j) Goods, works and services financed have been procured in accordance with relevant provisions as per World Bank Procurement Procedures for procurements made under World Bank or Global Fund funding.
- k) The review of procurement process should also cover the progress on establishing grievance redressal mechanism and feedback provided to unsuccessful bidders.
- l) Reconciliation of Bank Statements and accounts is regularly carried out on a monthly basis and necessary corrections on account of Bank's credits/debits and stale cheques are accounted for concurrently.
- m) Ensure completeness, existence, recording, safeguard and utilization for the purpose intended including, physical verification of sample of assets.
- n) Ascertain the reliability of integrity, controls, security and effectiveness of the operation of computerized system. Identify constraints, if any, in adhering to the internal control procedures.
- o) An assessment of the action taken by COMESA Secretariat on the recommendations related to procurement process made in the previous half-yearly audit reports.
- p) The scope of work will additionally include detailed review of the issue of advances, staff advances and cash payments for items purchased.
- q) The timing of the Audit and Submission of the internal audit reports will be in line with the following dates:

Period of Audit	Submission to the World Bank
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January – June	31 August
July - December	28/29 February

- r) The internal auditors should furnish a half yearly audit report (along with the checklists) to COMESA with an executive summary of the critical issues/findings that require attention of the management. This should be supported with an agreed action plan on the remedial actions to be taken going forward. A copy of the internal audit report with an action plan should be shared with the World Bank 60 days after the audit semester.

General Responsibilities:

- a) Prepare schedules of audit activities pertaining to the approved annual work programme.
- b) Prepare Audit programmes for the schedules of audit activities to be undertaken.
- c) Carry out the audit work as outlined in the audit programmes.
- d) Prepare financial implementation manuals
- e) Ensure efficient and effective execution of audit work to enable timely completion of Reports
- f) Recommend areas in which controls could be enhanced in all systems.
- g) Liaise with external auditors and follow up on audit queries.
- h) Monitor and report on the effectiveness of the internal control environment, including quality compliance, on management of budgetary and extra budgetary resources.
- i) Monitor and evaluate the programmes being undertaken by the Organization.
- j) Develop training and awareness initiatives to sensitise the staff on internal controls, governance and risks management and the benefits of compliance.
- k) Conduct special purpose audits from time to time as directed by the Chief Internal Auditor.
- l) Develop relations with focal points within the member States and other stakeholders.
- m) Conduct value for money audits on programmes being implemented.
- n) Review, appraise and report upon the extent to which the Institutional assets are accounted for and safeguarded against losses arising from fraud, waste, extravagance and inefficient administration.
- o) Assist COMESA to implement an Enterprise Risk Management System.
- p) Conduct financial systems assessment and audit that impact on COMESA.
- q) Conduct periodic reviews of the internal control system and advise on controls to be incorporated into the systems and procedures of the organisation.
- r) Offer advisory and consultancy services to management in order to add value to the operations of COMESA.
- s) Prepare interim financial/management reports.
- t) Initiate, review and regularly update audit policies and systems.

- u) Review disbursement transactions by verifying their compliance with relevant legislations and administrative decisions.
- v) Audit the payroll by verifying the accuracy of staff emoluments.
- w) Any other related duties that may be assigned by his/her superiors from time to time.

5.3. EDUCATION QUALIFICATIONS:

The candidates must possess:

- a) Minimum Education Qualification: Bachelor's Degree in accounting, IT or Economics and
- b) A professional accounting qualification such as ACCA, CPA, CIMA, CIPFA, ACA or CIA.

5.4. SKILLS AND EXPERIENCE

- a) Five (5) years' experience in an auditing environment
- b) Good strategic analysis skills.
- c) Good analytical and problem-solving skills.
- d) Good interpersonal skills.
- e) Good planning, organizational, communication and reporting skills.
- f) Demonstrated ability to work independently and to operate effectively as part of the team of COMESA.

Conversant with key accounting packages and Computer Assisted Auditing Techniques.

6. JOB DESCRIPTION POST SIX

JOB TITLE : Administrative Assistant

GRADE : General Service (GS8)

PROGRAMME : Project on Regional Infrastructure Finance Facility

DUTY STATION : Lusaka, Zambia

CONTRACT DURATION: Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a three (3) months probationary period.

REPORTING TO : Project Manager under the overall direction of the Director of Infrastructure and Logistics.

6.1. SCOPE OF WORK:

The Administrative Assistant will provide administrative support to ensure efficient operation of the Project Implementation Unit. The administration assistant will support the Project Implementation Unit (PIU) through a variety of administrative and Secretarial tasks related to Regional Infrastructure Finance Facility (RIFF) project.

6.2. SPECIFIC TASKS/KEY RESPONSIBILITIES

- a) Provides administrative support to ensure efficient operation of office.
- b) Answers phone calls, schedules meetings and supports visitors.
- c) Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- d) Attends staff meetings and Supports team in preparing minutes and reports.
- e) Assists in overseeing the budget for routine or special events
- f) Assists in planning and overseeing special events
- g) Makes meeting and travel arrangements for RIFF project related activities such as booking flights, cars, and hotel or reservations.
- h) Exhibits polite and professional communication via phone, e-mail, and mail.
- i) Supports team by performing tasks related to organization and strong communication.
- j) Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- k) Provides information by answering questions and requests related to the RIFF Project.
- l) Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- m) Contributes to team effort by accomplishing related results as needed.
- n) Any other related duties that may be assigned by the Superiors from time to time.

6.3. EDUCATION QUALIFICATIONS:

The candidates must possess a Bachelor's degree in Business Administration or Public Administration or related Business field.

6.4. SKILLS AND EXPERIENCE

- a) Minimum five (5) years of administrative assistant experience
- b) Experience in a project related environment
- c) Experience in regional organization will be added advantage
- d) Knowledge of appropriate software such as: Microsoft Word, Excel, Outlook and Microsoft PowerPoint
- e) Managing Processes
- f) Supply Management
- g) Inventory Control
- h) Verbal and written Communication

7. WORKING LANGUAGE REQUIREMENTS FOR ALL THE POSITIONS

- a) Must be fluent in English – both spoken and written
- b) A combination of knowledge and use of English with either French or Arabic will be a definite advantage

8. ELIGIBILITY FOR APPLICATION

Applicants must meet the eligibility requirements for selections and contracts funded by proceeds from a World Bank funded project. Citizens of a COMESA Member country are encouraged to apply.

9. 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 Format.

Only short-listed candidates will be contacted.

Application should reach the address below not later than 16th November 2020 18:00 hours Lusaka, Zambia 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: recruitment@comesa.int