

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



CALL FOR APPLICATIONS FOR FOUR PROFESSIONAL POSITIONS – DIRECTOR LEGAL AND CORPORATE AFFAIRS; SENIOR PRIVATE SECTOR DEVELOPMENT OFFICER; SENIOR CUSTOMS AFFAIRS OFFICER; AND INTERNAL IT AUDITOR AT THE COMESA SECRETARIAT

The Common Market for Eastern and Southern Africa (COMESA) is a regional economic grouping made up of 21 Member States with an estimated population of 560 million people. COMESA was established in 1994 to succeed the Preferential Trade Area (PTA) for Eastern and Southern Africa that had been in existence since 1981. Recognized as one of the building blocs of the African Economic Community under the Abuja Treaty and the AU Constitutive Act, COMESA's principal focus is outward-oriented with the vision of promoting regional integration through trade development, investment promotion and sustainable utilization of natural resources for the mutual benefit of all the citizens of the region. More information can be obtained from the COMESA website www.comesa.int

Applications are invited from qualified and experienced professionals for the following positions

S/N	NAME OF VACANT POSTS	GRADE	NO. OF POSTS
1	Director Legal and Corporate Affairs	P5	1
2	Senior Private Sector Development Officer	P4	1
3	Senior Customs Affairs Officer	P4	1
4	Internal IT Auditor	P2	1

1. JOB DESCRIPTION ONE

JOB TITLE:	Director Legal and Corporate Affairs
GRADE:	P5
DIVISION:	Legal and Corporate Affairs
SALARY SCALE:	COM\$ 70,654 – COM\$ 83,375 per annum plus allowances
REPORTING TO:	Secretary General

A. KEY TASKS

Under the direction of the Secretary General, you shall perform the following functions:

- (a) You will be responsible for providing Legal Advisory Services to the Secretariat, Member States, COMESA Policy Organs including the Inter-governmental Committee, the Council of Ministers, the COMESA Authority and COMESA Institutions and Specialized Agencies;
- (b) Be responsible for supervising officers in the Legal and Cooperate Affairs Division, ensuring that targets and objectives are met.
- (c) Provide Legal advice to the Secretariat, Committees, Intergovernmental Committee, Council and Authority;
- (d) Provide Legal services to Member States;
- (e) Provide Legal services to COMESA Institutions and Specialized Agencies.);
- (f) Co-ordinate the implementation of the COMESA Services Liberalization Programme;
- (g) Represent or cause to represent COMESA in legal proceedings in causes for and against COMESA;
- (h) Design, prepare and Draft Legal Instruments;
- (i) Discharge depository functions of all Legal Instruments;
- (j) Scrutinize and Negotiate Agreements for COMESA;

- (k) Review and interpret implementation of Treaty Provisions and legislation;
- (l) Harmonize and prepare Common Market Legislation on Trade and Investment;
- (m) Draft legal instruments for COMESA;
- (n) Prepare and monitor implementation of New Legal Instruments; and
- (o) Perform any cognate activities which may be assigned by the Secretary General from time to time.

B. ACADEMIC QUALIFICATIONS

Minimum of Master's degree in Law, Trade Law from an internationally recognised University is required. A PhD degree in the relevant field will be an added advantage. The applicant should have a practising licence in any of the COMESA Member States with at least 15 years of legal practice.

C. PROFESSIONAL EXPERIENCE

At least fifteen (15) years of legal practice and experience at senior level in national government or international organization. Legal advisory experience in the COMESA region or a regional economic community will be an added advantage.

2. JOB DESCRIPTION TWO

JOB TITLE:	Senior Private Sector Development Officer
GRADE:	P4
DIVISION:	Industry & Agriculture
SALARY SCALE:	COM\$ 58,731 – COM\$ 70,654 per annum plus allowances
REPORTING TO:	Director, Industry and Agriculture

A. KEY TASKS Under the direct supervision of the Director Industry and Agriculture, and overall supervision of the Assistant Secretary General (Programmes), you shall perform the following duties:

- (a) Assist in implementing the provision of the COMESA Treaty and Protocols relating to private sector development in the productive economic sectors;

- (b) Work with relevant representatives of the private sector business community in promoting the regional integration agenda related to industrialisation & private sector development;
- (c) Liaise with the Centre for Industrial Development (COI) on the promotion of joint ventures between foreign and COMESA investors;
- (d) Develop a network between national chambers of commerce, the COMESA Business Council (CBC) and relevant organisations in Europe, Asia and USA (including the Corporate Council on Africa) that will allow regional businesses to attract investment into their businesses, facilitate technological transfer and sharing of information;
- (e) Collaborate with COMESA Business Council to establish a network of national chambers in the region and relevant business chamber in Europe, Asia, America and Caribbean Regions to promote COMESA as one investment area, facilitate peer to peer learning and transfer of technology;
- (f) Facilitate dialogues between private sector operation and financial institutions to facilitate access to finance that enable business expansion and diversification;
- (g) Assisting in the co-ordination and exchange of experiences, best practices and other business promotion mechanisms among private sector development agencies and Member States;
- (h) Facilitate platforms of dialogue between governments and private sectors;
- (i) Assist national governments to develop national industrial policies in line with regional industrial policies;
- (j) Working with Member States to implement adopted regional industrial policies;
- (k) Assist in harmonising policies on standards, quality, metrology and testing;
- (l) Assist in the promotion of national and cross border business linkages between large and small business enterprises;
- (m) Assist Member States and the private sector in mobilising resources needed for promoting regional industrialisation;
- (n) Assist Member States to establish and expand on regional value chains based on comparative advantage;
- (o) Work with Member States on industrial sector analysis to promote integrated regional manufacturing; and

- (p) Perform any other duties that may be assigned to him/her by the Director of Industry and Agriculture or the Assistant Secretary General (Programmes) from time to time.

B. ACADEMIC QUALIFICATIONS

Minimum of a Master's degree in Business Management, Industrial Development, Economics, Management, Law, International Trade and International Relations from an internationally recognised University. A Phd in the relevant fields will be an added advantage.

C. PROFESSIONAL EXPERIENCE

A minimum of ten (10) years' experience in industrial development and private sector development & promotion at national or international level, with proven skills of negotiation and resource mobilisation. Knowledge of COMES region is desirable.

3. JOB DESCRIPTION THREE

JOB TITLE:	Senior Customs Affairs Officer
GRADE:	P4
DIVISION:	Trade and Customs
SALARY SCALE:	COM\$ 58,731 – COM\$ 70,654 per annum plus allowances
REPORTING TO:	Director, Trade and Customs

A. KEY TASKS

Under the direct supervision of the Director of Trade and Customs and overall supervision of the Assistant Secretary General (Programmes), you shall perform the following duties

- (a) Provide substantive support for planning, implementation, coordination, supervising and evaluation of the implementation of projects and programs in COMESA Customs Cooperation, Customs laws and Procedures, Non-Tariff Barriers, Customs Reforms and Modernization, Customs Capacity Building, Free Trade Area and Customs Union as well as Trade facilitation and Regional Integration;

- (b) Assist in preparing and implementing a comprehensive implementation programmes and action plans with respect to customs cooperation and trade facilitation matters in accordance to the COMESA Treaty and related legal instruments that include Protocol on Transit Trade and Transit Facilities, Customs Management Regulations (CMRs), Common Tariff Nomenclature (CTN), Protocol on Rules of Origin, Common External Tariff (CET) and Regulations on NTBs to ensure that there is uniform and efficient implementation of the Treaty by all Member States;
- (a) Prepare Terms of Reference and related dossiers relating to consultancy services and assist in the supervision of consultants based on the procedures and values of the COMESA;
- (b) Follow up, prepare operational and progress reports and make recommendations on simplification, standardization, harmonization, automation and digitization of trade documents, customs regulations and procedures with an aim at achieving improvement of customs cooperation and trade facilitation among the member states in accordance to the provisions of the Treaty as well as based on international standards and best practices;
- (c) Provide adequate technical assistance and advise in developing/upgrading, adopting, monitoring and promoting the implementation of COMESA Digital FTA instruments that include customs management systems, trade information portal, electronic cargo tracking system, single window system, electronic certificate of origin system (eCO), e-commerce, regional payment and settlement system (REPSS), Regional Customs Bond Guarantee Scheme (RCTG-CARNET), online NTB monitoring, reporting and resolution mechanism and smart coordinated border management systems and technologies with view to improving facilitation and security of trade supply chain in the region;
- (d) Provide adequate technical support or advice regarding the interpretation and implementation of the Protocol on Rules of Origin and electronic Certificate of Origin as well as uniform application of tariff classification and valuation where this is required by a member State and assisting in the settlement of disputes as and when they arise;
- (e) Assist in studies to review the COMESA Rules of Origin and its implementation instruments and coordinating in the drafting of the revised Rules of Origin and Regulations as well as Procedures Manual on the implementation of the Protocol;
- (f) Work closely with member States and consultants as well as World Customs Organization (WCO) in updating the CTN/CET based on the latest edition of the WCO Harmonized Commodity Description and Coding System (HS) in order to ensure implementation and maintaining of a full-fledged CET;

- (g) Collect, compile and disseminate Customs Tariff Compendium for all Member States to assist to compare national and COMESA tariff rates and inform the business community of the applicable tariff regime in the region;
- (h) Work closely with the Member States and the UNCTAD in the development, implementation and maintenance of the Customs Automation Regional Support Centre (CARSC) at the Headquarters of the Secretariat with view to providing sustainable assistance to the Member States to design, standardize and adopt their customs management systems, trade documents and the information required to be contained in such documents in accordance with internationally accepted standards, practices and guidelines, and taking into account their possible use in computer and other automatic customs data programming systems;
- (i) Prepare and deliver capacity building training programmes on customs and trade facilitation matters to public and private officials of the Member States, in consultation with the cooperating partners and the Member States. These include developing and delivering regional training materials and e-learning platform in the prioritized topics of customs and trade facilitation.
- (j) Assist in undertaking study and make recommendations to adopt common procedures for the establishment and operation of one stop border post (OSBP), Customs interconnectivity and exchange of information, dry ports, free zones and ports, customs supervised factories and export drawbacks in accordance with the provisions of the Treaty and the CMRs;
- (k) Undertake studies and make recommendations on comparative customs administrations and practices including customs duties, taxes and other charges, restrictions or prohibitions and customs procedures and systems in COMESA member States with view to sharing information and best practices among the Member States and improve their implementation in accordance to the provisions of the Treaty;
- (l) Assist and service the Secretariat in organizing regional technical meetings and preparing background documents for the meetings that include Trade and Customs Committee, Heads of Customs Sub-Committee, Trade and Trade Facilitation Sub-Committee and other related meetings and workshops at regional and national levels;
- (m) Develop and enhance cooperation and relations with member states, other organisations and co-operating partners focusing on customs and trade facilitation affairs, in the context of realizing regional integration objectives of objectives of the treaty;

- (n) Assist in monitoring and keep under constant review the implementation of co-operation programmes in the region with respect to implementation of customs affairs and trade facilitation based on the Treaty; and
- (q) Perform any other duties that may be assigned to him/her by the Director of Trade and Customs or the Assistant Secretary General (Programmes) from time to time.

B. ACADEMIC QUALIFICATIONS

Minimum of master's degree in Customs Administration, Economics, Trade law, Commerce or Business Administration from an internationally recognised University is required. Specialisation in trade and customs matters is desirable. A PhD degree in Economics would be an added advantage.

C. PROFESSIONAL EXPERIENCE

At least ten (10) years of practical experience in the field of Customs administration of a Member States, regional or international organization.

Proven knowledge and understanding of theories, concepts and approaches relevant to Customs matters. Knowledge of the COMESA Treaty, Custom regulations, rules of origin, trade facilitation instruments will be an added advantage

Proficiency in computer applications with hands-on skills in a customs automation management systems and other related systems is desirable.

Ability to develop, implement and report an individual action plan for achieving specific work goals.

Good interpersonal and communication skills

4. JOB DESCRIPTION FOR POST FOUR

JOB TITLE:	Internal IT Auditor
GRADE:	P2
SALARY SCALE:	COM\$ 39,743 – COM\$ 50,076 per annum plus allowances
DIVISION:	Internal Audit
DUTY STATION:	COMESA Secretariat, Lusaka

REPORT TO: Chief Internal Auditor.

A. KEY TASKS

Under the supervision of the Chief Internal Auditor, the IT Internal Auditor shall perform the following duties:

General Duties

- (a) The IT Internal Auditor shall be responsible for evaluating the effectiveness of the organization's IT controls and risk management structures in operations, systems, policies, strategies and practices for the achievement of the organizational objectives. He/she shall equally evaluate the impact of financial and business practices and controls on IT resources.
- (b) The IT Auditor shall also evaluate the effectiveness of the security of records and data. He/she shall carry out consultations with IT and business owners on IT controls to be deployed in new IT Projects.

Specific Duties

- (a) Plan and conduct the following reviews: IT security; IT governance; and IT general and application controls;
- (b) Assess existence, efficiency, and effectiveness of the IT control environment by directing control/process optimization;
- (c) Review IT policies and procedures; perform evaluation of control design; and carry out assessment of the effectiveness of internal controls concerning IT processes and systems;
- (d) Add value to and improve the efficiency and effectiveness of the IT audits by leading best practices for standards and procedures;
- (e) Keep abreast of emerging technologies within the IT environment and help in developing audit strategies to counter risks that might be associated with the application of such technologies;
- (f) Support system and financial audit teams in achieving internal process improvement in non-IT areas; and
- (g) Perform any other duties that may be assigned by the Chief Internal Auditor.

B. ACADEMIC QUALIFICATIONS

A minimum of a Bachelor's degree in Computer Science, Management Information System, or in other related discipline. Certifications such as CISA or CISSP.

C. PROFESSIONAL EXPERIENCE

At least five years' practical experience in IT Audits.

- (a) Proficiency in the requirements of the International Professional Practices Framework for Internal Auditing;
- (b) Strong analytical skills and ability to effectively prioritize and coordinate multiple deliverables simultaneously;
- (c) Strong ability to work effectively in a team and to communicate with both external and internal stakeholders; and
- (d) Ability to work independently to produce desired results.

5. WORKING LANGUAGE REQUIREMENT FOR THE POSITIONS

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

6. ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country and in accordance with Rule 18(2) of the COMESA Staff Rules and Regulations, must not be more than 55 years of age at the time of submitting the application.

7. 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: <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.**

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH EMAIL AND ALSO IN HARD COPIES

Accordingly, short-listed candidates by the Coordinating Ministries should reach the address below by the **21st August 2020** at least by 18.00 hours Lusaka time.

The Director of Human Resources and Administration
Common Market for Eastern and Southern Africa
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