

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



**CALL FOR APPLICATIONS FOR ONE PROFESSIONAL POSITION – DIRECTOR  
BUDGET AND FINANCE 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](http://www.comesa.int).

Applications are invited from qualified and experienced professionals for the following position:

<b>S/N</b>	<b>NAME OF VACANT POSTS</b>	<b>GRADE</b>	<b>NO. OF POSTS</b>
1	Director Budget and Finance	P5	1

**1. JOB DESCRIPTION ONE**

**JOB TITLE:** Director, Budget and Finance

**GRADE:** P5

**DIVISION:** Budget and Finance

**SALARY SCALE:** COM\$ 70,654 - COM\$83,375 per annum plus allowances

**REPORT TO:** The Assistant Secretary General (Administration and Finance)

## **PURPOSE OF THE JOB**

Under the direct supervision of the Assistant Secretary (Administration and Finance) and the overall supervision of the Secretary General, the Director of Budget and Finance will provide the financial support services required by the Secretariat. He/she will play a leadership and advisory role in the overall financial management of the Secretariat's resources and its various programmes and projects in order to facilitate the achievements of its objectives.

### **A. Key Tasks**

- (a) You will be the custodian of all the COMESA Secretariat Finances, both Regular and Extra-budgetary;
- (b) In accordance with the highest standards of corporate governance, provide an overall supervision and guidance and expedite action on the Secretariat financial and material resources in line with the Financial Rules and Regulations and other relevant established procedures and practices;
- (c) Advise on the required structural changes and adjustments in order to improve the financial management systems as well as the methods of work and procedures established in the secretariat;
- (d) Be responsible for providing leadership, direction, guidance and advice in all financial matters to ensure that all the Divisions operate within the Financial Rules and Regulations;
- (e) Prepare annual budgets of the Secretariat including the monthly management accounts;
- (f) Prepare programme budget proposals for the Secretariat and ensure their timely and effective implementation;
- (g) Manage the basket of cooperating partner funding and ensure that they are applied for purposes intended and appropriate reports are submitted as required;
- (h) Service meetings of the Secretariat's relevant policy-making organs and provide them with all the information and advice required;
- (i) Develop sound business relations with business partners such as banks, external auditors etc;
- (j) Be responsible for supervising officers in the Budget and Finance Division, ensuring that targets and objects are met;
- (k) Recruit, develop, supervise and motivate staff of the Budget and Finance Division in collaboration with the Human Resources of the Secretariat so that they deliver the mandate of the Division; and
- (l) Perform any other duties as may be assigned from time to time.

**B. EDUCATION:**

Member of ACCA or CIMA Professional Accountancy body and a holder of a Masters degree in Finance or Accounting or Business Administration. A PhD qualification in the relevant field will be an added advantage.

**C. EXPERIENCE:**

A minimum of fifteen (15) years of relevant experience including ten (10) years in senior management position in the field of Finance, Auditing, Accounting and Management in national, regional or International Organisations or in a Public or Private Corporation.

**5. WORKING LANGUAGE REQUIREMENT FOR THE POSITION**

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  
COMESA Centre,  
Ben Bella Road,  
P.O Box 30051,  
**Lusaka**  
Zambia  
Email: [recruitment@comesa.int](mailto:recruitment@comesa.int)