

**Support to Air Transport Sector Development (SATSD) in the Eastern
Africa, Southern Africa and Indian Ocean Region**

CALL FOR APPLICATIONS

PROGRAMME BACKGROUND

The Common Market for Eastern and Southern Africa (COMESA) Secretariat and the European Union (EU) have signed a Grant Contribution Agreement amounting to €8million for the Support to Air Transport Sector Development (SATSD) in the Eastern Africa, Southern Africa and Indian Ocean Region. The SATSD is a four (4) year programme that aims at supporting the operationalization of the Single African Air Transport Market (SAATM); strengthening the regulatory and institutional capacity of civil aviation institutions; and improving air navigation efficiency in the EA-SA-IO region.

The overall objective of the programme is to contribute to the development of the air transport sector in the EA-SA-IO region. The specific objectives are to achieve the following:

- Single African Air Transport Market operationalised;
- Strengthened regulatory and institutional capacity of civil aviation institutions in EA-SA-IO region; and
- Improved air navigation efficiency in the EA-SA-IO region.

The program integrates three key result areas which will be implemented with sub result areas as follows:

Result 1: Single African Air Transport Market operationalised

Sub result 1.1: Supported signing of Solemn Commitment by Member States in the EA-SA-IO region

Sub result 1.2: Enabled operationalisation of joint competition rules and regulations

Sub result 1.3: Enhanced capacity for a regional model for sustainable air transport market development.

Result 2: Strengthened regulatory and institutional capacity of civil aviation institutions in the EA-SA-IO region

Sub result 2.1: Separation of Civil Aviation Authority regulatory functions from operational functions supported in number of fast-moving countries

Sub result 2.2: Enhanced managerial and technical skills for aviation oversight

Sub result 2.3: Improved gender sensitivity and environment mainstreaming in the aviation sector.

Result 3: Improved air navigation efficiency in the EA-SA-IO region

Sub result 3.1: Enhanced airspace coordination for Regional Seamless Upper air space

Sub result 3.2: Enabled data sharing through centralised regional aeronautical information databases.

The primary beneficiaries of the Support to Air Transport Sector Development (SATSD) programme will be Member/Partner States of the EA-SA-IO region, through improved quality of air transport services that will stimulate demand for air transport services. Increased demand for air transport services will contribute to increased employment, direct and indirect through the positive impact on downstream aviation sector industries which are sources of inputs like fuel, spare parts, consumables, equipment and other service providers. Other sectors of the economy that will benefit are the tourism sector, industrial and trade sectors which rely heavily on-air transport. Growth of these sectors will positively contribute to GDP growth. Citizens will have increased disposable incomes as a result of growth in GDP and GDP per capita hence can afford air travel especially given the potential reduction in air fares. The huge size of the continent and its many physical barriers coupled with limitations in land-based transport infrastructure will make air travel the preferred mode. Institutional reforms to be supported by the programme will result in efficient and accountable institutions that will be able to support sustained growth of the sector.

PROGRAMME IMPLEMENTATION

To implement the programme, the COMESA Secretariat will set up a Programme Implementation Unit to be based in the Infrastructure and Logistics Division.

The Programme Implementation Unit will be composed of staff as described in the job descriptions below and will also be supported by short-term experts where needed:

1. JOB DESCRIPTION POST ONE

JOB TITLE	: Team Leader/ Air Transport, Aviation Expert
GRADE	: Professional Level (P4)
SALARY	: EURO 94,236 p.a

- PROGRAMME** : Support to Air Transport Sector Development (SATSD) in the Eastern Africa, Southern Africa and Indian Ocean Region
- DUTY STATION** : Infrastructure and Logistics Division, COMESA Secretariat, Lusaka, Zambia
- CONTRACT DURATION:** From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2024. The initial contract period shall include a six (6) months probationary period.
- REPORTING TO** : Director Infrastructure and Logistics Division through the Senior Transport Economist

1.1. SCOPE OF WORK

The Team Leader will provide leadership, technical expertise and programme management support on the implementation of the programme. The Team Leader will be responsible for planning and execution of the programme in terms of daily practical management and coordination of the activities. The Team Leader will work closely with the Senior Transport Economist.

1.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

The specific responsibilities are to:-

- i. Provide technical leadership to the programme implementation and contribute to the development /adjustments of the programme implementation strategy as and when necessary;
- ii. In collaboration with the EDF Programme Manager, develop/update the programme annual work plans and annual reports in line with the Contribution Agreement
- iii. In collaboration with the EDF Programme Manager, ensure monitoring and reporting on the programme implementation and performance following the programme's logical framework and advise on adaptation or adjustments where and when necessary; reports should highlight clearly the achievements (as per indicators) and any challenges faced and what mitigation measures were undertaken.
- iv. Working in collaboration with other Divisions at COMESA in the implementation of the programmes
- v. Develop Terms of Reference (TORs) for short term experts and supervise their performance;

- vi. Design and setup the coordination mechanism with partner RECs and other stakeholders;
- vii. Coordinate development of aviation policies and regulations in line with the Contribution Agreement to promote liberalization and integration of the regional air transport market, and seamless operations
- viii. Coordinate activities that support operationalization of the Single African Air Transport Market (SAATM)
- ix. Initiate and coordinate reforms of Civil Aviation Authorities to ensure separation of regulatory and operational functions to promote efficiency and accountability
- x. Facilitate capacity building in the aviation sector at both technical and managerial levels
- xi. Initiate and coordinate activities to improve air navigation efficiency in the EA-SA-IO region
- xii. Liaise with Transport/Aviation Officers from the other RECs to ensure smooth implementation and monitoring of programme activities
- xiii. Implement decisions/recommendations of the Project Steering Committee
- xiv. Organize Multi Stakeholder workshops at regional level to validate the studies and developed frameworks
- xv. Ensure documentation and dissemination of best practices and lessons learned from the programme implementation;
- xvi. Ensure coordination of activities with cooperating partners both at regional and national to avoid duplication and ensure complementarity of activities and
- xvii. Supervise experts and consultants
- xviii. Carry out any other duties which may be allocated by the Supervisor.

1.3 ACADEMIC REQUIREMENTS

- i. Master's degree in Air Transport, Aviation Law Engineering, Economics, Business Administration or a relevant, directly related discipline

1.4 PROFESSIONAL REQUIREMENTS

- i. At least 10 years of progressively relevant experience in sustainable air transport development, air transport policy, planning, strategy and regulation as well as programme/project management with a minimum of 5 years in managerial position;
- ii. Good knowledge of the functioning of the Regional Economic Communities (RECs) in the EA-SA-IO region and the African Union
- iii. Experience in civil aviation regulations related to aviation safety, security and environmental protection to assist African States in the practical interpretation and implementation of the African Civil Aviation Policy in order to enable them to meet the requirements under the Convention on International Civil Aviation;

- iv. Good knowledge of the aviation sector reform debate;
- v. Experience in working with global and regional organizations and donor/financial institutions for resource mobilization;
- vi. Experience in air navigation and airport infrastructure project preparation, implementation and monitoring in the Region;
- vii. Experience in dealing with air transport liberalization frameworks
- viii. Experience in establishing and maintaining databases on subjects relating to forecasting and economic regulation of air transport;
- ix. Experience in negotiations of air service agreements and drafting of multilateral or horizontal air service agreements tailored to African context respecting ICAO requirements;
- x. Experience in multimodal transport and interaction between air transport and tourism.
- xi. Knowledge of operations of national/regional organizations dealing with Aviation sector policy regulation
- xii. Experience in facilitating seminars and workshops.
- xiii. Strong management and Leadership skills , ability to run a technical team and capacity to develop proactive policies and strategies to accomplish objectives and drives for change
- xiv. Strong management, organizational and people skills
- xv. Strong writing and presentation skills.
- xvi. Financial management and fiscal responsibility
- xvii. Relevant experience working in similar donor funded regional programmes, preferably (but not limited to) EU-funded programmes, in developing countries in general and in Sub-Saharan Africa in particular would be an additional asset.

2. JOB DESCRIPTION POST TWO

JOB TITLE	: Air Transport Policy and Regulatory Expert
GRADE	: Professional Level (P3)
SALARY	: EURO 83,808 p.a
PROGRAMME	: Support to Air Transport Sector Development (SATSD) in the Eastern Africa, Southern Africa and Indian Ocean Region
DUTY STATION	: Infrastructure and Logistics Division, COMESA Secretariat, Lusaka, Zambia

CONTRACT DURATION: From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2024. The initial contract period shall include a six (6) months probationary period.

REPORTING TO : The Team Leader and under the overall guidance of the Director Infrastructure and Logistics Division

2.1 SCOPE OF WORK

The Air Transport Policy and Regulatory Expert will be to provide technical assistance on the implementation of the Single African Air Transport Market and reform of Civil Aviation Authorities.

2.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

The specific responsibilities include

- i. To assist the Team Leader develop/update the programme annual work plans and annual reports in line with the Contribution Agreement;
- ii. Coordinate programme related activities for the EA-SA-IO region;
- iii. Monitor and report on the programme implementation and performance following the programme's logical framework and advise on adaptation or adjustments where and when necessary; reports should highlight clearly the achievements (as per indicators) and any challenges faced and what mitigation measures were undertaken;
- iv. Provide his expertise in the implementation of the Yamoussoukro Decision in pursuit of air transport market liberalization and integration;
- v. Initiate activities that promote sustainable development of air transport in the EA-SA-IO region;
- vi. Facilitate and accelerate integration and freedom of movement of persons and goods in Africa;
- vii. Participate in the development and application of common competition rules and regulations to foster healthy competition among operators in the in the air transport sector;
- viii. Provide technical advice on the reforms of Civil Aviation Authorities
- ix. Facilitate capacity building and gender mainstreaming in the aviation sector;
- x. Facilitate development and reviews of national laws, policies and regulations to ensure compliance with international best practices;
- xi. Develop appropriate cost-based models to sustain revenues for regulatory bodies in the Member States
- xii. Support Member/Partner States in developing regulations that promote environmentally sustainable operations;

- xiii. Ensure documentation and dissemination of best practices and lessons learnt from the programme implementation;
- xiv. Preparation of terms of reference (ToRs) for short term experts (STEs) and assist in their supervision;
- xv. Ensure coordination of activities with Stakeholders partner both at regional and national level to avoid duplication and ensure complementarity of activities;
- xvi. Participate in the Programme Management Meetings to ensure that the needs; issues of the programme Team are raised and addressed; and
- xvii. Perform other duties as assigned by the Team Leader.

2.3 ACADEMIC REQUIREMENTS

- i. Bachelor's Degree in Engineering, Transport Economics, Aviation Law or related discipline
- ii. Master's degree in Engineering, Business Administration, Public Policy, Economics, Transport Economics, Aviation Law, Law or related discipline.

2.4 PROFESSIONAL REQUIREMENTS

- i. At least 8 years of progressively relevant experience in sustainable air transport development, air transport policy, planning, strategy and regulation as well as programme/project management with a minimum of 3 years in senior position;
- ii. Good knowledge of the functioning of the RECs;
- iii. Experience in civil aviation regulations related to aviation safety, security and environmental protection;
- iv. Experience in working with global and regional organizations and donor/financial institutions;
- v. Experience in air navigation and airport infrastructure project preparation, implementation and monitoring in the Region;
- vi. Experience in establishing and maintaining databases on subjects relating to forecasting and economic regulation of air transport;
- vii. Experience in negotiations of Bilateral Air Service Agreements and drafting of multilateral or horizontal air service agreements tailored to African context respecting ICAO requirements;
- viii. Demonstrated experience in formulation of policies and regulations and or business plans for aviation sector entities, government or regulators;
- ix. Knowledge of national/regional organizations dealing in aviation sector policy regulation;

- x. Programme management skills and experience involving collaboration with public and private sector, technical partners and other stakeholder;
- xi. Demonstrated experience in working with government partners and other stakeholders in public sector development programs, especially in the area of capacity building and organizational development;
- xii. Strong team working, communication (including report writing) and interpersonal skills;
- xiii. Strong facilitation, training and presentation skills as well as experience in organizing seminars and workshops; and
- xiv. Relevant experience working in similar donor funded regional programmes, preferably (but not limited to) EU-funded programmes, in developing countries in general and in Sub-Saharan Africa in particular would be an additional asset.

3. JOB DESCRIPTION POST THREE

JOB TITLE : Air Navigation Services Expert

GRADE : Professional Level (P3)

SALARY : EURO 83,808 p.a

PROGRAMME :

Support to Air Transport Sector Development (SATSD) in the Eastern Africa, Southern Africa and Indian Ocean Region

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

CONTRACT DURATION : From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2024. The initial contract period shall include a six (6) months probationary period.

REPORTING TO : Team Leader and under the overall guidance of the Director Infrastructure and Logistics Division

3.1 SCOPE OF WORK

The role of the Air Navigation Services Expert will be to provide technical expertise to improve air navigation efficiency in the EA-SA-IO region.

3.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

The specific responsibilities include

- i. To assist the Team Leader develop/update the programme annual work plans and annual reports in line with the Contribution Agreement;
- ii. Coordinate programme related activities for the EA-SA-IO region;
- iii. Monitor and report on the programme implementation and performance following the programme's logical framework and advise on adaptation or adjustments where and when necessary; reports should highlight clearly the achievements (as per indicators) and any challenges faced and what mitigation measures were undertaken;
- iv. Supporting Member/Partner States in the implementation of ICAO Standards and Recommended Practices (SARPs) and Procedures for Air Navigation Services (PANS);
- v. Provide advisory and technical expertise to support Member/Partner States to meet the Abuja Safety Targets;
- vi. Facilitate development of frameworks (model agreements) that promote flexible use of airspace through enhanced Civil-Military coordination;
- vii. Facilitate training in Civil-Military cooperation to promote flexible use of the airspace;
- viii. Facilitate establishment of a regional institutional framework for the development and deployment of regional inter-operable Communications, Navigation and Surveillance (CNS)/Air Traffic Management (ATM) systems;
- ix. Initiate and facilitate implementation of activities that enhance compliance to and implementation of ICAO aviation security standards within the EA-SA-IO Member States;
- x. Facilitate establishment of regional databases to improve air navigation efficiency;
- xi. Develop protocols for data sharing with the EA-SA-IO region;
- xii. Facilitate capacity building and gender mainstreaming in the aviation sector;
- xiii. Facilitate development and reviews of national laws, policies and regulations to ensure compliance with international best practices;
- xiv. Ensure documentation and dissemination of best practices and lessons learnt from the programme implementation;
- xv. Preparation of terms of reference (ToRs) for short term experts (STEs) and assist in their supervision;
- xvi. Ensure coordination of activities with Stakeholders partner both at regional and national level to avoid duplication and ensure complementarity of activities;
- xvii. Participate in the Programme Management Meetings to ensure that the needs; and issues of the programme Team are raised and addressed;
- xviii. Perform other duties as assigned by the Team Leader.

3.3 ACADEMIC REQUIREMENTS

- i. Bachelor's Degree in Aeronautic Engineering, Transport Engineering, Aviation Law or related discipline
- ii. Master's degree in Engineering, Business Administration, Public Policy, Economics, Transport Economics, Aviation Law, Law or related discipline.

3.4 PROFESSIONAL REQUIREMENTS

- i. At least 8 years of progressively relevant experience in sustainable air transport development, air transport policy, planning, strategy and regulation as well as programme/project management with a minimum of 3 years in senior position;
- ii. Good knowledge of the functioning of the RECs;
- iii. Experience in the implementation of ICAO Standards and Recommended Practices (SARPs) and Procedures for Air Navigation Services (PANS);
- iv. Extensive knowledge in the deployment and operations of Communications, Navigation and Surveillance (CNS)/Air Traffic Management (ATM) systems
- v. Detailed knowledge of aviation safety and demonstrated experience in supporting Member/Partner States to meet the Abuja Safety Targets;
- vi. Experience in civil aviation regulations related to aviation safety, security and environmental protection;
- vii. Experience in working with global and regional organizations and donor/financial institutions;
- viii. Experience in air navigation and airport infrastructure project preparation, implementation and monitoring in the Region;
- ix. Demonstrated experience in formulation of policies and regulations and or business plans for aviation sector entities, government or regulators;
- x. Programme management skills and experience involving collaboration with public and private sector, technical partners and other stakeholder;
- xi. Demonstrated experience in working with government partners and other stakeholders in public sector development programs, especially in the area of capacity building and organizational development;
- xii. Strong team working, communication (including report writing) and interpersonal skills;
- xiii. Strong facilitation, training and presentation skills as well as experience in organizing seminars and workshops;

- xiv. Relevant experience working in similar donor funded regional programmes, preferably (but not limited to) EU-funded programmes, in developing countries in general and in Sub-Saharan Africa in particular would be an additional asset;
- xv. Good knowledge of the functioning of Regional Economic Communities (RECs);
- xvi. Experience in civil aviation regulations related to aviation safety, security and environmental protection to assist African States in the practical interpretation the implementation of the African Civil Aviation Policy in order to enable them to meet the requirements under the Convention on International Civil Aviation;
- xvii. Experience in establishing and maintaining databases on subjects relating to forecasting and economic regulation of air transport;
- xviii. Strong team working, communication (including report writing) and interpersonal skills;
- xix. Strong facilitation, training and presentation skills as well as experience in organizing seminars and workshops; and
- xx. Relevant experience working in similar donor funded regional programmes, preferably (but not limited to) EU-funded programmes, in developing countries in general and in Sub-Saharan Africa in particular would be an additional asset.

4. JOB DESCRIPTION POST FOUR

JOB TITLE	: Administrative Assistant
GRADE	: General Service (GS8)
SALARY	: EUR 29,316 p.a
PROGRAMME	: Support to all 11 EDF programmes at the Secretariat including Air Transport Sector Development (SATSD) in the Eastern Africa, Southern Africa and Indian Ocean Region
DUTY STATION	: Infrastructure and Logistics Division, COMESA Secretariat, Lusaka, Zambia
CONTRACT DURATION	: From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2024. The initial contract period shall include a six (6) months probationary period.
REPORTING TO	: Team Leader 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 Programme Implementation Unit. The Administration Assistant will support the Programme Implementation Unit (PIU) through a variety of administrative and secretarial tasks related to SATSD programme.

6.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

- i. Provide administrative support to ensure efficient operation of office.
- ii. Answer phone calls, schedules meetings and supports visitors.
- iii. Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- iv. Attends staff meetings and Supports team in preparing minutes and reports.
- v. Assists in overseeing the budget for routine or special events
- vi. Assists in planning and overseeing special events
- vii. Makes meeting and travel arrangements for programme related activities such as booking flights, cars, and hotel or reservations.
- viii. Exhibits polite and professional communication via phone, e-mail, and mail.
- ix. Supports team by performing tasks related to organization and strong communication.
- x. Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- xi. Provides information by answering questions and requests related to the Programme.
- xii. Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- xiii. Contributes to team effort by accomplishing related results as needed.
- xiv. Any other related duties that may be assigned by the Superiors from time to time.

6.3 ACADEMIC REQUIREMENTS

- i. Bachelor's Degree in business administration or Public Administration or related Business field.

6.4 PROFESSIONAL REQUIREMENTS

- i. Minimum eight (8) years of administrative assistant experience
- ii. Experience in a programme related environment
- iii. Experience in regional organization will be added advantage

- iv. Knowledge of appropriate software such as: Microsoft Word, Excel, Outlook and Microsoft PowerPoint
- v. Managing Processes
- vi. Supply Management
- vii. Inventory Control
- viii. Verbal and written Communication

5. WORKING LANGUAGE REQUIREMENTS FOR ALL THE POSITIONS

Must be fluent in English and/or French and/or Arabic (speaking and writing). A combination of any two or all these languages will be an added advantage.

6. ELIGIBILITY FOR APPLICATION

Applicants must be nationals of EU, ACP and COMESA Member States and not more than 55 years of age at the time of submitting the application.

7. 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 24th March 2021 .at 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