COMMON MARKET FOR EASTERN AND

**SOUTHERN AFRICA**

**MARCHÉ COMMUN DE L’AFRIQUE ORIENTALE ET AUSTRALE**



**COMESA Centre**

**Ben Bella Road**

**P O Box 30051**

**LUSAKA 10101**

**Zambia**

**السوق المشتركة**

**للشرق والجنوب الأفريقى**

**Tel : +260 211 229726/29**

**Fax : +260 211 227318**

**Email : info@comesa.int**

**Web : http://www.comesa.int**

Ref: CS/HR/0001/SS Date: 17th June 2022

**VACANCY ANNOUNCEMENT FOR THE POSITION OF CHIEF PROGRAMME DIRECTOR OF THE YELLOW CARD SCHEME**

**Background**

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of twenty-one African States which have agreed to cooperate in the development of their respective economies through regional integration and trade development. COMESA’s regional integration strategy is based on the setting up of regional policies aimed at transforming the region into a single market and facilitating the integration of its member states into the world economy.

# The Preferential Trade Area (PTA), COMESA's predecessor; established, by a Protocol a compulsory Third Party Motor Vehicle Insurance (Yellow Card) Scheme to provide at least a minimum guarantee, as those required by the laws enforce in the territories of the parties to the Protocol, when the vehicle insured are transiting the territories of other contracting parties. Thereby facilitating the smooth movement of vehicles in the Region and ensure payment of compensation to road accident victims injured by the transiting vehicles.

Applications are invited from suitably qualified and experienced professionals from **Yellow Card Participating Member Countries** for the position below:

**JOB DESCRIPTION: CHIEF PROGRAMME DIRECTOR**

**Job Title** : Chief Programme Director

**Grade** : P5

**Duty Station** : Lusaka

**Report To** : Secretary General

**Basic Salary Scale :** COM$ 70,654 – COM$83,375 per annum.

1. **JOB PURPOSE**

# The Chief Programme Director shall carry out specific policy-oriented activities of the Yellow Card scheme as provided in the Protocol, and Yellow Card Strategic plan 2020- 2024 as follows:

1. Direct and coordinate over the whole of the Yellow Card scheme, established by the protocol; and
2. Propose changes in laws and regulations of the parties to the Protocol with a view to improving the functioning of the system of compensation for damages occasioned by road traffic accident and to improving accident prevention.
3. **MAIN DUTIES AND ACCOUNTABILITIES**

Under the overall authority of the Council of Bureaux on motor vehicle third party insurance (Yellow Card) Scheme, and supervision of the Secretary General, the incumbent of the post will perform the following duties:

1. Management of the day-to day operations of the Yellow Card Scheme;
2. Implementation of the decisions of the Council of Bureaux of the Yellow Card Scheme and assist National Bureaux in the implementation of decisions and activities approved by the Council of Bureaux;
3. Preparation of the annual report and draft budget of the Council of Bureaux;
4. Keeping under constant review the operations of the Yellow Card scheme and the Reinsurance Pool;
5. Initiate, coordinate and manage Yellow Card scheme programmers and activities;
6. Make proposals to improve the operations of the Yellow Card scheme;
7. Guide and provide policy and technical directions on the achievements of the work programmed Yellow Card Scheme;
8. Provide Technical Assistance and support to National Bureaux and stakeholders;
9. Liaise with Regional organizations/ Institutions such as EAC, SADC, Fuel Levy System and Insurance Regulatory Authorities on Regional Insurance card and on related issues;
10. Service the meetings of the Council of Bureaux; Management Committee and IT Subcommittee; and
11. Undertake other activities as the Council of Bureaux may assign from time to time.
12. **Minimum Qualifications**

Master’s degree in either Economics or Commerce or Finance or Social Sciences. A holder of Internationally recognized professional Insurance qualification such as Associateship of Chartered Insurance Institute shall have an added advantage. Equivalent and internationally recognized qualifications will be considered.

1. **Professional Experience**

A minimum of fifteen (15) years’ experience in an insurance field; five (5) of which should be at Senior Management level. Experience in Regional Integration issues and exposure to Regional Conference Procedures will be an added advantage

1. **LANGUAGES**

Applicants must be fluent in English and have a working knowledge of French and/or Arabic. A combination of any two (2) or all these languages will be an added advantage.

1. **PERIOD OF APPOINTMENT**

The Chief Programme Director will be appointed for a period of four (4) years. He/She shall be eligible for re-appointment subject to satisfactory performance.

1. **ELIGIBILITY FOR APPLICATION**

**The position is open to qualified applicants who are from the following eligible Yellow Card Participating Member Countries:** Burundi, DRC, Djibouti, Eritrea, Ethiopia, Kenya, Malawi, Rwanda, Sudan, Tanzania, Uganda, Zambia, and Zimbabwe.

1. **MODE OF APPLICATION**

All applications MUST be submitted to the **National Bureaux of Yellow Card Scheme of the respective Member Countries** stated above on clause G, 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 by National Bureaux of the Member Countries will be contacted.**

1. **FINAL DATE FOR RECEIVING APPLICATIONS BY YELLOW CARD NATIONAL BUREAUX**

All applications must reach the National Bureaux of the respective Member Country by **29th July 2022.**

1. **FINAL DATE FOR RECEIVING APPLICATIONS FROM NATIONAL BUREAUX BY COMESA SECRETARIAT.**

Both hard and soft copies of the relevant documents of the short -listed candidates by the National Bureauxshould reach the address below by **12th August 2022** at least by18.00 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 : recruitment@comesa.int