

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHÉ COMMUN DE
L'AFRIQUE ORIENTALE
ET AUSTRALE

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للشرق والجنوب الأفريقي

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Ref: CS/HR/10/02/26/DMB/am

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VACANCY ANNOUNCEMENT FOR EIGHT (8) 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.

Applications are invited from suitably qualified and experienced professionals from COMESA Member States for the following eight (8) positions:

S/N	NAME OF VACANT POSTS	GRADE	NO. OF POSTS
1	Director of Gender and Social Affairs	P5	1
2	Director of Information and Communication Technology	P5	1
3	Director of Agriculture and Industry	P5	1
4	Chief of Internal Audit and Risk Management	P4	1
5	Mining Expert	P3	1
6	Telecommunications Expert	P3	1
7	Trade Officer (Services)	P2	1
8	Strategic Planning and Policy Harmonization Officer	P2	1



2. JOB DESCRIPTION ONE (1): DIRECTOR OF GENDER AND SOCIAL AFFAIRS

Job Title	:	Director of Gender and Social Affairs
Grade	:	P5
Division	:	Gender and Social Affairs
Duty Station	:	Lusaka
Basic Salary Scale	:	COM\$ 81,251.76 – COM\$ 95,881.25 per annum.
Report to	:	Assistant Secretary General (Programmes)

A. JOB PURPOSE

To provide the Division with strategic leadership and technical direction on Gender and Social Affairs matters.

To build partnerships, coordinate and implement Council decisions in Member States, undertake advocacy to ensure women's and youths' empowerment, health, education and other social affairs thematic areas are achieved in line with COMESA's strategic objectives.

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. Provide input into long-range strategic and policy priorities/ issues relating to COMESA's role in supporting development in Member States in order to realize the regional integration agenda;
- ii. Consolidate Divisional Annual work plans and budget inputs in order to gain management's approval and funding of work plans required to execute division mandate;



- iii. Monitor the implementation of Division work programs and budgets to ensure that the Division mandate is executed in line with COMESA's strategy within approved budget limits;
- iv. Develop and provide capacity building programs, tools, and technical advice to all key stakeholders to strengthen gender mainstreaming;
- v. Develop and distribute mainstreaming toolkits to all key stakeholders and play a strong role in advocacy and disseminate information on gender programmes through publications and press releases. Ensure the Gender website is updated and coordinate the publication of a newsletter on key developments in the region every quarter;
- vi. Lead the COMESA efforts on youth empowerment in the Region focusing on research, youth employability, entrepreneurship, engagement and participation in political, social and economic development processes;
- vii. Formulate and submit project proposals and negotiates for funding in collaboration with team members and other relevant divisions and units, to strengthen resource availability for the portfolio;
- viii. Identify, develop and maintain partnerships with Member States, private sector, civil society, organizations, cooperating partners to mobilize resources for various projects on Gender, Women Empowerment, Youth Empowerment and Social Affairs;
- ix. Collaborate with different stakeholders to share priorities, knowledge and monitor projects implementation of regional initiatives, global commitments and initiatives on Gender Equality, Women Empowerment, Social development, Youth Empowerment and other areas to ensure coherent approach to implementation and reporting on commitments;
- x. Facilitate development/review of Gender Policy, HIV and AIDS Policy, Health Policy, Youth Policy, Social Charter and other gender, youth and social affairs policies and programs to incorporate emerging issues and priorities in the respective thematic areas;
- xi. Convene/Service Ministerial and Technical meetings on Gender and Women's Affairs, Youth and Social Affairs, and Health to facilitate review and approval of



policy documents, programs, projects, and progress reports, and decisions to guide programs;

- xii. Oversee and coordinate the development and implementation of education and social protection programs for migrants, refugees and internally displaced persons by ensuring that gender equality is integrated into all programs, with particular attention to the specific needs and challenges faced by women, children, and vulnerable groups;
- xiii. Facilitate and coordinate sharing of experiences by Member States on Gender and Women empowerment, Youth and Social Affairs to enable learning and sharing of good practices, and tracking progress towards the achievement of gender equality, women and youth empowerment;
- xiv. Oversee the management of the COMESA Health Desk and promote sustainable institutionalization of health matters in the COMESA regional integration mandate;
- xv. Facilitate and coordinate policy making in health, monitoring of its implementation, and networking with stakeholders at national, regional, continental, and global levels for seamless and well-coordinated programmes on health;
- xvi. Collaborates with the Human Resource and Administration Division in the recruitment, training and development of Division staff to ensure staff disposition is aligned to achieving key mandates;
- xvii. Manage the performance management process in the Division to ensure the achievement of Division objectives that support COMESA strategy and ensure team and individual performance through technical monitoring, setting performance targets and standards, and supervision;
- xviii. Motivate, engage and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work and promotes adherence to administrative procedures, processes and standards, and cultivates a culture of forward thinking, consultation, teamwork among staff; and
- xix. Perform any other duties as assigned by Executive Management from time to time.

**C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Master's Degree in Gender Studies, Sociology, Human Rights Law or other related fields; and
- ii. A Ph.D. in any of the above fields would be an added advantage.

D. PROFESSIONAL EXPERIENCE

Minimum of fifteen (15) years' experience in gender equality, women empowerment, youth engagement or other related fields with at least five (5) years in a senior management role in an international, public, intergovernmental or regional institution.

E. SPECIALIZED KNOWLEDGE AND SKILLS

Specialized knowledge in any of the following areas:

- i) Gender analysis and mainstreaming techniques;
- ii) Regional and global gender equality and women empowerment frameworks, protocols, and declarations;
- iii) Knowledge of issues affecting youth and social development issues in Africa and strategic frameworks to address them;
- iv) Regional and International Human Rights Legal Frameworks;
- v) Project management; and
- vi) Lobbying and Advocacy.

3. JOB DESCRIPTION TWO (2): DIRECTOR OF INFORMATION AND COMMUNICATION TECHNOLOGY

Job Title	:	Director of Information and Communication Technology
Grade	:	P5
Division	:	Information and Communication Technology
Duty Station	:	Lusaka
Basic Salary Scale	:	COM\$ 81,251.76 – COM\$ 95,881.25 per annum.
Report to	:	Assistant Secretary General (Administration and Finance)



A. JOB PURPOSE

To lead the Information and Communication Technology (ICT) service delivery at COMESA Secretariat/Institutions and Member States to support the implementation of COMESA Medium Term Strategy and ICT policy.

To provide ICT strategic direction to COMESA Secretariat, institutions and its Member States to use ICT as a tool to achieve the current and future COMESA business needs.

B. MAIN DUTIES AND ACCOUNTABILITIES

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

- i. Develop and coordinate strategy and policy formulation processes within the Secretariat and COMESA Institutions in consultation with Member States;
- ii. Provides input into long-range ICT strategic and policy priorities/ issues relating to COMESA's role in supporting development in Member States in order to realize the regional integration agenda;
- iii. Consolidates annual ICT work plans and budget inputs in order to gain Management's approval and funding of work plans required to execute the Division's mandate;
- iv. Directs the implementation of ICT work programs and budgets to ensure that the Division's mandate is executed in line with COMESA strategy and within approved budget limits;
- v. Leads the consultation of senior-level stakeholders across the entire organization to identify new technological needs and ensure that these needs are addressed through adequate services;
- vi. Leads the procurement of shared ICT resources and services, establishing commercial partnerships and external services where they can add value, resilience and agility to services;



- vii. Leads the design and implementation of major systems and ICT infrastructure for secretariat, institutions and Member States;
- viii. Directs the management of multiple, concurrent and often disparate tasks for projects that often involve innovative applications, dissimilar systems as well as data bases and highly complex system integration and linkages;
- ix. Provides technical ICT advisory support to Secretariat, Institutions and Member States;
- x. Collaborates with the Human Resource and Administration Division in the recruitment, training and development of Division staff to ensure staff disposition is aligned to achieving key mandates;
- xi. Manage the performance management process in the Division to ensure the achievement of Division objectives that support COMESA strategy and ensure team and individual performance through technical monitoring, setting performance targets and standards, and supervision;
- xii. Motivate, engage and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work and promotes adherence to administrative procedures, processes and standards, and cultivates a culture of forward thinking, consultation, teamwork among staff; and
- xiii. Perform any other duties as assigned by Executive Management from time to time.

C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Master's Degree in Computer Science, Information Systems Management or other related fields; and
- ii. A Ph.D. in any of the above fields would be an added advantage.

D. PROFESSIONAL EXPERIENCE

Minimum of fifteen (15) years' experience in Information and Communication Technology with at least five (5) years in a senior management role in an international, public, intergovernmental or regional institution.

**E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS:**

The following Professional certification/ qualifications are desirable:

- i. Business Process Reengineering (BPR);
- ii. E-government training;
- iii. Systems and ICT Infrastructure.

F. SPECIALIZED KNOWLEDGE AND SKILLS

Specialized knowledge in any of the following areas:

- i) IT Systems and infrastructure knowledge;
- ii) Information Technology service desk management;
- iii) ICT policy and strategy preparation skills;
- iv) System design and analysis; and
- v) Business Process Reengineering.

4. JOB DESCRIPTION THREE (3): DIRECTOR OF AGRICULTURE AND INDUSTRY

Job Title	:	Director of Agriculture and Industry
Grade	:	P5
Division	:	Agriculture and Industry
Duty Station	:	Lusaka
Basic Salary Scale	:	COM\$ 81,251.76 – COM\$ 95,881.25 per annum.
Report to	:	Assistant Secretary General (Programmes)

A. JOB PURPOSE

To provide the Division with strategic leadership and direction in the implementation of the regional Agricultural and Industrial policies in Member States.



To facilitate regional integration through promotion and supporting efforts to drive inclusive industrialization, private sector development and agricultural growth and transformation in the COMESA region in line with COMESA Medium Term Strategic Plan 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 strategic and policy priority issues relating to COMESA's facilitating role of regional trade and market integration in line with COMESA strategic objectives;
- ii. Consolidates Division's annual work plans and budget inputs in order to gain management's approval and funding of work plans required to execute the Division mandate;
- iii. Monitors the implementation of Division work programs and budgets to ensure that the Division mandate is executed in line with COMESA Medium Term Strategic Plan and within approved budget limits;
- iv. Formulates agriculture and industry related frameworks that include policies, strategies, regulations and guidelines that support regional trade and market integration;
- v. Guides implementation of adopted industry and agriculture related frameworks to ensure domestication into national frameworks;
- vi. Facilitates and guides the promotion, development, and transformation of an inclusive and sustainable blue economy sector in the COMESA region for livelihoods, income, food, and nutritional security;
- vii. Provides 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;



- viii. Leads initiatives aimed at promoting sustainable tourism development across member states and drives efforts to position the COMESA region as a premier tourism destination;
- ix. Enhances regional integration through tourism, and facilitates the creation of socio-economic opportunities for communities within the region;
- x. Provides technical and economic expertise to formulate a strategic vision for the mining sector and mineral processing in the COMESA region, to enhance sustainable mining practices that foster regional cooperation, and promote the socio-economic benefits of the mining sector;
- xi. Develops bankable agriculture and industry related project concept notes and project proposals in order to secure/gain management's approval for potential donor funding/support;
- xii. Develops private sector investment guidelines for implementation in order to ensure that adopted guidelines create an enabling environment for private sector investment participation in agriculture and industrial business activities;
- xiii. Leads activities related to foreign and regional investment policies and regulations, with focus on investment protection, facilitation, advocacy, dispute settlement and retention, in coordination with other related COMESA institutions;
- xiv. Supervises Division work on climate change support to member states, regional adaptation and mitigation efforts, in synergy with other regional, continental and global schemes;
- xv. Establishes collaborative linkages with key technical and strategic partners in order to promote regional value-chains/agribusiness and mechanisms to facilitate small-and medium scale industries in the COMESA region;
- xvi. Analyses agriculture, industry, mining and related service sectors productivity in order to document and disseminate emerging productivity issues, policies, innovations and technologies to stakeholders;
- xiv. Collaborates with the Human Resource and Administration Division in the recruitment, training and development of Division staff to ensure staff disposition is aligned to achieving key mandates;



- xv. Manage the performance management process in the Division to ensure the achievement of Division objectives that support COMESA strategy and ensure team and individual performance through technical monitoring, setting performance targets and standards, and supervision;
- xvi. Motivate, engage and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work and promotes adherence to administrative procedures, processes and standards, and cultivates a culture of forward thinking, consultation, teamwork among staff; and
- xvii. Perform any other duties as assigned by Executive Management from time to time.

C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Master's degree in Business Administration, Economics, Management, Agricultural Economics, Industrial Policy, International Trade, or other relevant fields of Industrial and Agriculture Development; and
- ii. A Ph.D. in any of the above fields would be an added advantage.

D. PROFESSIONAL EXPERIENCE

Minimum of fifteen (15) years' experience, in national, regional or international institutions, in agricultural development, industrial development, investment promotion, private sector development or other related fields, five (5) of which should be at managerial level.

E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS:

Professional certifications on the below listed areas are desirable:

- i) Industrial Development;
- ii) Investment Promotion; and
- iii) Value Chain Development.



F. SPECIALIZED KNOWLEDGE AND SKILLS

Specialized knowledge in any of the following areas:

- i) Regional Economic Integration Agenda;
- ii) Agriculture and Industrial Development;
- iii) Industrial and Agricultural Policy;
- iv) Strategic Planning, Regulatory Development and Analysis;
- v) Regional Value Chains Development and Market Access Development; and
- vi) Private Sector development; concepts notes and proposal development, promotion and facilitation; qualitative and quantitative economic assessment methodology; partnership engagement; program planning and reporting.

5. JOB DESCRIPTION FOUR (4): CHIEF OF INTERNAL AUDIT AND RISK MANAGEMENT

Job Title	:	Chief of Internal Audit and Risk Management
Grade	:	P4
Unit	:	Internal Audit
Duty Station	:	Lusaka
Basic Salary Scale	:	COM\$ 67,540.08 – COM\$ 81, 251.76 per annum.
Report to	:	Secretary General

A. JOB PURPOSE

To assist the Secretariat and COMESA Institutions funded by Members States in exercising good corporate governance by providing independent and objective assurance that the key business risks and processes are adequately managed and controlled.

To undertake a systematic and disciplined approach to improve the effectiveness of risk management, control and governance processes through Internal Audit and risk Management.



B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Secretary General, the incumbent of the post will perform the following duties:

- i. Establishes the organization's audit universe and devises strategies for identification of auditable subjects on an annual basis and aligns them to the combined assurance plan;
- ii. Leads audit planning prior to audit engagements through detailed risk assessment to inform risk-based auditing methodology for improved internal controls and governance practices;
- iii. Based on the approved audits for the year, prepare the annual workplan and budget for the Unit and submit to the Audit and Budget Sub Committee for the approval of Council through the Audit and Budget Sub Committee;
- iv. Manages the work plans and budget to ensure prudent use of the resources;
- v. Reviews and approves audit working papers and reports to ensure compliance with the risk-based audit tests in order to communicate objective and complete audit findings to various Institutions, Division and Unit Heads as well as the Secretary General;
- vi. Manages closure of open audit findings in the Audit Management software by obtaining evidence through follow-up audits on the implementation of audit recommendations and provides reports to both the Secretary General and Audit and Budget Sub Committee on the status;
- vii. Provides secretariat services to the Internal Controls Committee as well as the Audit and Budget Committee for enhancement of speedy implementation of audit recommendations;
- viii. Presents and informs the Audit and Budget Sub Committee relevant reports of the Secretariat and Institutions including, but not limited to, Audit reports informing about key audit findings and corrective actions undertaken by Management; Risk management reports to enhance the Committee's oversight and periodic Unit reports as required;
- ix. Leads investigation of suspected fraud through fraud risk assessment and risk-based audit planning in order to deliver reports that inform detailed investigations for purposes of prosecution;



- x. Assists Management upon request to revise and draft policies, rules and regulations as well as reengineer business process in order to forestall emerging or likely risks in both IT and non-IT systems;
- xi. Coordinates the formal, independent review of the effectiveness of the COMESA's risk management policy at least once a year for adequate risk management practices in the organization;
- xii. Prepares and revises the Secretariat's risk management instruments – risk appetite and risk tolerance as well as the risk management policy;
- xiii. Prepares the annual risk management plan;
- xiv. Provides technical guidance to Management in executing its risk management duties as outlined in the Risk Management Policy for timely implementation of risk mitigation actions;
- xv. Prepares the annual combined assurance plan to inform key risks that require mitigation measures from varied lines of defense;
- xvi. Manages and coordinates the recruitment, training and development of Unit staff to achieve key mandates;
- xvii. Manages the performance management process in the Unit to ensure achievement of Unit objectives;
- xviii. Motivates, engages and builds staff into a high performing team through coaching, effective communication and providing frequent feedback on work; and
- xix. Performs any other duties as assigned by Executive Management from time to time.

C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Master's Degree in Business Administration or other related fields and a Bachelor's Degree in Accountancy or other related fields.
- ii. A Ph.D. in any of the above fields would be an added advantage.

**D. PROFESSIONAL EXPERIENCE**

Minimum of ten (10) years' work experience in either an Internal or External Audit environment with five (5) years in a senior management position.

E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS:

Professional certifications on the below listed area are desirable:

- i) ACCA /CPA;
- ii) CIMA will be an added advantage.

F. SPECIALIZED KNOWLEDGE AND SKILLS

Specialized knowledge in any of the following areas:

- i) Knowledge of accounting and auditing principles and practices of Risk Management;
- ii) Strategic and Business Management and Corporate Governance;
- iii) IT general and application controls;

6. JOB DESCRIPTION FIVE (5): TELECOMUNICATIONS EXPERT

Job Title	:	Telecommunications Expert
Grade	:	P3
Division	:	Infrastructure and Logistics
Duty Station	:	Lusaka
Basic Salary Scale	:	COM\$ 55, 8614.08 – COM\$ 68,658.91 per annum.
Report to	:	Director of Infrastructure and Logistics

A. JOB PURPOSE

To provide technical support in the creation of an enabling environment for development and implementation of efficient, innovative and competitive telecommunications/ICT facilities and



services that meets the needs of COMESA region's consumers and businesses in line with the Division's mandate and COMESA Treaty.

B. MAIN DUTIES AND ACCOUNTABILITIES

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

- i. Submits Telecommunications / ICT annual Work plan and budget inputs in order to gain approval for resources required to implement telecommunication work programs in line with Division mandate;
- ii. Develops strategies and policies for the development of the information society, e-commerce, frequency spectrum management, cyber security and protection of public interest in the region;
- iii. Develops project proposals for Telecommunication work programs implementation in order to explore potential donor funding opportunities;
- iv. Recommends network plans required in the region to ensure the availability of an optimal and reliable inter connectivity networks in the COMESA region;
- v. Recommends tariff and interconnection harmonization frameworks in order to make access to ICT services affordable in the region;
- vi. Initiates the development of rural telecommunications in order to improve access to and use of ICT in unserved areas and to disadvantaged groups;
- vii. Provides technical support to Member States to ensure implementation and domestication of adopted policies, regulations, guidelines and standards;
- viii. Advises and publishes technical working documents and reports in order to provide regular updates on implementation of Telecommunication work programs progress and gain feedback from management;
- ix. Establishes linkages with other International Telecommunication Organizations and Regional Economic Communities to ensure that Telecommunications policies adopted by COMESA are aligned to continental and international best practices; and
- x. Perform any other duties as assigned by Executive Management from time to time.

**C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Master's Degree in either Telecommunications, ICT, Engineering or a related field;
- ii. A Ph.D. in any of the above fields would be an added advantage.

D. PROFESSIONAL EXPERIENCE

Minimum of eight (8) years' experience in management of Telecommunications/ICT infrastructure projects and policy development

E. Professional Certifications/Qualifications

Membership of engineering or economic regulatory bodies or similar entities in their respective countries is desirable

F. SPECIALIZED KNOWLEDGE AND SKILLS

Specialized knowledge in any of the following areas:

- i) Telecommunications /ICT in economic development;
- ii) Policy and Regulatory issues in the ICT sector.

7. JOB DESCRIPTION SIX (6): MINING EXPERT

Job Title	:	Mining Expert
Grade	:	P3
Division	:	Industry and Agriculture
Duty Station	:	Lusaka
Basic Salary Scale	:	COM\$ 55,861.08 – COM\$ 68,658.91 per annum.
Report to	:	Director of Industry and Agriculture



A. JOB PURPOSE

To provide technical and economic expertise to formulate a strategic vision for the mining sector and mineral processing in the COMESA region and implement the related strategic vision, economic policies for value addition, activities and potential pilot projects across member states as well as play a critical role in enhancing sustainable mining practices, fostering regional cooperation, and promoting the socio-economic benefits of the mining sector.

B. MAIN DUTIES AND ACCOUNTABILITIES

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

- i. Advice on the formulation of regional mining and mineral beneficiation vision, strategies, and policies;
- ii. Design a mining development strategy that maximizes the benefits of large-scale extraction and beneficiation, generating maximum benefits for the region, in a sustainable manner and in coexistence with a strengthened artisanal mining industry capable of generating benefits for a large number of populations, while controlling environmental impacts;
- iii. Support member states in aligning national mining strategies with regional goals and international standards;
- iv. Assist in the identification and assessment of critical mineral resources across member states;
- v. Provide technical expertise on sustainable mining exploration, extraction, refining and transformation to enhance value addition;
- vi. Promote environmentally friendly and socially responsible mining practices;
- vii. Design and implement training programs for stakeholders in the mining sector, including government officials and private sector actors;
- viii. Facilitate knowledge sharing and best practices among COMESA member states;
- ix. Develop strategies to improve downstream links with other sectors to maximize socio-economic benefits;



- x. Provide technical advice on creating an enabling environment for private sector participation;
- xi. Conduct and coordinate research on mineral resource potential, mining technologies, and market trends;
- xii. Support innovation in mineral processing and value chain development;
- xiii. Facilitate collaboration and partnerships among member states to address cross-cutting mining challenges;
- xiv. Representing COMESA in regional and international forums related to mining and natural resources management; and
- xv. Performs any other duties assigned by the supervisor from time to time.

C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Master's degree in Chemical Processes Engineering, Mining Engineering, Geophysics Engineering, Mineral Economics, or a related field;
- ii. A PhD in any of the above fields will be an added advantage.

D. PROFESSIONAL EXPERIENCE

Minimum of eight (8) years of professional experience in the upstream value chain of mining sector and mineral processing, with a focus on economic policy, technical advisory, or project management.

E. SPECIALIZED KNOWLEDGE AND SKILLS

Specialized knowledge in any of the following areas:

- i. Proven expertise in sustainable mining practices and mineral resource management;
- ii. Familiarity with emerging technologies in mining and mineral processing;
- iii. Knowledge of COMESA member states' mining sectors and regulatory frameworks;
- iv. Strong analytical and critical thinking skills;
- v. Excellent communication and stakeholder engagement abilities;



- vi. Demonstrated ability to lead capacity-building initiatives; and
- vii. Proficiency in project management and report writing.

8. JOB DESCRIPTION SEVEN (7): TRADE OFFICER (SERVICES)

Job Title	:	Trade Officer (Services)
Grade	:	P2
Division	:	Trade and Customs
Duty Station	:	Lusaka
Basic Salary Scale	:	COM\$ 45,704.28 – COM\$ 57,586.94 per annum.
Report to	:	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 Masters Degree in any of the above fields will be an added advantage.

D. PROFESSIONAL EXPERIENCE

Minimum of eight (8) 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

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

F. SPECIALIZED KNOWLEDGE AND SKILLS

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.



9. JOB DESCRIPTION EIGHT (8): STRATEGIC PLANNING AND POLICY HARMONIZATION OFFICER

Job Title	:	Strategic Planning and Policy Harmonization Officer
Grade	:	P2
Unit	:	Strategy, Planning and Policy Harmonization
Duty Station	:	Lusaka
Basic Salary Scale	:	COM\$ 45,704.28 – COM\$ 57,586.94 per annum.
Report to	:	Chief of Strategy, Planning and Policy Harmonization

A. JOB PURPOSE

To assist in the development and coordination of the implementation of the COMESA Strategic Plans, review policy and regulatory harmonization towards the achievement of regional integration.

B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Chief of Strategy, Planning and Policy Harmonization, the incumbent of the post will perform the following duties:

- i. Coordinate the formulation, review, and updating of the medium-term plans, and action plans;
- ii. Support Divisions, Units, and Member States in aligning sectoral plans with the overarching strategic framework;
- iii. Develop and review strategic planning guidelines, tools, and templates to ensure consistency and quality;
- iv. Coordinate the harmonization of policies, strategies, and regulatory frameworks across Divisions and Units;
- v. Conduct policy research, analysis, and impact assessments to inform decision-making;
- vi. Prepare policy briefs, concept notes, and analytical reports;
- vii. Support capacity-building initiatives in strategic planning and policy formulation for staff and Member States;
- viii. Maintain a repository of strategies, policies, guidelines, and best practices;



- ix. Ensure strategies and policies comply with governing instruments, decisions of policy organs, and international best practices;
- x. Support reporting to Councils, Committees, and other governance structures; and
- xi. Perform any other duties as assigned by the Supervisor and Executive Management from time to time.

C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Bachelors Degree in Business Administration/ Management, Economics, Public Policy and other related fields; and
- ii. A Master's Degree in any of the above fields would be an added advantage.

D. PROFESSIONAL EXPERIENCE

Minimum of eight (8) years of working experience in developing and implementing strategic plans, and policy reforms. Experience of working in an intergovernmental organization interacting with multiple stakeholders, including governments, non-state actors and regional or international organizations is preferred.

E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS:

Professional certification on Balanced Scorecard, Strategic Management and Planning is desirable

F. SPECIALIZED KNOWLEDGE

Specialized knowledge in any of the following areas;

- i) Policy Analysis and Development;
- ii) Strategic planning and implementation; and
- iii) Exposure to Performance management approaches, frameworks or methodology.

10. WORKING LANGUAGE REQUIREMENT FOR ALL THE 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.



11. 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.

12. 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.

13. FINAL DATE FOR RECEIVING APPLICATIONS BY COORDINATING MINISTRIES

All applications must reach the Coordinating Ministry by **13th March 2026**.

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

Short-listed candidates by the Coordinating Ministries should reach the address below by **27th March 2026** 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