

MARCHÉ COMMUN DE  
L'AFRIQUE ORIENTALE  
ET AUSTRALE

COUR DE JUSTICE

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COMMON MARKET FOR EASTERN AND  
SOUTHERN AFRICA



COMESA



COURT OF JUSTICE

السوق المشتركة للشرق  
والجنوب الأفريقي

محكمة العدل

Evexia Commercial Complex  
Church Road  
P.O. Box 30051  
LUSAKA 10101  
Zambia

**OFFICE OF THE REGISTRAR**

Ref: CCJ/REC/1/04/24

03 April 2024

**CALL FOR APPLICATIONS**

**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 transport facilitation. The COMESA Court of Justice (the Court) is the Judicial Organ of the Common Market. Established in 1994 under Article 7 of the COMESA Treaty, its primary mandate is to uphold the rule of law in the interpretation and application of the COMESA Treaty.

Applications are invited from suitably qualified and experienced professionals for the following posts in the COMESA Court of Justice:

**2. JOB TITLE: MANAGER, HUMAN RESOURCES AND ADMINISTRATION**

**GRADE: P4**

**REPORTS TO: THE REGISTRAR**

**2.1 JOB PURPOSE**

Lead the Human Resources and Administration Function of the Court, ensuring the appropriate skills and culture to drive the mandate of the Court. Ensure the development and implementation of Human Resources and Administration management policies, strategies, and procedures to optimise Staff performance in the Court.

**2.2 MAJOR DUTIES AND RESPONSIBILITIES**

- I. Lead and advise the Registrar with respect to trends and developments in all Human Resources and Administration issues
- II. Develop and implement Human Resources Management policies and procedures as defined by the relevant frameworks
- III. Implement professional Talent Acquisition and Management processes to ensure the Court is staffed with the right quantity and quality of Human Resources
- IV. Manage the Career Plans for the Professional and General Service Staff of the Court, monitoring their performance evaluation and building operational capabilities
- V. Create good Management-Staff relations in the Court through formulation of measures aimed at maintaining a good social climate within the Court
- VI. Oversee development and implementation of Procurement policies, procedures and systems
- VII. Oversee the management of the procurement, stores, travel and transport, and security services of the Court in accordance with the COMESA Court of Justice procedures and financial and procurement rules
- VIII. Participate in the implementation of measures to allow rational management of the material resources of the Court through identification of needs, the preparation and implementation of the budget of the Department of Human Resources and Administration and the annual procurement plan
- IX. Ensure the preparation of biannual and annual reports of activities relating to the Human Resources and Administration Management of the Court
- X. Participate in the formulation and implementation of measures aimed at ensuring better social protection for Staff members (medical insurance, life insurance, accident & professional risks, retirement)
- XI. Participate in the formulation and drive the implementation of the Court's strategic plan
- XII. Perform any other duties as required.

## **2.3 MINIMUM QUALIFICATIONS**

2.3.1 Master's degree in Human Resources Management or related field;

2.3.2 Must have professional qualifications in Human Resources and Administration from an accredited national and/or international body.

## **2.4 MINIMUM RELEVANT EXPERIENCE**

A minimum of ten (10) years relevant professional experience in a similar position, preferably in an international organisation.

## **2.5 ESSENTIAL SKILLS/ COMPETENCIES**

- I. Leadership, management, planning, and organisational skills
- II. Good interpersonal, counselling and problem solving skills
- III. Good analytical, and reporting skills
- IV. Ability to work effectively in a multi-cultural environment
- V. Capacity to motivate teams and to develop others
- VI. Ability to drive staff performance
- VII. Ability to identify and develop critical staff competencies
- VIII. A working understanding of regional and/or international policies, systems, and standards
- IX. Computer literacy in MS Office applications.

## **3. JOB TITLE: GENERAL SERVICES AND PROCUREMENT OFFICER**

**GRADE: P1**

**REPORTS TO: THE MANAGER - HUMAN RESOURCES AND ADMINISTRATION**

### **3.1 JOB PURPOSE**

To provide administrative support to the Court, specifically expertise in Procurement services, protocol logistics and facilities management among others, and to ensure that all procurements are in line with the Court's Financial and Procurement Rules.

### **3.2 MAJOR DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Manager, Human Resources and Administration and the overall supervision of the Registrar, the General Services and Procurement Officer shall, *inter alia*, perform the following duties:

#### **I. Procurement Services**

- Consolidate the various user Departments' procurement needs
- Develop and implement the Court's annual Procurement Plan
- Undertake day to day procurement activities including solicitation of quotations, quotation analysis and bid evaluation, and making recommendations for contract award.
- Participate in drafting and managing contracts to ensure timely delivery of goods and services and value for money.

- Prepare documents and reports for Procurement and Contracts Committees
- Ensure that all procurement documents are well filed and securely stored
- Respond to audit queries and ensure that issues raised in audit reports are addressed and closed out in a timely manner.

## **II. Protocol and Logistics Services**

- Coordinate interaction between the Court and the Host Member State
- Process documents including COMESA Laissez-Passer, visas, and permits for Judges, Court Officials and other Staff or delegates travelling for the Court's business
- Assist in all travel arrangements and make hotel bookings
- Arrange airport formalities when receiving and seeing off Judges, Court Officials, and delegates travelling for the Court's meetings and missions..

## **III. Administrative Services**

- Manage the Court's motor vehicles
- Ensure all transport and travel logistics are functioning properly and efficiently
- Provide administrative assistance and support to various Units when assigned by the Supervisor or the Registrar.

## **IV. Facilities Maintenance**

- Maintain the Court's offices/buildings and ensure that they are safe and functional
- Ensure that all the Court's properties are insured
- Ensure all electrical and plumbing fittings are in good working order
- Supervise Artisans and General Service Employees
- Oversee landscape works
- Ensure insurance and security of properties and equipment.

## **V. Supervise the general support staff i.e the General Services Assistants, Administrative Assistants and Stores Assistants; and**

## **VI. Perform any other duties as may be assigned by the Manager, Human Resources and Administration or the Registrar.**

### **3.3 MINIMUM QUALIFICATIONS**

3.3.1 Holder of Bachelor's degree in Procurement, Purchasing and Supplies, Logistics, Business Administration or a related field;

3.3.2 Must have professional qualification in Procurement such as Chartered Institute of Purchasing and Supply (CIPS -UK) or other similar accredited national/international professional qualifications.

3.3.3 Possession of an advanced degree/Master's degree in any of the above fields or related fields will be an added advantage

### **3.4 MINIMUM RELEVANT EXPERIENCE**

Five (5) years' working experience in Procurement, Stores and Logistics preferably in an international organisation. Hands-on experience in facilities management is essential.

### **3.5 ESSENTIAL SKILLS/ COMPETENCIES**

- I. Effective planning and coordination skills
- II. Analytical skills, accuracy, and attention to detail
- III. Good organisational skills
- IV. Diplomacy and tact to effectively communicate with senior-level officials and multiple stakeholders from diverse cultural and professional backgrounds;
- V. Good reporting writing skills
- VI. Supervision and managing skills
- VII. A problem-solving approach to work
- VIII. Computer literacy in MS Office packages

## **4. OTHER REQUIREMENTS FOR BOTH POSITIONS**

### **4.1 WORKING LANGUAGE REQUIREMENTS**

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

### **4.2 ELIGIBILITY FOR APPLICATION**

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

### **4.3 TERMS OF APPOINTMENT**

- **Type of contracts:** These posts are under the COMESA Court of Justice regular establishment and remuneration will be in accordance with the COMESA Court of Justice Conditions of Service for established Professional Staff.
- **Location of performance of the Contracts:** The temporary location will be Lusaka, Zambia until such a time that the Court can return to its Permanent Seat in Khartoum, Sudan. The successful applicant may, however, be required to undertake duty travel to COMESA Member States as may be deemed fit by the appointing authority.

- **Duration of appointments:** The successful applicants will be offered initial contracts of three (3) years. Subsequent contracts will be for durations of four (4) years depending on performance and subject to the Staff Rules and Regulations.
- **Final date for receipt of applications:** Applications **MUST** be submitted **through the Coordinating Ministries of the respective Member States** on the prescribed COMESA APPLICATION FORM which can be accessed at the following COMESA website: <https://www.comesa.int/comesa-job-application-forms/>, **COMESA Job Application Format.**

**Applications submitted directly to the COMESA Court of Justice will not be considered.**

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

Accordingly, COMESA Coordinating Ministries should send applications of not more than Five (5) candidates for each post to reach the email addresses below by **17 May 2024 at 17:00 hours Lusaka, Zambia time.**

[recruitment@comesacourt.org](mailto:recruitment@comesacourt.org) with copy to [nmbatia@comesacourt.org](mailto:nmbatia@comesacourt.org)

**Websites:** <http://www.comesa.int>; <http://www.comesacourt.org>