**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA (COMESA) SECRETARIAT**

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**CALL FOR APPLICATIONS FOR THE POSITIONS UNDER THE COMESA-EAC HORTICULTURE ACCELERATOR (CEHA) SECRETARIAT OF THE ALLIANCE FOR COMMODITY TRADE IN EASTERN AND SOUTHERN AFRICA (ACTESA)**

Ref: CS/HR/ACTESA/CEHA/SS Date: 15th August 2023

**BACKGROUND**

The Alliance for Commodity Trade in Eastern and Southern Africa (ACTESA) is a Specialized Agency of COMESA that has prioritized the building of the horticulture subsector across the COMESA region in its 2021-2031 Strategic Plan. ACTESA has three focus areas of its Strategic Plan, namely:

1. Improving the competitiveness of small-scale producers, traders, and processors of horticultural products;
2. Expanding market facilities and services for the commercialization of horticultural commodities – specifically avocado, onion, and potato;
3. Increasing commercial integration of East African horticultural value chains into national, regional and international markets to promote growth horticultural markets leading to job growth along the chain, especially for women and youth, and for improved farmer incomes.

The Agency has been mandated to coordinate regional horticultural markets and increase access to innovative agricultural credit systems as the demand for horticultural products rapidly grows. The East African Community (EAC) Member States equally recognize the importance of the Horticulture subsector and as such have developed the EAC Fruit and Vegetable Strategy 2021-2031.

In view of the above, COMESA-EAC Horticulture Accelerator (CEHA) was created in 2022 through public and private sector partners to better coordinate policy, value chain development programs, financing, research and development. CEHA aims accelerate the growth of the fruit and vegetable subsector of the COMESA and EAC regions. The vision of CEHA is that by 2031, climate-smart horticulture value chains will become a significant driver of income growth, inclusive job creation, and improved nutrition throughout Eastern and Southern Africa. The priority value chains over the short term are avocado, onion, and Irish potato in Ethiopia, Kenya, Rwanda, Tanzania, and Uganda; however, this scope may expand over time to include additional value chains.

In terms of its operations, CEHA has a bottom-up structure, where strategic priorities identified by national level stakeholders drive the priorities at the regional level. It consists of the CEHA Board, National Platforms, General Assembly as well as Secretariat managed by ACTESA.

To support the implementation of the above-mentioned programmes, Applications are invited from suitably qualified and experienced professionals from COMESA member states for the following positions:

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| **S/N** | **NAME OF VACANT POSTS** | **GRADE** | **NO. OF POSTS** |
| 1 | COMESA-EAC Horticulture Accelerator Agribusiness Advisor | P4 | 1 |
| 2 | Knowledge, Events, Communications and Programme (KECP) Officer | P3 | 1 |

1. **JOB DESCRIPTION FOR THE POSITION OF COMESA-EAC HORTICULTURE ACCELERATOR AGRIBUSINESS ADVISOR**

**JOB TITLE :** COMESA-EAC Horticulture Accelerator Agribusiness Advisor

**GRADE :** Professional Level (P4)

**SALARY** **:** USD 84,000 **p.a- all inclusive**

**PROGRAMME** **:** COMESA-EAC Horticulture Accelerator (CEHA)

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

**CONTRACT DURATION :** The contract duration shall be for a period of two (2) years renewable subject to Satisfactory performance and availability of funding.

**REPORTING TO** **:** CEHA Regional Coordinator and overall supervision of the Chief Executive Officer (CEO) of ACTESA

1. **SCOPE OF WORK**

The COMESA-EAC Horticulture Accelerator Agribusiness Advisor will lead the support to CEHA private sector and government partners willing to strengthen and grow the horticulture sector based on COMESA-EAC Horticulture Accelerator’s implementation strategy. The role will require the following:

1. Leading technical meeting discussions related to policy and standards on the COMESA EAC Horticulture Accelerator (CEHA);
2. Managing oversight of staff and consultants;
3. Evaluating matching grant proposals from the private sector and monitoring performance against CEHA’s key performance indicators (KPIs);
4. Proactive sourcing of private sector partners across prioritized value chains and production clusters;
5. Providing technical assistance to private sector partners receiving matching grants and their value chain partners to strengthen their business strategies and operations; and
6. Liaising with government agencies to reduce barriers to growth and trade that ultimately benefit smallholder farmers, especially women and youth.
7. **SPECIFIC TASKS/KEY RESPONSIBILITIES**

 The COMESA-EAC Horticulture Accelerator Agribusiness Advisor shall provide expert advice and support to promote the growth and development of the horticulture sector within 5 the Member States of the Common Market for Eastern and Southern Africa (COMESA) and the East African Community (EAC), namely Ethiopia, Kenya, Rwanda, Tanzania and Uganda. The Advisor’s crucial role is providing technical assistance to CEHA and private sector matching grant partners in the horticulture industry. More specifically, the successful candidate will assume the following duties and responsibilities:

1. **STRATEGY DEVELOPMENT, REGIONAL TRADE AND PARTNERSHIP ENHANCEMENT**
2. Policy Development: Develop recommendations for policies and strategies to support the growth of the horticulture sector in the region. This involves identifying key constraints such as tariff and non-tariff barriers to trade as well as best practices for growing the profitability for all value chain stakeholders, especially Small-Scale Producers (SSPs), in the horticulture industry;
3. Research and Analysis: Facilitate and coordinate the research on market trends, supply chain dynamics, and technological advancements in horticulture to inform decision-making on policy formulation and project design;
4. Technical Assistance: Ensure support for increased production, productivity, and sustainable agricultural value-chain management including identification of value addition opportunities value chain financing in the horticultural industry of the COMESA and EAC region;
5. Capacity Building: Identify capacity gaps in the horticulture value chain and design capacity-building programs to enhance the skills and knowledge of producers, agribusinesses, and policymakers;
6. Monitoring, Evaluation, and Learning: Track CEHA’s performance against CEHA’s results framework and key performance indicators. Develop reports, identify key risks, and recommend correction strategies for areas of underperformance. Track key learnings and disseminate via CEHA’s Knowledge Management Portal;
7. Collaboration and Partnerships: Facilitate and coordinate ACTESA Alliance Partners and other stakeholders to leverage knowledge and resources to support improved regional competitiveness of the horticultural industry across the COMESA Region;
8. Digitalisation: Support digitization of horticultural industry and other agricultural agri-businesses for farmer organizations;
9. Agri-Finance: Facilitate smallholder farmers’ linkages and access to innovative financial market facilities in the COMESA region in close collaboration with ACTESA Alliance partners;
10. Strategy Development: Assist CEHA Regional Co-ordinator in the development of the CEHA Gender / Nutrition, Climate Change, Knowledge Management Strategies as well as to recommend CEHA sector growth and cluster development strategies to CEHA Secretariat and CEHA Board based on the input from private sector partners in each focus country;
11. Market Access: Advise and support measures to improve market access for horticulture products within the COMESA-EAC region and internationally. This includes addressing trade barriers and facilitating cross-border trade as well as the establishment of a digital trading and inventory tools;
12. Resource Mobilisation: Work with the CEHA Regional Coordinator and ACTESA CEO in the overall resource mobilisation of the CEHA in line with ACTESA Regional Strategic Plan 2021-2031 and CEHA’s implementation strategy.
13. **MATCHING GRANT MANAGEMENT**
14. Identify high-potential matching grant recipients in the private sector according to the criteria set by the CEHA Board and support the development of their applications;
15. Administer the CEHA matching grant programme, including publishing Request for proposals (RFPs) for the private sector to compete to partner with CEHA on, managing review of applications, and setting up a mechanism for deciding which operators CEHA shall work with;
16. Develop the required mechanism(s) within COMESA to be able to launch, administer, and execute the matching grant program on an on-going basis;
17. Lead financial and technical due diligence on matching grant applicants;
18. Manage review and selection process of recipients;
19. Supervise matching grant recipients’ progress towards milestones and annual eligibility for payments;
20. Identify key risks and issues with matching grant recipients, develop remediation strategies, and supervise corrective actions when necessary.
21. **BOARD, TECHNICAL COMMITTEE, GENERAL ASSEMBLY MANAGEMENT**
22. Participate, as needed, in CEHA Board regular meetings;
23. Identify and volunteer private sector technical experts for each of the four CEHA technical committees, preliminarily identified as 1. Markets, Trade and Standards; 2. Finance, Mechanization, Donor Alignment; 3. R&D - Seed, Soil and Water management; 4. Equity, Resilience and MLE to support their defining of priorities and developing action plans, including timelines and deliverables;
24. Work with technical committees to prioritize key private sector and trade research studies for approval by the Board, based on available budget, on a rolling basis;
25. Serve as the CEHA focal point to the Markets, Trade, and Standards CEHA Committee; and
26. Provide guidance to the General Assembly on agribusiness engagement;
27. **CEHA KNOWLEDGE AND STAKEHOLDER MANAGEMENT**
28. Facilitate, coordinate, and advise on the development of relevant partnership arrangements and best practices in the implementation of CEHA Private Public Partnerships (PPP) models;
29. Strengthen Farmer Based Organizations (FBO’s) by promoting viable models that can sustainably provide needed services such as storage and logistics in close collaboration with CEHA Alliance Partners; and
30. Contribute to building and maintaining relationships with horticulture exporters, traders, processors, input suppliers, and other private sector partners contributing to horticulture value chain development to exchange learnings and track best practices.
31. **ADMINISTRATIVE MANAGEMENT**
32. Track and report CEHA Secretariat’s budget and expenditures related to CEHA value chains workplan;
33. Report on procurement, contracting, administration, validation & review systems of sub- contractors as well as make follow-ups to confirm service delivery;
34. Assist CEHA Regional Coordinator in verifying that service-providers are meeting agreed-upon deliverables and timeframes; and
35. Draft monthly progress reports to ACTESA Secretariat.
36. **PROFESSIONAL REQUIREMENTS**
37. Master’s degree in agricultural science, agricultural economics, agribusiness management, horticulture business and marketing, or any business-related area; A PhD is an added advantage;
38. **SKILLS AND YEARS OF EXPERIENCE**
39. Minimum of 8 years working in horticultural value chains and manufacturing with the private sector in East Africa;
40. Experience with managing matching grants from development organizations to private sector organizations desirable;
41. Experience in setting up and running public-private stakeholder events and, preferably, trade shows;
42. Experience working with a large multinational development agency in a management and coordination role on agricultural related programs, specifically horticulture, is desired;
43. Experience working in teams and managing processes dependent on cooperation with multiple actors;
44. Proficiency in data management tools and reporting software to track progress, measure impact, and prepare regular reports for program management and stakeholders;
45. Knowledge of appropriate software such as: Microsoft Word, Excel, Teams, Zoom, Outlook and Microsoft PowerPoint;
46. Experience with financial and budget management;
47. Practical experience in negotiation and influencing;
48. Experience developing ‘donor or board ready’ technical reports; and
49. Experience with East African government engagement and with the COMESA and/or EAC Commission preferred;
50. **JOB DESCRIPTION FOR THE POSITION OF KNOWLEDGE, EVENTS, COMMUNICATIONS AND PROGRAMME (KECP) OFFICER**

**JOB TITLE :** Knowledge, Events, Communications and Programme (KECP) Officer.

**GRADE :** Professional Level (P3)

**SALARY** **:** USD 50,400 **p.a- all inclusive**

**PROGRAMME** **:** COMESA-EAC Horticulture Accelerator (CEHA)

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

**CONTRACT DURATION :** The contract duration shall be for a period of two (2) years renewable subject to Satisfactory performance and availability of funding.

**REPORTING TO** **:** CEHA Regional Coordinator and overall supervision by the Chief Executive Officer (CEO) of ACTESA

1. **SCOPE OF WORK**

This position encompasses a wide range of responsibilities related to knowledge management, communications, event planning and administrative support.

1. Knowledge management;
2. Communications planning and execution (internally and externally) in close collaboration with COMESA IT and Public Relations Unit;
3. Board, technical committee, and general assembly event planning; and
4. Administrative management.

1. **SPECIFIC TASKS/KEY RESPONSIBILITIES**

The Knowledge, Events, Communications and Programme (KECP) Officer will report directly to the CEHA Regional Coordinator and overall supervision by the Chief Executive Officer of ACTESA, focusing on: More specifically, the successful candidate will assume the following duties and responsibilities:

1. **KNOWLEDGE AND STAKEHOLDER MANAGEMENT**
2. Lead the development and implementation of the CEHA Knowledge Management System;
3. Assist in the coordination and the development of the CEHA Market Information System;
4. Support the development of policy briefs and technical notes to inform decision making;
5. Support and provide documentation on a Horticulture Market Information System;
6. Facilitate and coordinate the design and implementation of Knowledge Management Strategy of ACTESA, including the management of ACTESA web portal;
7. Create and maintain a centralized knowledge repository for the program, including relevant documents, research papers, reports, and best practices related to horticulture in the COMESA EAC region;
8. Organize and manage data related to program activities, achievements, and impact to track progress and support evidence-based decision-making;
9. Conduct regular literature reviews and research to stay updated on horticulture trends, innovations, and policy developments in the region and globally; and
10. Track key performance indicators related to knowledge management.
11. **COMMUNICATIONS STRATEGY AND IMPEMENTATION**
12. Develop a robust five-year communications plan, in collaboration with CEHA partners and COMESA communications experts which includes specific annual targets and deliverables;
13. Ensure effective dissemination of information to stakeholders, partners, and the public;
14. Prepare communications of the CEHA for advocacy to the ACTESA Alliance Partners;
15. Develop and manage a CEHA website with regular updates;
16. Prepare periodic reports and updates on program activities, progress, and impact for internal stakeholders and ACTESA Partners such as newsletters or briefs;
17. Create engaging content for various communication channels, including newsletters, press releases, website updates, social media platforms, and other relevant mediums;
18. Edit all CEHA technical reports to ensure quality control and clarity;
19. Establish and maintain strong relationships with media outlets, ensuring program activities and achievements receive adequate coverage;
20. Regularly monitor and track media coverage and public perception of the horticulture program and its activities; and
21. Track key performance indicators related to communications;
22. **BOARD, TECHNICAL COMMITTEE, GENERAL ASSEMBLY MANAGEMENT**
23. Support CEHA Board and Technical committee planning, meeting minutes, and follow up;
24. Plan annual General Assembly event in collaboration with CEHA team including designing event agendas, securing venues, arranging logistics, and inviting relevant participants and speakers;
25. Facilitate post-event evaluations and feedback sessions to assess the effectiveness of events and identify areas for improvement;
26. Plan, co-ordinate and manage national, regional CEHA events, workshops, meetings including working with ACTESA National Focal Points to enhance efficiency and effectiveness of CEHA;
27. Manage the sourcing and bookings of venues for the CEHA in close collaboration with COMESA Procurement Unit;
28. Work with conference organizers to recruit interpreters and translators for CEHA meetings;
29. Coordinate the convening of national, regional ACTESA Alliance Partners workshops, meetings including working with ACTESA National Focal Points to enhance CEHA efficiency and effectiveness;
30. Assist CEHA Regional Coordinator in organizing national platforms, technical committee virtual meetings, drafting agendas, moderating calls, taking meeting minutes, and outlining clear action items and recommendations; and
31. Assist in organizing semi-annual general assembly meetings and trade shows.
32. **ADMINISTRATIVE MANAGEMENT**
33. Assist the CEHA in the day-to-day administration and communication in respect to;
34. Maintaining records of leave, attendance, inventory, meetings etc;
35. Assist with organising travel arrangements for ACTESA staff and the CEHA Board and participants of meetings by;
36. Contact airlines to find out flight availability and work out proper itineraries in co-operation with the traveler;
37. Calculate and compare travel costs;
38. Check the availability and balance of funds and advising the CEO of ACTESA accordingly;
39. Ensuring that travel is made by direct and most economical route taking account of individual entitlements under the applicable rules; and
40. Prepare and finalise travel authorisation form and maintain up to date records.
41. **PROFESSIONAL REQUIREMENTS**
42. Bachelor’s degree in Public Relations, Journalism, Communications, Marketing or Business Administration.

1. A Master’s degree is an added advantage. Knowledge of agricultural business and horticulture is desirable.
2. **SKILLS AND YEARS OF EXPERIENCE**
3. Minimum five (5) years’ experience in a similar role preferably in communications, knowledge management, events and programme planning;
4. Experience in website development and social media;
5. Knowledge of appropriate software such as: Microsoft Word, Excel, Teams, Zoom, Outlook and Microsoft PowerPoint;
6. Excellent verbal and written communication skills, with the ability to create engagement and impactful content for different audiences and platforms;
7. Strong report/proposal writing skills and track record in meeting all deadlines and deliverables;
8. Strong knowledge management skills, including data organization, research, and information dissemination;
9. Proficiency in media relations, public relations, and crisis communication;
10. Familiarity with modern communication tools and technologies, including social media platforms, website management, and email marketing;
11. Proven track record in networking and dialogue facilitation with private and public sector actors;
12. Proven experience in event planning and management, including organizing workshops, seminars, conferences, and stakeholder meetings;
13. Managing Supply Management Inventory Control;
14. In-depth knowledge of horticulture and agribusiness concepts, trends, and challenges in the COMESA EAC region is desirable;
15. Experience in regional organization will be added advantage.
16. **WORKING LANGUAGE REQUIREMENTS FOR THE POSITIONS**

Must be fluent in English (speaking and writing) is required. A combination of French and/or Arabic languages will be an added advantage.

1. **ELIGIBILITY FOR APPLICATION**

Applicants must be nationals of COMESA Member States and not more than fifty-five (55) years of age at the time of submitting the application.

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

Applications MUST be submitted electronically through email to the address below on the prescribed **COMESA APPLICATION FORM** which can be accessed at the following COMESA website: <http://www.comesa.int/> , Opportunities, COMESA Job Application Format.

**Only short-listed candidates will be contacted.**

Application should reach the address below not later than Friday **1st September 2023 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