



COMESA FEDERATION OF NATIONAL ASSOCIATIONS OF WOMEN IN BUSINESS

REQUEST FOR EXPRESSION OF INTEREST

Job title:	Financial Management Services
Monthly Payment:	\$500 per Month
Number of positions:	1 (one person)
Duty Station:	Lilongwe
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 Financial Management services to COMFWB

III. TASKS TO BE UNDERTAKEN

- a) Give advisory services on Financial Management, financial procedures, and day to day financial operations.
- b) Provide general financial advisory services on administrative, institutional and program matters and other modalities

- c) Create simple tools of Financial systems and instruments for COMFWB such as guidelines for management to implement its programs in compliance with the COMFWB Rules and Procedures.
- d) Train staff on application of the COMFWB Financial Rules and Regulations and Procedure Manuals.
- e) Review audit findings and assist on the clearance of audit queries, prepare implementation matrix to address audit recommendations
- f) Assist financial officer on keeping up with records and preparation of financial and management reports and documents for audit
- g) Any other financial work that may be assigned by the Executive Director/CEO.

IV. Academic Qualification

At least a Master's degree in Business Management (MBA), Accounting and Finance or a related field, ACCA accreditation is a must; 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 Accounting and Finance fields
- b. Be able to advise and support administration and executive management
- c. Be able to create and deliver training manuals of financial procedures
- 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/or at professional business setting
- f. Knowledge of background of COMESA institutions an added advantage

COMFWB now invites eligible Individual experts to indicate their interest in providing the above services. Interested consultants must provide information through their Curriculum Vitae with cover letter indicating that they are either Malawians or citizens of COMESA Member states but have *Permanent Residence in the city of Lilongwe*, Malawi and are experts qualified to perform the requested services (description of similar assignments, experience in similar conditions, etc.).

Interested financial consultants should submit an 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

COMFWB Secretariat
Ground Floor Zimbabwe House
City Centre P.O. Box 1499
Lilongwe – MALAWI
Email: JMasanche@comesa.int