

# COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHÉ COMMUN DE  
L'AFRIQUE ORIENTALE  
ET AUSTRALE

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السوق المشتركة  
للشرق والجنوب الأفريقي

COMESA Centre  
Ben Bella Road  
P O Box 30051  
LUSAKA 10101

Ref: CH/HR/16/06/25/AM

Date: 17<sup>th</sup> June 2025

## VACANCY ANNOUNCEMENT FOR A REGULAR ESTABLISHED PROFESSIONAL

*Zambian*

## POSITION

### 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 position of **Legal Affairs Officer (P3)**.

### 2. JOB DESCRIPTION

Job Title	:	Legal Affairs Officer
Grade	:	P3
DIVISION	:	Legal and Corporate Affairs
DUTY STATION	:	Lusaka, Zambia
Basic Salary Scale	:	COM\$ 55,861.08 – COM\$ 68,658.91 per annum.
Report to	:	Director of Legal and Corporate Affairs

#### A. PURPOSE OF THE JOB

To support the Director of Legal and Corporate Affairs/Legal Counsel in the provision of legal advisory and other support services to the organs of the Common Market, Member States, Institutions and specialized Agencies of COMESA, the office of COMESA Secretary General and the COMESA Secretariat



## B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Director Legal and Corporate Affairs/Legal Counsel and the overall supervision of the Secretary General, the incumbent of the post shall, *inter alia*, support the Legal Counsel to perform the following duties:

- i. Provide legal advisory services on institutional and corporate legal issues arising from the interpretation and application of COMESA Treaty, Protocols, Charters, and related legal instruments governing the work of COMESA;
- ii. Review, negotiate, and prepare contracts for the acquisition of goods and services for the Secretariat and selected institutions of COMESA, including consulting and professional services, intellectual property rights, technology and other products, in accordance with COMESA Procurement Rules and Financial Regulations and provide legal advice and opinions on issues arising out of such activities;
- iii. Prepare legal documents for litigation, arbitration, alternative dispute resolution and other administrative proceedings including internal administrative review and appeal and tribunal proceedings and other matters in which COMESA or its institutions are a party or may have an interest;
- iv. Provide legal support services in the negotiation and finalization of legal instruments including drafting of legislative instruments of COMESA under the authority of Article 10 of the Treaty;
- v. Provide legal support services in dealing with administrative and human resources management matters of the Secretariat and selected Institutions, including the drafting, reviewing and amending of all contracts and legal documents and issuance of legal opinions on all legal questions relating to administrative and personnel matters;
- vi. Provide legal services to the Secretariat including certification or notarization of copies of legal documents';
- vii. Manage the Legal Depository;
- viii. Coordinate the implementation of the COMESA Migration Program;
- ix. Coordinate the COMESA Intellectual Property Rights Programme; and



- x. Undertake any other related tasks that may be assigned by his/her superiors from time to time.

### C. MINIMUM ACADEMIC QUALIFICATIONS

A bachelor's degree in International Trade Law or Commercial Law or its equivalent. A post graduate degree will be an added advantage. Admission to the Bar of a Member State and licence to practice law is a must.

### D. PROFESSIONAL EXPERIENCE

Minimum of eight (8) years of post-admission to the Bar and professional legal practicing experience

### E. SPECIALIZED KNOWLEDGE

- i. Proven track record in Litigation;
- ii. Demonstrable experience in legislative drafting;
- iii. Strong legal analytical skills; and
- iv. Excellent communication, presentation, negotiations and research skills.

## 3. WORKING LANGUAGE REQUIREMENT FOR THE POSITION

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

## 4. ELIGIBILITY FOR APPLICATION

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

## 5. 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.*

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

All applications must reach the Coordinating Ministry by **18<sup>th</sup> July 2025**.

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

Short-listed candidates by the Coordinating Ministries should reach the address below by **1<sup>st</sup> August 2025** 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 : [Prof.Recruitment@comesa.int](mailto:Prof.Recruitment@comesa.int)