



COMESA FEDERATION OF NATIONAL ASSOCIATIONS OF WOMEN IN BUSINESS

REQUEST FOR EXPRESSION OF INTEREST

Job title:	Human Resource expert
Monthly Payment:	\$500 per Month
Number of positions:	1 (one person)
Duty Station:	Expert's City of abode
Contract Duration:	Temporary for 1 year
Starting Date:	November 2021

I Background

The COMESA Federation of National Associations of Women in Business (COMFWB) was established in July 1993 in Zimbabwe with the endorsement of the Authority made up of Heads of States and Governments of the COMESA member states.

Mandate of COMFWB is anchored under Chapter 24 Article 155 of the COMESA Treaty, the crux which advocates for participation of women at all levels of development, especially at decision-making levels in regional integration efforts of COMESA.

COMFWB is currently implementing staff rules and regulation of 2020. The Staff rules and regulations apply to all the staff members of COMFWB irrespective of their category and duration of their contracts. The staff rules and regulations were adopted by COMFWB General Assembly and the COMESA Council of Ministers.

II. PURPOSE OF THE ASSIGNMENT

The primary purpose of the assignment is to provide Human Resources Management services to COMFWB

III. TASKS TO BE UNDERTAKEN

- a) Give advisory services on Human resource (HR) management functions on recruitment and onboarding procedures
- b) Provision of general HR advisory services on various administrative, institutional and program matters and other modalities

- c) Negotiation and drafting of HR instruments for COMFWB such as employee contracts and others.
- d) Familiarize employees to and operationalize the COMFWB HR rules and regulations
- e) Provide basic orientation and briefing of HRM and HRD to COMFWB staff
- f) Review performance reviews and maintenance of employee records
- g) Assist HR officer on keeping HR documents for audit
- h) Any other HR work that may be assigned to you by the Executive Director/CEO.

IV. Academic Qualification

At least a Master's degree in Human Resource Management, Public Administration or a related field; or BA degree with one of the above fields, combined with the minimum relevant experience.

V. Professional Requirements

The candidate should:

- a. Have minimum of (10) years of experience in Human Resource management
- b. Be able to advise and support administration and executive management
- c. Be able to create and deliver training manuals on HR
- d. Be professional, flexible, punctual and deliver results with excellence
- e. Have a background working with African Women and youth Entrepreneurs at the grassroots level and at professional business setting
- f. Knowledge of COMESA HR instruments is an added advantage

COMFWB now invites eligible Individual experts to indicate their interest in providing these services. Interested consultants must provide information through their Curriculum Vitae with cover letter indicating that they are residents and citizens of COMESA Member states and are experts qualified to perform the requested HR services (description of similar assignments, experience in similar conditions, etc.).

Interested consultants should submit their expression of interest *by 10th November 2021* at the address below during office hours from *Monday to Friday, 08:00 hours to 17:30 hours* or send e-mail to Ms. Judith Masanche applications@comfwb.org

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