



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

AND



**REGULATORS FOR INFORMATION AND COMMUNICATIONS FOR EASTERN AND
SOUTHERN AFRICA (ARICEA)**

CALL FOR APPLICATION

Zaman

2.2.2026

1.0 PROJECT BACKGROUND:

The Association of Regulators of Information and Communications in Eastern and Southern Africa (ARICEA) is a consultative and collaborative forum for Information and Communications Technology (ICT) regulators in Eastern and Southern Africa (ESA) region that was formally established, through a constitution, in January 2003 in Addis Ababa. The Association provides a platform for sharing experience and for reaching consensus on common ICT regulatory problems in the ESA region.

2.0 OBJECTIVES OF ARICEA

ARICEA was established to support policy and regulatory harmonization in the region and promote the exchange of experience on ICT regulatory issues. The objectives of ARICEA are to:

- i. Create a platform for the exchange of ideas views and experiences among members on all aspects relating to facilitating and regulating the development and application of ICTs.
- ii. Promote sustainable development and application of efficient, adequate and cost-effective ICT networks and services in the sub-region.
- iii. Coordinate cross-border regulatory issues on ICTs in the sub-region.
- iv. Contribute to the achievement of sub-regional and regional integration.
- v. Promote the maximization of the utilization of scarce resources in the ICT sector.

3.0 INSTITUTIONAL FRAMEWORK

The structure of ARICEA is stipulated in Article 7 of its Constitution. It consists of:

- i. The Annual General Meeting (AGM), that acts as a supreme decision-making body and meets once a year to receive and approve reports of the technical committees.
- ii. An Executive Committee which oversees the operations of the Association and implements the decisions of the Annual General Meeting.
- iii. Technical Committees that are mandated to undertake studies on various regulations or any emerging issues, and
- iv. The Secretariat to be headed by an Executive Secretary that provides administrative and technical support to the Association.

ARICEA intends to recruit the **Interim Executive Secretary** as described in the description below:

4.0 JOB DESCRIPTION

JOB TITLE	: Interim Executive Secretary
CATEGORY	: Professional Level
SALARY	: USD 78,000 per annum - all inclusive
DUTY STATION	: COMESA Secretariat, Lusaka, Zambia
REPORTING TO	: Director of Infrastructure and Logistics

5.0 OBJECTIVE OF THE POSITION

The Interim Executive Secretary shall be the interim Head of the ARICEA Secretariat. In consultation with the Director of Infrastructure and Logistics, the Interim Executive Secretary shall provide leadership and strategic direction to actualize the vision and mission of ARICEA. She/ he shall be responsible for the implementation of ARICEA annual workplan and the day-to-day conduct of the ARICEA business.

6.0 SCOPE OF WORKS

Under the direct supervision of the Director Infrastructure and Logistics and overall supervision by the Assistant Secretary General (Programmes), the Interim Executive Secretary shall.

- (a) Carryout general administration of the affairs of ARICEA.
- (b) Undertake financial planning and administration of ARICEA including the preparation of annual budget, financial plans and audits.
- (c) Manage ARICEA projects and programmes.
- (d) Carry out production of information and position papers on ICT regulatory and policy issues.
- (e) Organize and coordinate the Annual General Meetings, meetings of the Executive Committee and other project meetings.
- (f) Research, compile and produce reports for the General Meetings, Executive Committee Meetings and other Project Meetings.
- (g) Carryout activities aimed at establishing ARICEA Secretariat.
- (h) Establish information and knowledge based on ICT policy and regulation.
- (i) Represent ARICEA at regional and international levels; and
- (j) Carry out such other duties as may arise in pursuance of the objectives of ARICEA and may be assigned from time to time by the Director Infrastructure and Logistics, the Executive Management.

7.0 RELEVANT QUALIFICATIONS AND EXPERIENCE

7.1 Academic Qualifications

- (a) Master's Degree in Telecommunications Engineering, Computer Science or related fields.
- (b) PhD degree in Telecommunications, Economics, business administration or related discipline would have an added advantage

7.2 Relevant Experience

- (a) At least 10 years of relevant work experience in the ICT sector of which 5 should be at senior /management positions.
- (b) Work experience with a National Regulatory Authorities (NRA) or Network and Service Providers or related institutions will be an added advantage.
- (c) Experience in managing cross-functional teams and collaborating with stakeholders.
- (d) Must be fluent in one of the official languages of the region. A knowledge of the other official languages shall be an advantage. The working languages of ARICEA are English, Arabic and French.

7.3 Technical Competences

- (a) An in-depth understanding of policy and regulation aspects of ICT/ Telecommunication networks and services.
- (b) Proven track record of formulating, implementing, and monitoring policy dialogue on ICT.

7.4 Leadership And Skills

- (a) Proven expertise in programme management involving collaboration with public and private sector, technical partners and other stakeholders.
- (b) Strategic leadership or strategic advisory role is highly desired.
- (c) Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop workplans, and manage budgets and project expenditures.
- (d) Proven written, analytical, presentation and reporting skills and demonstrated computing skills.

8.0 CONTRACT DURATION FOR THE POSITION

The contract duration for the position will be for a period of one-year which may be extended until a substantive Executive Secretary is appointed.

9.0 WORKING LANGUAGE REQUIREMENT FOR THE POSITION

Excellent knowledge of the English language and proficient written and oral communication skills. Written and oral proficiency in French and/or Arabic will be an added advantage.

10.0 LOCATION OF THE ASSIGNMENT

The duty station for this position is COMESA Secretariat, Lusaka, Zambia with frequent travels within the Eastern and Southern African region.

11.0 ELIGIBILITY FOR APPLICATION

- a) Applicants must be citizens of a Member State of COMESA whose National Regulatory Authority is a member of ARICEA. *“Only applicants from the following ARICEA Member States are eligible to apply: Democratic Republic of Congo, Burundi, Egypt, Kenya, Malawi, Mauritius, Rwanda, Sudan, Uganda and Zimbabwe”.*
- b) Candidates should not be more than fifty-five (55) years of age at the time of submitting their application.

12.0 MODE OF APPLICATION

All applications MUST be submitted to the National Regulatory Authority **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.

13.0 FINAL DATE FOR RECEIVING APPLICATIONS BY NATIONAL REGULATORY AUTHORITY

All applications must reach the National Regulatory Authority by **27th February 2026**.

14.0 FINAL DATE FOR RECEIVING APPLICATIONS FROM NATIONAL REGULATORY AUTHORITY BY COMESA SECRETARIAT

Short-listed candidates by National Regulatory Authority **should reach the address below not later than Monday 9th March 2026 at 17:00 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