**COMMON MARKET FOR EASTERN AND**

**SOUTHERN AFRICA**



**السوق المشتركة للشرق والجنوب الأفريقى**

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**VACANCY ANNOUNCEMENT FOR ESTABLISHED/REGULAR GENERAL SERVICE POSTS**

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, investment promotion and transport facilitation. More information can be obtained from the COMESA website [www.comesa.int](http://www.comesa.int).

Applications are invited from suitably qualified citizens of COMESA Member States residing in Zambia to fill the following positions:

|  |  |  |
| --- | --- | --- |
| **NO** | **POSITION** | **GRADE** |
| 1 | Bilingual Secretary (Arabic) | GS8 |
| 2 | Bilingual Secretary (French) | GS8 |
| 3 | Secretary | GS6 |

**2. BILINGUAL SECRETARY (ARABIC) –** **GS8**

**Purpose of the job**

To carry out administrative and secretarial tasks to support the mandate of the Division/ Unit using one or more COMESA working languages.

**Tasks**

Support the Director of Division / Chief of Unit in administration and operational duties of the Division or Unit:

Dressing, editing and formatting various correspondences, memos, forms and documents; and distributing them through email or mail to other Divisions/ Units or external stakeholders. The successful candidate will provide the following tasks:

1. Maintaining the diary of the Chief of Unit by organizing and scheduling appointments; prepare meeting agendas.
2. Informing and responding to queries from external and internal stakeholders via email, phone calls or face to face enquiries. Screening phone calls and routing callers to the appropriate party.
3. Developing and maintaining a filing system for leave, attendance, inventory, meetings etc.
4. Filing and updating contact information of internal and external stakeholders (employees, suppliers, consultants, Member states contacts etc.)
5. Prepare scheduled reports, transcribe minutes from meetings, create presentations, and conduct research.
6. Reconcile expense reports.
7. Coordinate Office Procedures
8. Develop and review administrative systems for efficiency and effectiveness.

**Provide logistical Support:**

1. Ensure all technical equipment such PC, scanner, printer is in good operational conditions and undertake preventive maintenance periodically (calling for repairs; maintaining equipment inventories; evaluating new equipment.)
2. Maintain a clean and conducive working environment by supervising cleaning staff.
3. Anticipating and ensuring office facilities and supplies (place and expedite orders for supplies. Facilities include printing paper, pens.)

**Efficient management of meetings organized by the Division or Unit:**

1. Securing well equipped, clean and conducive conference hall with all the necessary facilities in appropriate time
2. Maintaining and updating list of participants and following up with Member States regarding participation when required
3. Preparing documents for the meeting well in advance

**Assist in the travel arrangements for COMESA Staff and other participants of meetings by:**

1. Assisting in securing tickets on time and other arrangements for travel.
2. Performs other job-related duties as directed by Supervisor to achieve Divisional/ Unit mandates

**Education**

Grade twelve (12) or National Secondary School Certificate or its equivalent, with a Diploma in Administration or Management. A Bachelor’s degree is desirable.

1. **Professional Certifications/Qualifications:**

Certificate in Arabic Secretarial studies

**Specialized Knowledge:**

1. Excellent written and verbal communication skills in Arabic (administrative writing skills) and in English;
2. Proficient in the use of computer applications especially Microsoft Office Suite (Microsoft Word, Excel, Outlook, Microsoft PowerPoint and Adobe Acrobat); and
3. Office Administration Skills
4. **Minimum Experience:**

Four (4) years of relevant experience in a multicultural environment handling bilingual office administration and secretarial duties.

1. **BILINGUAL SECRETARY (FRENCH) – GS8**

**Purpose of the job**

To carry out administrative and secretarial tasks to support the mandate of the Division/ Unit using one or more COMESA working languages.

**Tasks**

Support the Director of Division / Chief of Unit in administration and operational duties of the Division or Unit:

Dressing, editing and formatting various correspondences, memos, forms and documents; and distributing them through email or mail to other Divisions/ Units or external stakeholders. The successful candidate will provide the following tasks:

1. Maintaining the diary of the Chief of Unit by organizing and scheduling appointments; prepare meeting agendas.
2. Informing and responding to queries from external and internal stakeholders via email, phone calls or face to face enquiries. Screening phone calls and routing callers to the appropriate party.
3. Developing and maintaining a filing system for leave, attendance, inventory, meetings etc.
4. Filing and updating contact information of internal and external stakeholders (employees, suppliers, consultants, Member states contacts etc.)
5. Prepare scheduled reports, transcribe minutes from meetings, create presentations, and conduct research.
6. Reconcile expense reports.
7. Coordinate Office Procedures
8. Develop and review administrative systems for efficiency and effectiveness.

**Provide logistical Support:**

1. Ensure all technical equipment such PC, scanner, printer is in good operational conditions and undertake preventive maintenance periodically (calling for repairs; maintaining equipment inventories; evaluating new equipment)
2. Maintain a clean and conducive working environment by supervising cleaning staff.
3. Anticipating and ensuring office facilities and supplies (place and expedite orders for supplies. Facilities include printing paper, pens)

**Efficient management of meetings organized by the Division or Unit:**

1. Securing well equipped, clean and conducive conference hall with all the necessary facilities in appropriate time
2. Maintaining and updating list of participants and following up with Member States regarding participation when required
3. Preparing documents for the meeting well in advance

**Assist in the travel arrangements for COMESA Staff and other participants of meetings by:**

1. Assisting in securing tickets on time and other arrangements for travel.
2. Performs other job-related duties as directed by Supervisor to achieve Divisional/ Unit mandates

**Education**

Grade twelve (12) or National Secondary School Certificate or its equivalent, with a Diploma in Administration or Management. A Bachelor’s degree is desirable.

1. **Professional Certifications/Qualifications:**

Certificate in French Secretarial studies

1. **Specialized Knowledge:**
2. Excellent written and verbal communication skills in French (administrative writing skills) and in English;
3. Proficient in the use of computer applications especially Microsoft Office Suite (Microsoft Word, Excel, Outlook, Microsoft PowerPoint and Adobe Acrobat); and
4. Office Administration Skills.
5. **Minimum Experience:**

Four (4) years of relevant experience in a multicultural environment handling bilingual office administration and secretarial duties.

1. **SECRETARY – GS6**

**Purpose of the job**

The Secretary will assist the Administrative Assistant in the day to day running of the division in typing, proof reading of documents, operating a system of record keeping and be part of a team.

**Reporting**

The Secretary will work under the overall supervision of the Director of Human Resources and Administration.

**Tasks**

The successful candidate will provide the following tasks:

**Transcribe by using a word processor from shorthand notes or from written and printed sources by:**

1. Typing memoranda, letters, reports, faxes, tables, schedules and documents;
2. Proof reading the above and making corrections as necessary;
3. Submitting the above for vetting and signature; and
4. Sending the finished product to the Administrative Assistant.

**Operate a system of record keeping by:**

1. maintaining a file index;
2. filing correspondence and shelving thick documents;
3. retrieving correspondence and documents; and
4. keeping trace of files and documents when borrowed and ensuring their return to their respective file cabinets or shelves.

**Participate in Team Activities by:**

1. being part of a secretarial pool when required;
2. participating in the meetings of the Division or section;
3. accepting relevant work from the Administrative Assistant when the
4. pressure on other secretaries calls for sharing of the work;
5. carrying the functions of a Senior Secretary on ad hoc basis; and
6. making suggestions on improvements on the general secretarial set-up of the Division.

**Any other relevant duties that may be assigned by the Supervisor to achieve Divisional/ Unit mandates**

**Education**

1. A Secretarial Certificate from a recognized professional institution.
2. A certificate in Business related Course will be an added advantage.

**Experience**

At least four (4) years post qualification experience in secretarial duties.

**5.WORKING LANGUAGE REQUIREMENT**

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**

Applicants must be citizens of a COMESA Member countries and be resident in LUSAKA, Zambia. She/he must not be more than fifty-five (55) years of age at the time of submitting the application.

**7. FINAL DATE FOR RECEIPT OF APPLICATIONS**

Applications for all the posts must be submitted in a duly completed COMESA Job Application Form which can be obtained from the COMESA website: <http://www.comesa.int> to reach the Director of Human Resources and Administration by 18:00 hours on **Tuesday 31st May, 2022** through E-mail: [recruitment@comesa.int](mailto:recruitment@comesa.int). **Only applications submitted electronically on email shall be considered.**

**8. MODE OF APPLICATION**

**Please clearly indicate the post being applied.**