Icon

Description automatically generated

**COMMON MARKET FOR EASTERN AND**

**SOUTHERN AFRICA**

**CALL FOR APPLICATIONS**

**THE GREAT LAKES TRADE FACILITATION AND INTEGRATION PROJECT (GLTFIP) PROJECT IMPLEMENTATION UNIT**

**REF: CS/HR/GLTFIP/30.0822/SS**

1. **INTRODUCTION**

The Common Market for Eastern and Southern Africa (COMESA) is a regional integration grouping of 21 African States which have agreed to promote regional integration through trade development and transport facilitation. COMESA has also established a number of institutions to support integration.

The Great Lakes Trade Facilitation and Integration Project (GLTFIP) is a six-year regional lending operation implemented by the governments of the Republic of Burundi and the Democratic Republic of Congo (DRC) and the Common Market for Eastern and Southern Africa (COMESA). The project is part of the wider World Bank Great Lakes Initiative (GLI) which reflects the commitment of the World Bank to assist countries of the Great Lakes Region to reduce poverty and promote common prosperity by targeting some of the most vulnerable groups in the border regions of the Democratic Republic of Congo (DRC) and neighboring countries (Burundi, Rwanda, Tanzania, Uganda and Zambia). The GLTFIP aims to support peace and stability in the region through programs to improve livelihoods in the border areas, promoting cross-border trade and strengthening economic relationships.

1. **PROJECT IMPLEMENTATION UNIT**

Unit to be based mainly within the Trade and Customs Division, with the respective technical experts integrated into respective technical divisions and units at COMESA Secretariat. To To implement the project, the COMESA secretariat will set up an integrated Project Implementation support the implementation of the above-mentioned project, the COMESA Secretariat plans to recruit staff as described in the job descriptions below:

|  |  |  |
| --- | --- | --- |
| **No.** | **POSITION** | **GRADE** |
| 1. | Project Coordinator | P4 |
| 2. | Monitoring and Evaluation Expert | P3 |
| 3. | Procurement Expert | P3 |
| 4. | Trade Policy Expert | P2 |
| 5. | Regional TIDO Coordinator | P2 |
| 6. | Senior Finance Assistant | GS9 |
| 7. | Administrative Assistant | GS8 |

1. **JOB DESCRIPTION POST ONE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **JOB TITLE** | **:** | Project Coordinator |
|  | **GRADE**  **SALARY** | **:** | Professional Level (P4)  USD 120,000 **p.a- all inclusive** |
|  | **PROGRAMME** | **:** | Great Lakes Trade Facilitation and Integration Project (GLTFIP) |
|  | **DUTY STATION** | **:** | Trade and Customs Division, COMESA Secretariat, Lusaka Zambia |
|  | **CONTRACT DURATION** | **:** | Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period. |
|  | **REPORTING TO:** | **:** | Director Trade and Customs Division within the Division of Trade and Customs under the overall supervision of the Assistant Secretary General – Programmes. |
|  | **SCOPE OF WORK:** | **:** | The Project Coordinator will be responsible for planning and execution of the project, in terms of daily practical management of the project and coordination of the activities of the project. The Project coordinator will work closely with the Trade expert in the Division of Trade and Customs. |
|  | **KEY TASKS AND RESPONSIBILITIES:** | **:** | The Project Coordinator will perform the following main functions in order to ensure overall delivery of the project: The main role of the Project Coordinator is the execution and day to day implementation of the GLTFIP in COMESA and in coordination with project countries. He/she will be responsible for the facilitation of the smooth planning and execution of the COMESA Component of the GLTFIP. The Terms of Reference of the Project Coordinator include the following: |

1. Provision of oversight and execution of the GLTFIP;
2. Provision of technical and advisory support to the activities and related processes that impinge on the project;
3. Ensuring that timelines and the GLTFIP work programme are implemented expeditiously;
4. Preparation of work-plans, monthly and quarterly progress reports;
5. Conduct policy dialogue with GLTFIP countries on the STR, including review of existing regimes and of related thresholds and lists of common goods at the four target borders, in order to facilitate adoption of a harmonized STR at each of them;
6. Provide support to the two countries for an effective implementation of the STR;
7. Lead on the organisation and delivery of capacity building exercises for relevant staff of GLTFIP country counterparts, in close coordination with the country coordinators;
8. Facilitate regional meetings of GLTFIP stakeholders associations of cross border traders and border officials of the countries involved in the project;
9. Lead on the production of publicity materials including videos, documentaries, websites brochures, posters etc., relating to the STR and application of Regulations on Minimum Standards for the Treatment of Small Scale Cross-Border Traders, and ensure their effective dissemination at regional/national level and also at each of the facilities to be targeted by the GLTFIP;
10. Support statistics experts in the Secretariat and the Member States already capturing gender disaggregated data on cross-border trade to produce regionally standardised instruments and methods of gathering and analysing data on trade flows under the STR and activities under the programme;
11. Coordinate with project countries the aggregation at the project/regional level of monitoring and evaluation data and supervise the development of biannual project monitoring and evaluation reports;
12. Provide progress reports and secretarial services to the COMESA Project Steering Committee in collaboration with the International Cooperation and Partnership Unit;
13. Participate in the Regional Coordination Committee of the GLTFIP;
14. In collaboration with the TID Field Coordinator, work with the Member States in the project to set up Trade Information Desks at the borders where needed and to arrange training of the TIDOs in data collection and procedures for clearing small consignments;
15. Supervise field project staff including staff based in selected border regions; and
16. Implement and maintain an adequate control environment to manage fiduciary (procurement and financial management) risks of the project.
17. **EXPECTED OUTPUTS/DELIVERABLES**

1. A work programme for the COMESA component of the GLTFIP within four weeks of commencement of his/her contract;
2. Preparation of monthly, quarterly and annual reports;
3. Development of initial/draft TORs for consultants that would be utilised to deliver the consultancies/trainings envisaged in the project Report;
4. Coordination of the regional aspects of the programme with other national and regional ones by involving relevant government ministries in the two project countries;
5. Management and dissemination of data collected by TIDs;
6. Development of policy briefs and e-newslaper articles for communication/publicity purposes;
7. Organization of the Project Steering Committee and of the Regional Coordination Committee and preparation of agendas and reports of the meetings;
8. Maintaining and continuously updating the project procurement plan and project implementation manual;
9. Overseeing preparation of M & E reports; and
10. Providing any other deliverables as may be determined from time to time by the supervising authority within the scope of COMESA activities in the GLTFIP.
11. **EDUCATION QUALIFICATIONS**
12. Master’s Degree or equivalent in Project Planning and Management, or other relevant/related Social Science post graduate degree;
13. Proven proficiency in data and statistical analysis with Microsoft Excel or other statistical software (e.g. STATA, R, SPSS); and
14. Membership of a professional association of Project Planning and Management will be an added advantage.
15. **PROFESSIONAL SKILLS AND EXPERIENCE REQUIREMENTS**
16. A Minimum of five (5) years’ experience in Project Planning and Management of multi-country program;
17. Demonstrated and relevant project or program management and coordination;
18. A minimum of ten (10) years experience as coordinator of World Bank and/or other donor projects and a background/training in project management and implementation;
19. Capacity and willingness to work in the field at the project locations, manage teams of enumerators in undertaking surveys, and develop relationships with partner agencies in the government;
20. Demonstrated experience in designing, report writing, including monthly, quarterly and annual reports;
21. Ability to write policy briefs and other reports necessary to guide implementation and various meetings;
22. Strong interpersonal skills;
23. Must be ready to deliver within strict deadlines;
24. Ability to coordinate and aggregate reports and results across different country teams into one comprehensive report;
25. Results oriented, self-starter and be able to work with minimum supervision; and
26. Ability to work in a French speaking environment.
27. **JOB DESCRIPTION POST TWO**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **JOB TITLE** | **:** | Monitoring and Evaluation Expert |
|  | **GRADE**  **SALARY** | **:** | Professional Level Three (P3)  USD 96,000.00 **p.a- all inclusive** |
|  | **PROGRAMME** | **:** | Great Lakes Trade Facilitation and Integration Project (GLTFIP) |
|  | **DUTY STATION** | **:** | COMESA Secretariat, Lusaka, Zambia |
|  | **CONTRACT DURATION** | **:** | Two (2) years with a possibility of **extension subject to availability** of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period; |
|  | **REPORTING TO:** | **:** | Project Coordinator, |
|  | **SCOPE OF WORK:** | **:** | Measuring progress and determining success at achieving the objective requires rigorous and consistent measurement of key performance indicators across the project countries and over the lifespan of the project. This requires the consistency of methods in data collection and accurate measurement and aggregation of indicators across project countries. The key indicators to be assessed include: (i) incidences of bribery/informal payments by traders; (ii) incidence of harassment of small scale traders; (iii) value of goods handled through improved border crossings; (iv) direct project beneficiaries disaggregated by gender; (v) number of value chains supported; and (vi) changes in profit margins. Additional intermediary indicators will be considered to assess overall project performance under the various program components. The main function of Monitoring and Evaluation Expert under the COMESA component is to consolidate country Monitoring and Evaluation report into regional report. The Expert is also expected to provide technical assistance to project countries to improve their M & E capacity. The Monitoring and Evaluation Expert will be part of the COMESA GLTFIP implementation team. |
|  | **KEY TASKS AND RESPONSIBILITIES:** |  | The main role of the full time Monitoring and Evaluation Expert will be to support implementation of the COMESA component of the GLTFIP on Monitoring and Evaluation. The Monitoring and Evaluation Expert will also aggregate and prepare consolidated regional reports generated from the country bi-annual reports received from implementing member states to coincide with World Bank ISR reporting requirements in May and November of each year. The Monitoring and Evaluation Expert should submit updated results framework with indicators updated from each of the project countries quarterly and bi-annually and based on a Results Framework that is being used to monitor implementation of the annual work programme. It is the responsibility of the Monitoring and Evaluation Expert to ensure methods of data collection and aggregation are in line with the Monitoring and Evaluation Manual and therefore must validate results with country teams before regional reports are generated. The specific roles of the Monitoring and Evaluation Expert will be to: |

1. Prepare and implement the COMESA level Monitoring and Evaluation Plan, including production of the overall M&E Mannual for the programme;
2. Ensure the development of a state of the art online based M&E system that allows the uploading and analysis of project M&E data on a regular basis;
3. Monitor and ensure the consistency of methods of data collection at border posts and across country teams;
4. Support Country Monitoring and Evaluation Specialists in the Monitoring and Evaluation data collection, aggregation and development of project performance reports. This includes ensuring that the Monitoring and Evaluation Specialists understand indicator calculations and definitions and ensuring that raw data is valid and aggregated accurately from field surveys;
5. Support the Regional Trade Information Desk Office Coordinator to determine indicators of effectiveness of Trade Information Desks and performance of Trade Information Desk Officers interventions at all project borders;
6. Coordinate with country Monitoring and Evaluation teams to receive data and reports in order to consolidate data into a project-wide report. This will require the consolidation of data from each country team to analyse and calculate indicators for the project-level Results Framework;
7. Coordinate with country Monitoring and Evaluation teams on the timing of the quarterly and bi-annual field surveys and data collection and to follow up with the teams to ensure Monitoring and Evaluation reports and indicators updates are provided in a timely manner in order consolidate reports and update the Results Framework in time for World Bank internal reporting deadline (June and December of each year);
8. In collaboration with the COMESA Statistics Division, be responsible for the regional data analysis, presentation and dissemination through production of biannual, annual and other relevant reports;
9. To observe data collection and participate in Monitoring and Evaluation related workshops as needed;
10. Review the Monitoring and Evaluation manual regularly to ensure that it is updated to reflect any updates to procedures, methodologies, survey instruments, etc. and provide technical guidance in the implementation of the Monitoring and Evaluation Operations Manual;
11. Provide technical support in capacity building of Monitoring and Evaluation Specialists at country level and in coordination of Monitoring and Evaluation activities at regional level, and cross-party coordination especially with regards to standardisation of methodologies and measurement timing. He/she will provide training and capacity building to the national M&E team and will help design the best methodology to collect and secure the data;
12. Regularly follow-up on projects implementation progress as per the key performance indicators and agreed targets;
13. Support collection of data on status of complaints and topical issues raised by traders and disseminate the information and lessons learnt at the regional level;
14. Facilitate feedback on project performance to Project Steering Committee (PSC);
15. Work with the Regional Trade Information Desk Office Coordinator to monitor and assess the STR. This includes the average value of STR transactions, estimation of the value of non-STR transactions conducted by small-scale traders and common commodities traded under the STR; and
16. Prepare Monitoring and Evaluation updates and briefs in advance of Regional Coordinating Committee (RCC)meetings and follow up/implement recommendations and feedback to project teams and border posts.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EXPECTED OUTPUTS/DELIVERABLES** | **:** | The position carries with it a number of Monitoring & Evaluation Obligations and Expectations. While the role of data collection for Monitoring and Evaluation and other purposes is the responsibility of each project country, the role of COMESA is to also ensure that the methods of data collection and aggregation are consistent with the M&E manual and accurately reflects project performance. The Monitoring and Evaluation Specialist for each country will be responsible for managing the collection and reporting of data under each component to COMESA. Furthermore, COMESA will ensure that project teams are coordinating and scheduling data collection to ensure timely reporting and aggregation of results. COMESA is responsible for aggregating and validating results for all cross-border indicators and reporting results to the Bank. COMESA will also share best practices at the Regional Coordinating Committee level and facilitate feedback to the Joint Border Committee (JBC) at the local level. Below are some of the Expected Outputs/Deliverables; |

1. COMESA level Monitoring and Evaluation plan prepared and approved by Secretariat and the Bank, and incorporated in the Monitoring and Evaluation Operations Manual;
2. Consolidated schedule of data collection for each quarter for all country teams;
3. Consolidated Monitoring and Evaluation Reports based on country Monitoring and Evaluation reports produced and shared with the key stakeholders;
4. Bi-annual and annual project progress reports produced and shared with relevant stakeholders;
5. Capacity building and training of country Monitoring and Evaluation Experts;
6. Bi-annual reports will include consolidated traders’ perception and time-to-cross survey reports;
7. Tool for assessing TIDOs designed, implemented and relevant reports produced;
8. Monitoring and Evaluation Manual regularly reviewed and updated;
9. Monitoring and Evaluation Updates and briefs prepared in advance of RCC meetings; and
10. Feedback reports to JBCs and Country Teams.
11. **EDUCATION QUALIFICATIONS**
12. Master’s Degree or equivalent in Monitoring and Evaluation, Project Planning and Management, or other relevant/related Social Science post graduate degree; and
13. Membership of a professional association of Monitoring and Evaluation will be an added advantage;
14. Proven proficiency in data and statistical analysis with Microsoft Excel or other statistical software (e.g. STATA, R, SPSS);
15. **PROFESSIONAL SKILLS AND EXPERIENCE REQUIREMENTS**
16. A Minimum of seven (7) years’ experience in monitoring and evaluation of multi-country program;
17. Demonstrated and relevant project or program Monitoring and Evaluation experience, including design of Monitoring and Evaluation systems, project monitoring and reporting;
18. Experienced in conducting Monitoring and Evaluation on World Bank and/or other donor projects and a background/training in Monitoring and Evaluation methods and data collection and analysis;
19. Capacity and willingness to work in the field at the project locations, manage teams of enumerators in undertaking surveys, and develop relationships with partner agencies in the government;
20. Demonstrated experience in designing and / or implementing a capacity building program to build the capacity in planning and Monitoring and Evaluation;
21. Strong quantitative and qualitative research skills;
22. Strong interpersonal skills;
23. Must be ready to deliver within strict deadlines;
24. Ability to coordinate and aggregate reports and results across different country teams into one comprehensive report;
25. Results oriented, self-starter and be able to work with minimum supervision; and
26. Candidates who are fluent speakers of the project’s local communities language (in this case, the French language) are encouranged to apply.
27. **JOB DESCRIPTION POST THREE**

**JOB TITLE :** Trade Policy Expert

**GRADE :** Professional Level Two (P2)

**SALARY** : USD 72,000.00 **p.a- all inclusive**

**DUTY STATION :** COMESA Secretariat, Lusaka, Zambia

**CONTRACT DURATION:** Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period.

**REPORTING TO:** The ProjectCoordinator, with dotted reporting responsibilities to the Director Trade and Customs, COMESA Secretariat

**SCOPE OF WORK:** In line with its Mission to endeavor to achieve sustainable economic and social progress in all Member States through increased co-operation and integration in all fields of development, COMESA recognizes different levels of development across its Member States and is meant to ensure no one is left behind. To achieve and accelerate COMESA regional integration goals, COMESA 2021-2025 Medium Term Strategic Plan (MTSP), emphasizes the need to improve socio-economic conditions through economic growth ranging from micro to macro-economic levels of all its beneficiaries. In line with implementation of the COMESA 2021-2025 MTSP, the key objective of Great Lakes Trade Facilitation and Integration Project (GLTFIP) is to establish an improved environment for cross-border trade in the borderlands of the GLR, with a focus on Burundi and DRC in which there is seamless flow of goods, services, and people. Hence, the focus is on trade facilitation through improvements to infrastructure, connectivity to markets across the borders, improved legal and policy framework including procedural reforms, capacity building of border agencies and traders (including women’s and youth groups), and commercialization of selected value chains to increase the supply of tradeable products. Cross Border Trade is one of the areas that has huge potential to transform the lives of women, men and youth hence the need to ensure the effective participation of women and youth in all trade initiatives. Considering the fact that most of small-scale cross border traders are women and have various gender and social related constraints, the Trade expert will support the project implementation unit, and the trade division to mainstream gender aspects in line with the specific interventions under all the components (policy and regulatory environment, trade infrastructure, agribusiness value chains, and capacity building/monitoring and evaluation) to enable the effective participation of small-scale cross border traders in regional trade.

**KEY TASKS AND RESPONSIBILITIES:** The main role of the full time Trade Expert will be to facilitate implementation of the COMESA component of the GLTFIP by providing technical guidance/support and skills to project countries/beneficiaries and stakeholder to ensure all components of the project’s objectives are achieved including gender consideration. The Terms of Reference of the Trade Policy Expert include the following:

1. Support Burundi and DRC to introduce trade policy and regulatory reforms that improve cross border trade environment and competitiveness across COMESA region.
2. Produce technical briefs on trade facilitation instruments including on Simplified Trade Regime (STR), Green Pass (GP), Passenger Cargo Manifest System ( PCMS) and others to ensure policy and procedures harmonization between the two countries and in the COMESA region especially the neighbohood of Burundi and DR Congo.
3. Idenfify, organize and facilitate capacity building activities necessary to beneficiary countries and other stakeholders with proper attention to women and youth to insure agreed policy interventions are well implemented and regulatory framework is properly enforced.
4. Facilitate awareness on policy and regulatory framework and guidelines on trade facilitation and markets access opportunities to all stakeholders and among women and youth groups, traders and associations.
5. In close collaboration with the M&E expert, identify new challenges and trade developemnts and advise on possible solutions for sustainable growth in line with market access and for the selected value chains including logistics facilitations.
6. Given the majority trend participation of women and youth in small scale crosss border trade, identify their special needs and advise on key interventions that will contribute to objectives of the project.
7. Promote adaptation and use of existing and new technologies for digital trade facilitation instruments to reduce cost and utilization of digital platforms to enhance access to information and markets, networking opportunities and other services.
8. Promote trade in the GLR by organizing trade promotion activities among GLR countries including trade fairs and experience sharing of traders across borders
9. in among women cross border traders.
10. Provide regular updates briefs to his/her supervisor on progress implementation towards the intended objectives.
11. **EXPECTED OUTPUTS/DELIVERABLES**
12. Trade policy and regulatory reforms for improved cross border trade environment in Burundi and DRCongo
13. Facilitation activities leading to adoption of trade facilitation instruments that allow time and cost reduction to competitiveness and trade growth across the Great Lakes region.
14. Capacity building and awareness activities to beneficiaries and all stakeholders involved to ensure smooth implementation of the project.
15. Improved institutional framework including functional border committees that facilitate prompt resolution of conflicts and any other challenges empiding free movement of goods, services and people across borders.
16. Identification of cross border trade challenges and opportunities in Burundi and DRCongo and in the neiborhood during the implementation process to ensure sustainable solutions.
17. Increased participation and empowerment of women and youth in cross border trade activities across borders
18. Increased competitiveness of selected value chains and improved transport and logistics facilities that facilitate movement of goods and increase competitiveness.
19. Preparation of technical briefs/papers, regular reports and information sharing.
20. **EDUCATION QUALIFICATIONS**

Master’s degree in Social Sciences, such as Economics, international trade, international trade law, gender and development, business administration, agri-business or related field.

1. **PROFESSIONAL SKILLS AND EXPERIENCE REQUIREMENTS**
2. More than five years of experience working on trade and trade related issues/topics in the public sector and/or regional integration and international organization.
3. A minimum of five years’ of demonstrable experience in the trade policy formulation and implementation particularly in multiple sectors areas such as trade, industry, infrastructure, social affairs, and others development sectors.
4. Good understanding of trade negotiations at bilateral, regional/continental and global levels in the context of regional integration agendas.
5. knowledge relating to trade development and trade facilitation specifically on the harmonisation trade policies including tarrif and import duties, reduction or elimination of NTBs, customs procedures, trade facilitation instruments, facilitation of movement of goods and means of transport and logistics for goods in transit and across borders,
6. knowledge of different trade regulations including but not limited to trade remedies, rules of origin, TBT (quality standards, conformity assessments) and Sanitary and Phyto-Sanitary (SPS) measures for exports and imports.
7. Experience in facilitating multi-stakeholder meetings and building partnerships with stakeholders is highly desired.
8. Good understanding and practical experience of small scale cross border trade in the COMESA region and existing trade facilitation instruments and mechanisms and with special attention empowering women and youth in SSCB trade
9. Good knowledge of trade and gender concepts and demonstrable experience of gender analytical skills and gender mainstreaming techniques in different disciplines related to trade will be an added value.
10. Strong analytical, reporting and writing abilities.
11. Excellent public speaking and presentation skills. Strong interpersonal skills, communication and diplomatic skills, ability to work in a team.
12. Be able to assist in preparation of legal document and policy paper for both Burundi and DRC.
13. Ability to exchange with policy makers and stakeholders in both countries on their official language.
14. **JOB DESCRIPTION POST FOUR**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **JOB TITLE** | **:** | Procurement Expert |
|  | **GRADE**  **SALARY** | **:** | Professional Level Three (P3)  USD 96,000 **p.a- all inclusive** |
|  | **PROGRAMME** | **:** | Great Lakes Trade Facilitation and Integration Project (GLTFIP) |
|  | **DUTY STATION** | **:** | COMESA Secretariat, Lusaka, Zambia |
|  | **CONTRACT DURATION** | **:** | Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period. |
|  | **REPORTING TO** | **:** | The Project Coordinator, with dotted reporting responsibilities to the Head of Procurement Unit COMESA Secretariat |
|  | **SCOPE OF WORK** | **:** | Under the close supervision of the Project Coordinator of the Great Lakes Trade Facilitation and Integration Project (GLTFIP) in COMESA and the Head of Procurement, the Procurement Officer shall perform the following specific tasks |

1. Preparation of the Procurement strategy ,and projects procurement market research and profiling and its update, procurement of goods, services and works for the Project in line with the approved and prevailing World Bank Procurement Regulations, the COMESA Procurement Rules and Financial Rules and Regulations;
2. Update and monitor the Project procurement plan and ensure the timely procurement of goods and services as identified in the approved Procurement Plan and in accordance with World Bank requirements;
3. Coordinate the preparation of solicitation documents (bidding documents, terms of references, request for proposals, etc.) and manage the bidding/selection processes for the procurement of goods and services under the project;
4. Coordinate all evaluation activities, reporting, negotiations and drafting of contract agreements;
5. Recording of all purchase transactions in the SUN Accounting System;
6. Maintaining an organized filing and documentation system that ensures all procurement documents are well filed and in safe custody;
7. Matching Purchase Orders, Goods Received, Notes and Invoices prior to these documents being reviewed by the Director of Administration;
8. Ensure contract Management by putting in place contract implementation tracking tools and review mechanisms;
9. Take the lead on all aspects of procurement for the project and for the requirements specified in the project documents including ensuring that all publications and approvals for all stages of the project are obtained and documented;
10. Participate in project management meetings and World Bank supervision missions;
11. Preparation of implementation and contract performance update reports and supplier performance reports; and
12. Any other related duties that may be assigned to you by your superiors from time to time.
13. **EDUCATION QUALIFICATIONS**
14. Minimum of Bachelor’s Degree in Procurement, Commerce, Business Administration, Economics, Purchasing and Supplies or any other related field;
15. A professional qualification in Procurement such as Chartered Institute of Purchasing and Supply (CIPS-UK) or other similar national/international professional qualifications is a must if the undergraduate degree is not in a procurement or supply chain field; and
16. Possession of an advanced degree/Masters degree in any of the above fields or related fields will be an added advantage.
17. **PROFESSIONAL SKILLS AND EXPERIENCE REQUIREMENTS**
18. Minimum eight (8) years of relevant working experience, two (2) of which should have been spent working on donor funded projects;
19. Knowledge of, and proficiency in, the use of an application of Public Sector procurement Regulations and Administrative systems particularly of the COMESA Region member Countries especially those whose procurement laws have been crafted based on the UNITRAL Model laws, and or following reviews of public procurement and country systems following the application of the OECD DAC Methodology or, if done more recently, based on the application of the Methodology For Assessing Procurement Systems (MAPS II) Methology;
20. Experience of working with Procurement Systems and Regulations of Multilateral Development Banks (MDBs) or Regional Investment Banks such as World Bank, World Bank, Asian Development Bank, Inter American Development Bank etc. Demonstrating in-depth knowledge and proficiency in the use of the Regulations and administrative systems of any of these bodies with particular experience in procurement of consulting services is required;
21. Ability to carry out end to end competitive procurement of goods, non consultant services and selection of consultants and the required contract management;
22. Able to work with minimum supervision in multicultural, multi-ethnic setting in teams; and
23. Proficiency in report writing and use of on line procurement systems.
24. **JOB DESCRIPTION POST FOUR**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **JOB TITLE** | | | **:** | Regional TIDO Coordinator |
|  | **GRADE**  **SALARY** | | | **:** | Professional Level Two (P2)  USD 72,000 **p.a- all inclusive** |
|  | **PROGRAMME** | | | **:** | Great Lakes Trade Facilitation and Integration Project (GLTFIP) |
|  | **DUTY STATION** | | | **:** | Gatumba (Burundi)/Kavimvira (D. R. Congo) Border |
|  | **CONTRACT DURATION** | | | **:** | Two (2) years with a possibility of **extension subject to availability** of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period; |
|  | **REPORTING TO:** | | | **:** | Project Coordinator for the GLTFIP Project and a dotted line reporting to the Director of Trade and Customs |
|  | **SCOPE OF WORK:** | | | **:** | The Regional Trade Information Desk Officer Coordinator will be responsible for supervising TIDOs to ensure that they successfully perform their duties, deliver against the objectives agreed-upon in their respective work plans, and respect the working hours established by COMESA Secretariat. He/she will check and sign on the monthly timesheets submitted by the TID officers before submitting them to the project management. He/She will play a big role in the organization of workshops/trainings at the selected borders, as well as in the delivery of various communications & dissemination exercises. JBC (to be developed) |
|  | **KEY TASKS AND RESPONSIBILITIES:** | **:** | The Regional Trade Information Desk Officer Coordinator will be responsible for the following: | | |

1. Take stock of existing Trade Information Desks (TIDs) on both sides of each GLTFIP target border, including current staff and related capacity, office equipment, and dissemination materials, and list gaps to be filled in each area;
2. In coordination with the Project Coordinator, proceed to the timely recruitment of qualified Trade Information Desk Officers (TIDOs) in each GLTFIP country, in the maximum number of two (2) per each side of each border post. In coordination with the Project Procurement Expert, and in accordance with the agreed-upon project procurement plan, proceed to the timely procurement of the necessary office equipment at each GLTFIP TID;
3. Lead on the organisation and delivery of training to all newly recruited TIDOs, including development of relevant training materials. Training should, among others, cover areas such as the STR (eligibility conditions, threshold and list of common goods), the COMESA Regulations on Minimum Standards of Treatment for Small-Scale Traders, customer care, conflict resolution and gender, as well as basic duty/documentary requirements applicable to small-scale traders;
4. In collaboration with the various TIDOs, liaise with competent border authorities (Customs, Immigration, Bureau of Standards etc.) in order to gather details of the various customs duties, Immigration, documentary and other requirements applicable to small-scale traders at each GLTFIP border;
5. Support the Project Coordinator in the development of dissemination materials on the STR and the COMESA Regulations on the Minimum Standards for the Treatment of Small-Scale Cross Border Traders as well as on Customs duty/Immigration/ documentary requirements applicable to small-scale traders, and lead on their dissemination at border-level in each of the GLTFIP target areas in coordination with the various TIDOs;
6. Gather regular statistics and trends on small-scale cross-border trade flows and on the STR at each of the GLTFIP borders, and lead on their dissemination at border-level in coordination with the Project Coordinator. Work with the local GRS ( all complait must be transmisted to the closest GRM in country;
7. Conduct regular field monitoring visits to each of the GLTFIP border areas, in order to supervise the work of the TIDOs and provide them with regular guidance and mentoring as appropriate;
8. Prepare and circulate regular reports on the TIDOs work and prevailing situation of small-scale trade at the project borders; and
9. Within a year propose an exist strategy. The TIDO coordinator will need to find a sustainable solution within eighteen (18) months.
10. **EXPECTED OUTPUTS/DELIVERABLES:**

The post of Regional TIDO Coordinator is to ensure efficient coordination among all trade information desk officers of COMESA at the project borders in sharing of information on trading procedures, markets for cross border trade and consolidation of all monitoring reports from various border points highlighting achievements in the indicators of smooth STR implementation. Below are some the expected outputs/deliverables:

1. The TIDOs recruited and posted at the project borders;
2. Monthly, Quarterly and Annual reports on TIDOs activities at each of the project borders;
3. Training of the TIDOs in border procedures, gender and the COMESA Regulations on Minimum Standards for the Treatment of Small-Scale Cross Border Traders; and
4. Dissemination of information of the COMESA STR to stakeholders.
5. **QUALIFICATION:**
6. At least a Bachelor degree in Economics, International Relations, Business Administration, Law, or Social sciences.
7. A Master’s Degree in any of the fields stated for the Bachelor’s degree is an advantage.
8. **PROFESSIONAL SKILLS AND EXPERIENCE REQUIREMENTS:**
9. At least five (5) years’ professional experience working on issues related to any of the following: cross-border trade, project management, data collection and analysis, either in the private sector, Civil Society Organization, Government Institution or international organisations. Professional experience on gender & trade would be an advantage.
10. Proven field experience (at least 3 years) in managing and supervising field staff; field work and management experience in remote and border locations will be a strong advantage.
11. Strong knowledge of trade procedures and national/regional policies governing the trade in goods and movement of people across borders in the region.
12. Strong analytical and reporting skills.
13. Strong communications & diplomatic skills to enable effective communication with a wide range of parties from various cross-border stakeholders including government border officials and local authorities, CBTAs/cooperatives.
14. Experience in preparing and conducting meetings, workshops, seminars and campaigns with various stakeholders at grassroots level.
15. **JOB DESCRIPTION POST FIVE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **JOB TITLE** | **:** | Senior Finance Assistant |  |
|  |  |  |  |  |
|  | **GRADE**  **SALARY** | **:** | General Service (GS9)  USD 42,000 **p.a- all inclusive** |  |
|  | **PROGRAMME** | **:** | Great Lakes Trade Facilitation and Integration Project (GLTFIP) |  |
|  | **DUTY STATION** | **:** | Budget and Finance Unit, COMESA Secretariat, Lusaka, Zambia |  |
|  | **CONTRACT DURATION** | **:** | Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period. |  |
|  | **REPORTING TO** | **:** | The Director Budget and Finance, with the dotted reporting line to the Project Manager and under the overall supervision of the Assistant Secretary General (Administration & Finance) |  |
|  | **SCOPE OF WORK:** | **:** | The Senior Finance Assistant will provide accounting support to ensure efficient operation of the Great Lakes Trade Facilitation and Integration Project under the direct supervision of the Finance Expert and overall supervision of the Director Budget and Finance. The Project Accountant will be required to provide financial and accounting services relating to processing and recording of financial transactions and financial reporting. |  |
|  | **KEY TASKS AND RESPONSIBILITIES:** | | |  |

* 1. Ensure expenditure and payment packs comply with requirements; valid supporting documents, authorizing and signing mandates reflect on documents in line with institutional approvals;
  2. Apply general ledger and reporting analysis codes in capturing and recording of financial transactions;
  3. Compilation of costing, supporting expenditure estimates, outstanding commitments and contracts;
  4. Communicate status regarding unspent/available budget and funds;
  5. Handle imprest – processing of expenditure imprest, follow ups on imprests and facilitating retirement of imprest;
  6. Be aware of applicable grant management requirements;
  7. Update assets and inventory of the grant; with receipts, disposals and other movements;
  8. Tag all grant assets and inventory;
  9. Reconcile fixed assets register to the general ledger;
  10. Compile bank and fund reconciliations;
  11. Update payroll expenditure;
  12. Maintain financial records by ensuring all documents supporting receipts and payments are matched;
  13. Filing of financial records;
  14. Carry out follow-ups for receivables and payables;
  15. Support the Finance Expert in compilation and provision of information and schedules towards: preparation of monthly management accounts, budget spending reports, cashflow projections, annual accounts and managing significant risks in financial control and accounting;
  16. Support the Finance Expert in compilation and provision of information and schedules to facilitate audits and reviews;
  17. Support the Finance Expert in implementation of control findings; and
  18. Perform other job-related duties as directed by Division Head to achieve COMESA mandate.

1. **EDUCATION QUALIFICATIONS**
2. Minimum Academic Qualifications: Bachelor’s degree in Accounting or Finance
3. Professional Certifications/Qualifications: Minimum level 2 CIMA/ACCA / ZICA or any other Professional Accountancy Body
4. **PROFESSIONAL SKILLS AND EXPERIENCE REQUIREMENTS**
5. Knowledge of any Enterprise Resource Planning (ERP)
6. Minimum three (3) years relevant work experience in similar position
7. **JOB DESCRIPTION POST SIX**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **JOB TITLE** | **:** | Administrative Assistant |
|  | **GRADE**  **SALARY** | **:** | General Service (GS8)  USD 36,000 **p.a- all inclusive** |
|  | **PROGRAMME** | **:** | Project on Regional Infrastructure Finance Facility |
|  | **DUTY STATION** | **:** | Lusaka, Zambia |
|  | **CONTRACT DURATION** | **:** | Two (2) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a three (3) months probationary period. |
|  | **REPORTING TO** | **:** | Project Manager under the overall direction of the Director of Trade and Customs. |

**SPECIFIC TASKS/KEY RESPONSIBILITIES**

1. Provides administrative support to ensure efficient operation of office;
2. Answers phone calls, schedules meetings and supports visitors;
3. Carries out administrative duties such as filing, typing, copying, binding, scanning etc;
4. Attends staff meetings and Supports team in preparing minutes and reports;
5. Assists in overseeing the budget for routine or special events;
6. Assists in planning and overseeing special events;
7. Makes meeting and travel arrangements for GLTFIP project related activities such as booking flights, cars, and hotel or reservations;
8. Exhibits polite and professional communication via phone, e-mail, and mail;
9. Supports team by performing tasks related to organization and strong communication;
10. Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques;
11. Provides information by answering questions and requests related to the GLTFIP Project;
12. Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies;
13. Contributestoteameffortbyaccomplishingrelatedresultsasneeded; and
14. Any other related duties that may be assigned by the Superiors from time to time.
15. **EDUCATION QUALIFICATIONS:**

The candidates must possess a Bachelor’s degree in Business Administration or Public Administration or related Business field.

1. **SKILLS AND EXPERIENCE:**
2. Minimum five (5) years of administrative assistant experience in a project related environment. Experience in regional organization will be added advantage.
3. Knowledge of appropriate software such as: Microsoft Word, Excel, Outlook and Microsoft PowerPoint, Managing Processes Supply Management Inventory Control Verbal and written Communication.
4. **WORKING LANGUAGE REQUIREMENTS FOR ALL THE POSITIONS**
5. Must be fluent in either French or English – both spoken and written.
6. A combination of knowledge and use of English with either French or Arabic will be an added advantage.
7. **ELIGIBILITY FOR APPLICATION**

Applicants must meet the eligibility requirements for selections and contracts funded by proceeds from a World Bank funded project. Only Citizens of a COMESA Member country are encouraged to apply. For the position of Senior Finance Assistant and Administrative Assistant, only suitably qualified citizens of COMESA Member States residing in Zambia will be considered.

1. **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.

1. **ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

**Application should reach the address below not later than Friday 4th November 2022 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](mailto:recruitment@comesa.int)