

# COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHÉ COMMUN DE  
L'AFRIQUE ORIENTALE  
ET AUSTRALE



السوق المشتركة  
للشرق والجنوب الأفريقي

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*Tamar*

## VACANCY ANNOUNCEMENT FOR TWELVE (12) REGULAR ESTABLISHED PROFESSIONAL POSITIONS

### 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 and trade facilitation. More information can be obtained from the COMESA website [www.comesa.int](http://www.comesa.int).

Applications are invited from suitably qualified and experienced professionals from COMESA member states for the following positions:

S/N	NAME OF VACANT POSTS	GRADE	NO. OF POSTS
1	Director of Infrastructure and Logistics	P5	1
2	Head of Monitoring and Evaluation	P4	1
3	Head of Governance Peace and Security	P4	1
4	Senior Industry Officer	P4	1
5	Investment Promotion Expert	P3	1
6	Blue Economy Expert	P3	1
7	Translator (French)	P3	1
8	Health Expert	P3	1
9	Transport Expert - Aviation	P3	1
10	Conflict Prevention, Management and Resolution Analyst	P2	1
11	Internal Auditor	P2	1



12	Trade Officer	P2	1
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## 2. JOB DESCRIPTION ONE (1): DIRECTOR OF INFRASTRUCTURE AND LOGISTICS

<b>Job Title</b>	:	Director of Infrastructure and Logistics
<b>Grade</b>	:	P5
<b>Division</b>	:	Infrastructure and Logistics
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 70,654 – COM\$ 83,375 per annum.
<b>Report to</b>	:	Assistant Secretary General (Programmes)

### A. JOB PURPOSE

To provide the Division with strategic leadership in the development, harmonization, and implementation of infrastructure policy frameworks.

To facilitate improved infrastructure and logistics services within the COMESA region.

To foster physical regional connectivity and integration in line with COMESA Treaty and Strategy.

### B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Assistant Secretary General (Programmes) and the overall supervision of the Secretary General, the incumbent of the post will perform the following duties:

- i. Provides input into long-range strategic and policy priorities issues relating to COMESA's role in supporting infrastructure development in member states to optimize development impact;
- ii. Consolidates Annual Division work plans and budget inputs to gain management's approval and funding of work plans required to execute division mandate;
- iii. Monitors the implementation of Division work programs and budgets to ensure that the Division mandate is executed in line with COMESA strategy and within approved budget limits;



- iv. Formulates infrastructure development regulations, guidelines, and standards to ensure that appropriate policy frameworks for regional infrastructure integration are adopted;
- v. Guides the implementation of adopted policies, regulations, guidelines, and standards to ensure domestication of adopted policy frameworks in member states;
- vi. Develops bankable infrastructure project concept notes and project proposals to secure/gain management's approval for potential donor funding/support;
- vii. Establishes regional and international linkages for harmonization of infrastructure policies and standards to ensure adopted COMESA policies and standards are aligned with regional and international standards;
- viii. Provides technical guidance to Member States to support informed decision making, programs and projects implementation, policy domestication within the legal frameworks of the concerned Member State;
- ix. Manages and coordinates the recruitment, Training and development of the Division/ unite staffs to achieve key mandates;
- x. Manages the performance management process in the Division to ensure achievement of Division objectives supports COMESA strategy;
- xi. Motivates, engages, and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work; and
- xii. Performs other job-related duties as assigned by the Supervisor from time to time.

### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Master's degree in any of the following fields: Engineering, Transport Management or Economics;
- ii. A Ph.D. would be an added advantage.



#### D. PROFESSIONAL EXPERIENCE

Minimum fifteen (15) years' experience with at least five (5) years at senior management level within a National, Regional or International Organization.

#### E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS

Possession qualifications in any of the following fields: Project Management, Planning and Implementation, Public Private Partnership in Infrastructure Development, Technology trends in Transport, Energy and Telecommunication is a must.

#### F. SPECIALIZED KNOWLEDGE

Knowledge in Policy formulation and implementation process, Infrastructure Project Financing, Project identification and formulation

### 3. JOB DESCRIPTION TWO (2): HEAD OF MONITORING AND EVALUATION

<b>Job Title</b>	:	Head of Monitoring and Evaluation
<b>Grade</b>	:	P4
<b>Division</b>	:	Monitoring and Evaluation
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 58,731 – COM\$ 70,654 per annum.
<b>Report to</b>	:	Secretary General

#### A. JOB PURPOSE

To develop, review and implement a robust monitoring, evaluation and learning framework and tools for the purpose of systematically assessing and evaluating the implementation and performance of COMESA programs and projects to track the achievement of Mid Term Strategic Plan (MTSP) objectives.



## B. MAIN DUTIES AND ACCOUNTABILITIES

Under the overall supervision of the Secretary General, the incumbent of the post will perform the following duties:

- i. Oversee and supervise outcome and impact evaluations of COMESA programs and projects in accordance with the Monitoring and Evaluation Policy and Guidelines;
- ii. Develop a robust Monitoring and Evaluation framework, evaluation mechanisms, instruments, and systems to respond to the priorities and objectives of COMESA;
- iii. Develop and strengthen monitoring and evaluation procedures to support compliance to program objectives and outcomes;
- iv. Develop monitoring and evaluation indicators for program and project success towards accomplishing COMESA objectives;
- v. Report monthly, quarterly, half-yearly and annual progress on all project activities to the Division head and other stakeholders;
- vi. Provide inputs, information, and statistics for quarterly, annual, and other reports to the Project Planning and Preparation Team and Programming divisions with the aim of strengthening regular performance monitoring, including data collection, analysis and reports on the findings and lessons learned from project innovations;
- vii. Promote the process of institutionalizing collaboration, learning and adaptation within COMESA through participation in annual project reviews and planning workshops and assist in preparing relevant reports;
- viii. Strengthen collaboration with Member States and guide the conduct of impact assessments at Member States to evaluate whether expected outputs and outcomes are being realized, and review impact assessment reports before submission to key stakeholders;



- ix. Consolidate annual Division/Unit work plans and budget inputs in order to gain Management's approval and funding of work plans required to execute Division/Unit mandate;
- x. Monitor the implementation of Division/Unit work programs and budgets to ensure that the Division/Unit mandate is executed in line with COMESA strategy and within approved budget limits.
- xi. Manage and coordinate the recruitment, training, and development of Unit staff to achieve key mandates;
- xii. Manage the performance management process in the Unit to ensure achievement of objectives supports COMESA strategy;
- xiii. Motivate, engage, and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work;
- xiv. Develop, update, and implement policies, strategies, processes, systems, and procedures for the effective delivery of the Unit's objectives; and
- xv. Performs any other job-related duties as assigned by the Supervisor from time to time.

### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. A Master 's degree in any of the following fields: Economics, Business Administration, Developmental Studies or Policy Analysis.
- ii. A Ph.D. would be an added advantage.

### **D. PROFESSIONAL EXPERIENCE**

- i. Ten (10) years' experience in coordinating monitoring and evaluation of programs/projects implemented at national, regional or international level.

### **E. COMPETENCES**

- i. Experience in implementing impact assessments and evaluations across multiple sectors.



- ii. Demonstrated experience developing and/ strengthening Monitoring and Evaluation systems for multi country/regional programs and projects in the Region.
- iii. Experience in providing support to government stakeholders and/or inter-governmental organizations on establishing and strengthening Monitoring and Evaluation Systems.

#### **F. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS**

Certification/Training in any of the following: Monitoring and Evaluation approaches, Results Based Management, Balanced Scorecard, Impact Evaluation, Use of Data, Monitoring and Evaluation Systems including use of information communication technologies is a must.

#### **G. SPECIALIZED KNOWLEDGE**

- i. Demonstrate knowledge of monitoring and evaluation methods, tools and approaches including quantitative, qualitative, and participatory.
- ii. Proven information communication technology (ICT) skills in the development of management information system (MIS) and in the use of relevant computer applications.
- iii. Expertise in analyzing data using statistical software.
- iv. Experience in designing tools and strategies for data collection, analysis and production of reports.
- v. Demonstrated skills in report writing and presentation for varied audiences.
- vi. Strong analytical skills including analysis of both quantitative and qualitative data.

**4. JOB DESCRIPTION THREE (3): HEAD- GOVERNANCE, PEACE AND SECURITY**

<b>Job Title</b>	:	Head of Governance Peace and Security
<b>Grade</b>	:	P4
<b>Division</b>	:	Governance Peace and Security
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 58,731 – COM\$ 70,654 per annum.
<b>Report to</b>	:	Assistant Secretary General (Programmmes)

**A. JOB PURPOSE**

To develop, manage and implement programs for the prevention, management, and resolution of conflicts in the sub-region and programs that promote democratic governance and security in line with Article 3(d) of the Treaty.

**B. MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of Assistant Secretary General (Programmmes) and overall supervision by the Secretary General, the incumbent of the post will perform the following duties:

- i. Provides input into long-range strategic and policy priorities/ issues relating to COMESA's role in supporting development in Member States in order to realize the regional integration agenda;
- ii. Consolidates annual Unit work plans and budget inputs in order to gain Management's approval and funding of work plans required to execute Division/Unit mandate;
- iii. Monitors and participates in the implementation of Unit work programs and budgets to ensure that the Unit mandate is executed in line with COMESA strategy and within approved Workplan and budget limits;





- iv. Develop programs for donors and external partners identifying key outcomes and activities as well as budgets;
- v. Guides and reviews (and sometimes develop) all technical papers, reports, aide memoirs, memos, and letters;
- vi. Prepares quarterly, bi-annual, and annual reports for management and donors;
- vii. Leads in the servicing of Policy Organ meetings (including the development of background documents);
- viii. Identifies potential donors/strategic partners, develops proposals, and negotiates programs and ensures coherence with key partners including African Union (AU) RECs/ Regional Mechanisms on Peace and Security;
- ix. Draft all external communications for the approval of the Secretary General as well develop background documents for the Committee on Peace and Security;
- x. Provides technical input and coordinates the recruitment, training, and development of Unit staff to achieve key mandates;
- xi. Manages the performance management process in the Unit to ensure achievement of Unit objectives supports COMESA strategy;
- xii. Motivates, engages, and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work; and
- xiii. Performs any other duties as assigned by Executive Management from time to time.

### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Master's degree in any of the following fields: Peace and Security, International Relations, Diplomacy, and other related social science fields
- ii. A Ph.D. would be an added advantage.

**D. PROFESSIONAL EXPERIENCE**

At least ten (10) years' experience in the field of Governance, Peace and Security at National, regional and international levels.

**E. SPECIALIZED KNOWLEDGE:**

- i. Knowledge in conflict analysis techniques and tools; conflict prevention, management, and post conflict programs as well as security issues.
- ii. Working knowledge of Word processing and writing skills; excel and budgeting; PowerPoint and presentation skills.
- iii. Diplomacy and superior ability in communications, writing, management and organizational; ability to train and mentor others.

**5. JOB DESCRIPTION FOUR (4): SENIOR INDUSTRY OFFICER**

<b>Job Title</b>	:	Senior Industry Officer
<b>Grade</b>	:	P4
<b>Division</b>	:	Industry and Agriculture
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 58,731 – COM\$ 70,654 per annum.
<b>Report To</b>	:	Director of Industry and Agriculture

**A. JOB PURPOSE**

To provide technical backstop support in the promotion of initiatives to increase industrial development and strengthen linkages between industry and regional value chains development.

To enhance competitiveness of industries and sustainable industry development for job and wealth creation while promoting increased regional trade and market access to international markets.



## B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of Director of Industry and Agriculture, the incumbent of the post will perform the following duties:

- i. Provides technical advice in the development and harmonization of regional policies, strategies, and regulations to enhance competitive and sustainable industries for promoting regional trade and access to international markets;
- ii. Provides technical advice to Member States in the development and implementation of national industrialization policies and to ensure adopted policies are aligned to COMESA regional industrialization Policy and Strategy;
- iii. Drafts and submits inputs for development of bankable concept notes /project proposals to secure/gain management's approval for potential donor/funding support required to implement industrial development projects;
- iv. Collaborates with relevant technical and strategic institutions to establish partnerships and leverage resources to support industrial development in the region in line with international standards;
- v. Compiles report on the implementation of the industrial programs in order to show achievements, challenges and opportunities and strategies to improve the sector performance;
- vi. Research into emerging issues, policies, innovations, and technologies related to agriculture and food security to ascertain their effects and inform industry development and regional value chain interventions in the region; and
- vii. Performs other job-related duties as assigned by the Supervisor from time to time.

## C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Master's degree in any of the following fields: Business Administration, Economics, International Relations, Industrial Policy International Trade, Project Management, , or relevant field to Industrial Development.



- ii. A PhD will be an added advantage.

#### D. PROFESSIONAL EXPERIENCE

At least ten (10) years of professional work experience in national, regional, or international institutions, in industrial value chain development

#### E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS

Technical training in Industrial Development, Investment Promotion and Value Chain Development will be an added advantage.

#### F. SPECIALIZED KNOWLEDGE:

Knowledge in Industrial and Agricultural Development Policy, Regional Value Chains Development , Market Access Development, Private Sector Development Investment promotion and facilitation , Concept Notes and Proposals Development, Qualitative and Quantitative Economic Assessment Methodology, Partnership Engagement and Development and Program Planning and Reporting.

#### 6. JOB DESCRIPTION FIVE (5): INVESTMENT PROMOTION EXPERT

<b>Job Title</b>	:	Investment Promotion Expert
<b>Grade</b>	:	P3
<b>Division</b>	:	Industry and Agriculture
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 48,575 – COM\$ 59,703 per annum.
<b>Report to</b>	:	Director of Industry and Agriculture

#### A. JOB PURPOSE

To provide technical backstopping in the initiation and implementation of investment programs in order to create a more conducive environment for private investment that will enable the COMESA region to attract and retain more investments.



## B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of Director of Industry and Agriculture, the incumbent of the post will perform the following duties:

- i. Provides technical advice to Member States in the implementation of COMESA Treaty provisions on investment and other investment promotion agreements to ensure compliance with Treaty provisions;
- ii. Provides technical advice to Member States in devising ways aimed at promoting more Foreign Direct Investment (FDI) and Cross Border Investment (CBI) to increase investment inflows;
- iii. Coordinates sharing of experiences and best practices among national Investment Promotion Agencies (IPAs) in Member States to benchmark the best regional and international investment promotion practices;
- iv. Recommends inputs into regional policies/strategies of promoting economic growth sectors initiated/reviewed by the Secretariat for adoption to ensure that private investment aspects are included in the adopted policies/strategies;
- v. Conducts capacity building trainings for staff of national Investment Promotion Agencies (IPAs) and other relevant authorities directly dealing with investors in order to strengthen their capacities;
- vi. Provide technical advice in the promotion of the activities of the region's investment opportunities to boost the image of the region to investors;
- vii. Provide technical advice to member States in the promotion of a conducive and enabling environment for investment;
- viii. Keep abreast with changes taking place at the World Trade Organisation, and other multi-lateral agencies, in the area of investment policy and analyse the effects these proposals will have on investment in the region;
- ix. Submits work plans and budgets inputs for investment programs in order to ensure that resources required to implement programs are aligned with the Division's mandate and approved; and



- x. Performs other job-related duties as assigned by the supervisor from time to time

### C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Bachelor's degree in any of the following fields: International Trade, Economics, Business Administration, Business Law, or any related field.
- ii. Post graduate will be an added advantage.

### D. PROFESSIONAL EXPERIENCE

At least eight (8) years' of professional experience in the field of investment promotion and facilitation at the national, regional, or international levels.

### E. SPECIALIZED KNOWLEDGE:

Knowledge in Investment promotion and facilitation, investment negotiation, development of bankable projects, Investment Appraisal, investment policy, laws, and regulations, doing business, reforms and private sector development.

## 7. JOB DESCRIPTION SIX (6): BLUE ECONOMY EXPERT

<b>Job Title</b>	:	Blue Economy Expert
<b>Grade</b>	:	P3
<b>Division</b>	:	Industry and Agriculture
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 48,575 – COM\$ 59,703 per annum.
<b>Report to</b>	:	Director of Industry and agriculture

### A. JOB PURPOSE

To facilitate and guide the promotion, development, and transformation of an inclusive and sustainable blue economy sector in the COMESA region for livelihoods, income, food, and nutritional security.



## B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of Director of Industry and Agriculture, the incumbent of the post will perform the following duties:

- i. Support an inclusive sustainable transformation of the blue fisheries and aquaculture;
- ii. Support an inclusive sustainable transformation of tourism to increase the contribution of tourism to the economic growth of COMESA region;
- iii. Support the improvement of the regional physical infrastructure for the development and of sustainable blue energy;
- iv. Improve regional physical and communications infrastructure for the development and application of sustainable blue transport and shipping;
- v. Support the attraction of investment and harness the application of technology and innovation in the under-water extractive industries to unlock its potential;
- vi. Support the enhancement of the blue environment and conservation;
- vii. Promote marine biotechnology and bioprospecting in the Member States;
- viii. Develop and reviews bankable project proposals for implementation of Blue Economy in the COMESA region; and
- ix. Performs any other job-related duties as assigned by the Supervisor from time to time.

## C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Bachelor's Degree in any of the following fields: Blue Economy, Fisheries and aquaculture, Marine ecosystem, Marine Biotechnology, Environmental Management or any related field.
- ii. A Post Graduate will be an added advantage.

## D. PROFESSIONAL EXPERIENCE



At least eight (8) years' experience working at national, regional and/or international level in the area of Blue Economy, Fisheries and Agriculture, Marine environment management, Biodiversity, Conservation of marine environment

#### **E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS**

Certificate in any of the following: Blue economy, Fisheries and Aquaculture, Marine environment management, Biodiversity, Conservation of marine environment, Maritime transportation, Ecotourism will be added advantage.

#### **F. SPECIALIZED KNOWLEDGE:**

Knowledge in Policy Analysis, Fisheries and Aquaculture, Biotechnology, Conservation of marine and inland water environment, Maritime transportation

Specific expertise in marine and oceans conservation and resilience, including: Coastal marine ecology, marine research, coastal/marine conservation, Marine Protected Areas design and management, and Nature-based Solutions for Climate Change Adaptation / Disaster Risk Resilience.

### **8. JOB DESCRIPTION SEVEN (7): FRENCH TRANSLATOR**

<b>Job Title</b>	:	French Translator
<b>Grade</b>	:	P3
<b>Division</b>	:	Human Resource and Administration
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 48,575 – COM\$ 59,703 per annum.
<b>Report to</b>	:	Chief of Conference Services

#### **A. JOB PURPOSE**

To facilitate communication among Member States and stakeholders through the translation of documents into French and English to fully achieve the goals and objectives of COMESA.

#### **B. MAIN DUTIES AND ACCOUNTABILITIES**





Under the direct supervision of Chief of Conference Services, the incumbent of the post will perform the following duties:

- i. Translates reports, working papers, letters, emails, and other type of documents for all units and divisions from English into French and back as per COMESA standards;
- ii. Edits, revises and ensures that documents prepared by freelance translators meet COMESA standards;
- iii. Research, compile, and update translation vocabulary/terminology/glossary by subject matter and keeps abreast of new trends in translation. Populate the central terminology database/ glossary and reference archive for translation;
- iv. Ensures that all translated documents are filed appropriately;
- v. Ensures that all reports are submitted timely; and
- vi. Performs any other job related duties as assigned by the Supervisor from time to time.

**C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. A minimum of bachelor's degree in French-English linguistics and or equivalent professional degree/qualification in French-English translation.
- ii. A Post Graduate in translation will be an added advantage.

**D. PROFESSIONAL EXPERIENCE**

Minimum eight (8) years working experience in translation at international or regional level.

**E. SPECIALIZED KNOWLEDGE:**

Demonstrable knowledge of having worked with a Professional team of translators in an International or Regional organization

Experience in revising translated French and English texts

**9. JOB DESCRIPTION EIGHT (8): HEALTH EXPERT**

<b>Job Title</b>	:	Health Expert
<b>Grade</b>	:	P3
<b>Division</b>	:	Gender and Social Affairs
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 48,575 – COM\$ 59,703 per annum.
<b>Report to</b>	:	Director of Gender and Social Affairs

**A. JOB PURPOSE**

To manage the COMESA Health Desk and promote sustainable institutionalization of health matters in the COMESA regional integration mandate.

To facilitate and coordinate policy making in health, monitoring of its implementation, and networking with stakeholders at national, regional, continental, and global levels for seamless and well-coordinated programmes on health.

**B. MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of Director of Gender and Social Affairs, the incumbent of the post will perform the following duties:

- i. Establish and manage the COMESA Health Desk and coordinate the development, implementation and monitoring of COMESA health programme, strategic plans, and projects, work plans in-line with the COMESA Treaty Provisions, Social Charter, Gender Policy, and other policy frameworks;
- ii. Facilitate health regional policy making and coordinate documentation and sharing of good practices on communicable and non-communicable diseases including maternal and child



health, adolescent and youth health through engagement with Member States and other stakeholders at regional, continental and global levels;

- iii. Support and/or lead the pharmaceutical development and other health initiatives including those on supply chain in COMESA regional integration mandate;
- iv. Provide technical and programmatic support on health matters in different thematic areas of COMESA - trade, infrastructure, transport, energy and ICTs, agriculture, industry and climate change, gender, youth and social affairs, governance, peace and security, statistics, research and planning, and information and technology, and others to ensure mainstreaming;
- v. Facilitate the establishment of centre/s of excellency on health in the region, and capacity building and knowledge sharing among Member States ;
- vi. Provide technical and programmatic support to Member States in areas related to disease outbreaks prevention and surveillance mechanisms especially in cross border areas, in partnership with national and regional public health agencies such as national public health institutions, Africa- Center for Disease Control, and others;
- vii. Develops strong relations with health focal points in Member States and various stakeholders including playing a strong role on advocacy , Coordination and disseminate information on commitments on health programmes and good practices through publications and press releases;
- viii. Facilitate the creation of networking mechanism (including using social media platforms) among health focal points of Member States and advocacy forums on priority health issues and commitments in the COMESA region;
- ix. Supports COMESA Divisions, Units and Institutions to mainstream health in respective programmes and projects drawing from experiences of COVID 19, HIV and AIDS and other factors including physical and psychological trauma;
- x. Engages and networks with relevant partners and stakeholders including Africa CDC, other RECs, relevant UN Agencies, USAID, US CDC, private sector, foundations, CSOs) at



national, regional, continental and global levels on matters of health to be up-to-date with priorities, and share COMESA work on health, and mobilize resources. This includes the development of mechanisms for regular communication and collaboration among stakeholders;

- xi. Undertakes research on health to inform policy and decision making; and ensure robust information management system that facilitates the collection, analysis, and dissemination of health-related data and information . This includes the development of a database of evidence-based health-related policies and practices;
- xii. Prepares quarterly, bi-annual, and annual reports for management and donors;
- xiii. Service Policy Organ meetings (including the development of background documents;
- xiv. Identifies potential donors/strategic partners, develops proposals, and negotiates programmes and ensures coherence with key partners including African Union (AU) RECs/ Regional Mechanisms;
- xv. Promote recruitment of health interns, and guide, mentor, assist and review their work; and
- xvi. Performs any other job related duties assigned by the supervisor from time to time.

### C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Bachelor's degree in any of the following fields: Medicine, Public Health, Epidemiology, Health Economics or anyrelated fields.
- ii. A Post Graduate will be an added advantage.

### D. PROFESSIONAL EXPERIENCE

- i. At least eight (8) years' professional experience in any field of public health, including but not limited to health, health economics, health policy, animal health, or environmental health.
- ii. Experience in using evidence-based economic data to define health policy priorities in the region for decision-making.

**E. SPECIALIZED KNOWLEDGE:**

- i. Have a good track record or be able to demonstrate the potential for effective public health leadership where they can positively impact the public health outcomes of populations.
- ii. Have expertise in coordinating and managing health interventions and impacts in line with the regional market and economic situations.
- iii. In-depth understanding of public health principles in terms of country engagement, health policy formulation, and public health program development and implementation including cross-border public health interventions

**10. JOB DESCRIPTION NINE (9): TRANSPORT EXPERT – AVIATION**

<b>Job Title</b>	:	Transport Expert – Aviation
<b>Grade</b>	:	P3
<b>Division</b>	:	Infrastructure and Logistics
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 48,575 – COM\$ 59,703 per annum.
<b>Report to</b>	:	Senior Transport Officer

**A. JOB PURPOSE**

To provide technical support in facilitating air transport policy and regulatory development, implementation and harmonization  
 To ensure regional physical air transport infrastructure integration in line with Division mandate and COMESA Treaty

**B. MAIN DUTIES AND ACCOUNTABILITIES**



Under the direct supervision of the Senior Transport Officer and the overall supervision of the Director of Infrastructure and Logistics, the incumbent of the post will perform the following duties:

- i. Develops and submits air transport work program and budget inputs in order to gain approval for allocation of the resources required to implement air transport programs in line with the division mandate;
- ii. Develop/update the programme annual work plans and annual reports in line with the Contribution Agreement;
- iii. Proposes bankable projects for financing air transport programs in order to secure approval for donor support in implementing air transport programs;
- iv. Proposes policy reforms for management of various air infrastructure in order to domesticate air transport policies in Member States that are benchmarked against international best practices;
- v. Delivers capacity building programs in air transport to Member States in order to up-skill personnel's' capacity to implement and domesticate regionally agreed programmes and policies;
- vi. Creates air transport sector databases in the COMESA Region in order to facilitate performance tracking, analysis, decision making and information sharing;
- vii. Proposes adoption of common air transport sub- sector regulations and standards in order to ensure harmonization of standards and regulations within the COMESA region;
- viii. Analyses studies on air transport infrastructure status in COMESA Member states in order to identify critical infrastructure bottlenecks that need to be addressed;
- ix. Provides technical advice on project preparation and development for air infrastructure to Member States to facilitate development of infrastructure within agreed standards;
- x. Support short term experts and consultants on aviation assignments; and
- xi. Performs any other job related duties as assigned by the Supervisor from time to time.



### C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Bachelor's degree in any of the following fields: Electrical Engineering, Aviation Engineering, Mechanical Engineering, Economics or related Engineering field
- ii. A Post Graduate will be an added advantage.

### D. PROFESSIONAL EXPERIENCE

At least eight (8) years' experience in air transport management at national, regional or international level

### E. SPECIALIZED KNOWLEDGE:

- i. Experience in civil aviation regulations related to aviation safety, security, and environmental protection to assist African States in the practical interpretation and implementation of the African Civil Aviation Policy to enable them to meet the requirements under the Convention on International Civil Aviation.
- ii. Good knowledge of the aviation sector reforms.
- iii. Experience in working with global and regional organizations and donor/financial institutions for resource mobilization.
- iv. Experience in air navigation and airport infrastructure project preparation, implementation, and monitoring in the Region.
- v. Experience in dealing with air transport liberalization frameworks.
- vi. Experience in establishing and maintaining databases on subjects relating to forecasting and economic regulation of air transport.
- vii. Experience in negotiations of air service agreements and drafting of multilateral or horizontal air service agreements tailored to African context respecting ICAO requirements.
- viii. Knowledge of operations of national/regional organizations dealing with Aviation sector policy regulation.

**11. JOB DESCRIPTION TEN (10): CONFLICT PREVENTION, MANAGEMENT AND RESOLUTION ANALYST**

<b>Job Title</b>	:	Conflict Prevention, Management and Resolution Analyst
<b>Grade</b>	:	P2
<b>Unite</b>	:	Governance Peace and Security
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 39,743 – COM\$ 50,076 per annum..
<b>Report to</b>	:	Head of Governance Peace and Security

**A. JOB PURPOSE**

To systematically collect and analyze data and produce reports on potential outbreak, escalation, and resurgence of conflict situations in the region for purposes of informing the undertaking of appropriate responses.

To promote peace, security, and stability among Member States to enhance economic development in the region as provided for under Article 3(d) of the COMESA Treaty.

**B. MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of the Head of Governance Peace and Security, the incumbent of the post will perform the following duties:

- i. Develops tools, methodologies, indicators (structural and dynamic) to aid the extraction, compilation, and analysis of data on peace and security situations at the regional and national levels; as well, produces and disseminates peace and security reports including country specific Structural Vulnerability Assessment (SVA) reports, policy briefs, alerts and situational reports to inform response undertaking by policy makers;
- ii. Engages in the actual implementation on the ground including supporting the building of the capacity of relevant stakeholders (Government Officials, CSOs, Private Sector,





Women, Youth) on various quantitative tools for data collection, analysis and reporting on various thematic areas on peace and security including Structural Vulnerability Assessment (SVAs); observation of elections; capacity building of small-scale cross border traders; supporting the COMESA Committee of elders etc;

- iii. Conducts research and works with subject-matter experts in the region to develop knowledge resource packs for COMESA and engage in global and regional normative discussions on Governance, conflict prevention, conflict management, Post Conflict Reconstruction and Development and other relevant thematic areas;
- iv. Supports the development of programs and plans of action (proposals, and Research Papers) to support peace and security initiatives in the region including Democratization, Governance, Mediation and Post-Conflict Reconstruction and Development (PCRD);
- v. Participates in meetings and initiatives of key partners such as African Union (AU) Continental Early Warning System, committees on small arms and light weapons, Terrorism, and other Special Working Groups with the African Union (AU), RECs/RMs and other relevant regional and international bodies to deepen partnerships and enhance synergies on issues of peace and security;
- vi. Supports the full implementation of Conflict Prevention, Management and Resolution (CPMR) activities including development of draft Aide Memoires, letters, internal memos, publicity articles, budgets, Term of reference (ToRs), liaison with focal points in Member States; as well as drafting of workshop reports, providing inputs for annual reports, quarterly reports and papers for policy organs etc; and
- vii. Performs any other job related duties as assigned by the supervisor from time to time.

### C. MINIMUM ACADEMIC QUALIFICATIONS

- i. Bachelor's degree in any of the following fields: Political Science, International Relations, Law, Peace, and Security, Economics, Statistics, or related field.
- ii. A Post Graduate will be an added advantage.

### D. PROFESSIONAL EXPERIENCE

Minimum of six (6) years' experience in the field of peace and security in a regional or



international organization

#### **E. SPECIALIZED KNOWLEDGE:**

- i. Qualitative techniques such as research design, context analysis, research methods etc;
- ii. Quantitative techniques and tools used in COMESA such as Africa Prospects and related statistical software such as Stata, SPSS etc;
- iii. Diplomacy and communications skills and a deep understanding of the conflict life cycle.
- iv. Proficiency in using Microsoft Office applications.

#### **12. JOB DESCRIPTION ELEVEN (11): INTERNAL AUDITOR**

<b>Job Title</b>	:	Internal Auditor
<b>Grade</b>	:	P2
<b>Division</b>	:	Internal Audit
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 39,743 – COM\$ 50,076 per annum.
<b>Report to</b>	:	Chief Internal Auditor

#### **A. JOB PURPOSE**

To provide support to the Chief Internal Auditor in ensuring that governance structures, risk management systems and internal controls are in place, appropriate and adequate for the achievement of COMESA Secretariat's objectives.

#### **B. MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of the Chief Internal Auditor, the incumbent of the post will perform the following duties:



- i. Undertakes risk assessment to identify organization's risks and develop appropriate audit tests;
- ii. Undertakes risk-based audit of projects, COMESA Secretariat and Institutions to ensure emerging risks are identified and adequately controlled;
- iii. Undertakes compliance audits of projects, COMESA Secretariat and Institutions to ensure compliance with partner's requirements and secretariat policies, rules, regulations, and Council decisions;
- iv. Undertakes systems audit of projects, COMESA Secretariat, and its institutions to ensure there are adequate systems;
- v. Undertakes Value for money audits to ensure value is achieved from COMESA resource; and
- vi. Undertakes any other duties as assigned by the supervisor.

#### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Bachelor's Degree in any of the following fields: Accountancy, Economics, Finance, Commerce or Business Administration.
- ii. A Post Graduate will be an added advantage.

#### **D. PROFESSIONAL EXPERIENCE**

Minimum of six (6) years' work experience in an audit environment in national, regional or international organization

#### **E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS**

Must have a professional qualification such as Chartered Institute of Management Accountants (CIMA), Association of Chartered Certified Accountants (ACCA), Certified Public Accountant (CPA), Certified Internal Auditor (CIA) recognized by the National Accountancy body

#### **F. SPECIALIZED KNOWLEDGE:**



Knowledge of auditing and accounting principles and practices

Previous experience within the International Development Sector and Knowledge of Audit information systems such as Teammate+ will be an added advantage.

### 13. JOB DESCRIPTION TWELVE (12): TRADE OFFICER

<b>Job Title</b>	:	Trade Officer
<b>Grade</b>	:	P2
<b>Division</b>	:	Trade and Customs
<b>Duty Station</b>	:	Lusaka
<b>Basic Salary Scale</b>	:	COM\$ 39,743 – COM\$ 50,076 per annum.
<b>Report to</b>	:	Senior Trade Officer

#### A. JOB PURPOSE

To provide technical expertise in the coordination and cooperation with COMESA Member States in the implementation of COMESA Free Trade Area (COMESA FTA) and trade-related programs and activities including tariff liberalization, maintenance of the operationalization of the Free Trade Area (FTA), management of Non-Tariff Barriers (NTBs) to accelerate regional cooperation and free movement of goods in line with COMESA treaty and COMESA Mid Term Strategic Plan (MTSP)

#### B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Senior Trade Officer and overall supervision of the Director of Trade and Customs, the incumbent of the post will perform the following duties:

- i. Monitor and evaluate developments in Intra-COMESA trade and other regional programmers and activities;
- ii. Preparation of monthly, quarterly, and annual reports of the division;
- iii. Administer and monitor the Online None Tariff Barrier (NTBs) mechanism tools to ensure reported None Tariff Barrier (NTB) are resolved in a timely manner in coordination with National Focal Points in Member States;



- iv. Support convening and servicing of various meetings and workshops within the division to ensure effective implementation of various programmers and activities;
- v. Prepare project proposal inputs to secure acceptance and approval of bankable project proposals for potential donor funding solicitation;
- vi. Prepare reports and guidelines on trade and trade related programs to share information to inform decision making;
- vii. Monitor the implementation of COMESA Treaty provisions and national rules and regulations by Member States to identify bottlenecks and suggest corrective actions to comply with COMESA Treaty obligations; and
- viii. Performs other job-related duties as assigned by the supervisor from time to time.

#### **C. MINIMUM ACADEMIC QUALIFICATIONS**

- i. Bachelors Degree in any of the following fields: Economics, International Trade, Trade Law, Business Administration, or any other relevant field
- ii. A Postgraduate will be an added advantage.

#### **D. PROFESSIONAL EXPERIENCE**

At least six (6) years of practical experience in the field of trade policy and regional economic integration in a Member State, regional or international organization levels. Knowledge of French or Arabic working level is an added advantage.

#### **E. PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS**

Economist, domestic trade, regional economic integration, international trade, trade policy analysis etc.

#### **F. SPECIALIZED KNOWLEDGE:**

Knowledge of international economic integration in particular the COMESA Treaty and COMESA None Tariff Barrier (NTBs) Regulations and working procedures, Trade Policy Research, Trade and Economic Analysis, Statistics, and Trade Negotiations.

**G. COMPETENCIES SPECIFIC TO THE JOB**

Demonstrates understanding of client concerns and needs; gives high priority to customer satisfaction. Receptive to feedback, identifies and resolves conflicts with vendors.

**14. WORKING LANGUAGE REQUIREMENT FOR ALL THE TWELVE (12) POSITIONS**

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

**15. ELIGIBILITY FOR APPLICATION**

Applicants must be citizens of a COMESA Member country and aged below fifty-five (55) years at the time of submitting the application.

**16. MODE OF APPLICATION**

All applications MUST be submitted to the COMESA **Coordinating Ministry of the respective member States** 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 will be contacted.***

***Women are highly encouraged to apply***

**17. FINAL DATE FOR RECEIVING APPLICATIONS BY COORDINATING MINISTRIES**

All applications must reach the Coordinating Ministry by **14<sup>th</sup> July, 2023**.

**18. FINAL DATE FOR RECEIVING APPLICATIONS FROM COORDINATING MINISTRIES BY COMESA SECRETARIAT**

Short-listed candidates by the Coordinating Ministries should reach the address below by **28<sup>th</sup> July 2023** at least by 18.00 hours Lusaka time.

COMMON MARKET



MARCHÉ COMMUN

السوق المشتركة  
للشرق والجنوب الأفريقي

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)