

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



**CALL FOR APPLICATIONS FOR TWO PROFESSIONAL POSITIONS - DIRECTOR  
TRADE AND CUSTOMS AND DIRECTOR INDUSTRY AND AGRICULTURE AT  
COMESA SECRETARIAT.**

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. 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 for the following position:

<b>S/N</b>	<b>NAME OF VACANT POST</b>	<b>GRADE</b>	<b>NO. OF POSTS</b>
1	Director Trade and Customs	P5	1
2	Director Industry and Agriculture	P5	1

**1.0 JOB DESCRIPTION 1**

<b>JOB TITLE:</b>	<b>Director Trade and Customs</b>
<b>GRADE:</b>	P5
<b>DIVISION:</b>	Trade and Customs
<b>SALARY SCALE:</b>	COM\$ 70,654 – COM\$ 83,375 per annum plus allowances.
<b>REPORTING TO:</b>	Assistant Secretary General Programmes

**2.0. FUNCTIONS**

Under the direct supervision of the Assistant Secretary General (Programmes) and the overall supervision of the Secretary General, you shall perform the following functions:

## **KEY TASKS**

- (a) You will be the focal point of the Division responsible for providing leadership, direction and ultimately coordinating all activities of the Trade and Customs Division;
- (b) Promote partnerships with International and Regional Institutions and other stakeholders for effective implementation of trade arrangements and related programmes; and
- (c) Be responsible for supervising officers in the Trade and Customs Division, ensuring that targets and objectives are met.

## **DUTIES AND RESPONSIBILITIES**

- (a) Co-ordinate the implementation of the Customs Union with a Common External Tariff, Free Circulation of Goods and Revenue Sharing;
- (b) Co-ordinate the consolidation of the Free Trade Area, with the elimination of non-tariff barriers for the successful implementation of the Customs Union;
- (c) Co-ordinate and monitor customs systems and procedures aimed at facilitating the movement of goods across borders, including the implementation of a Common Customs Regulation and Common Tariff Nomenclature;
- (d) Co-ordinate the implementation of the COMESA Services Liberalization Programme;
- (e) Assist the Secretariat in co-ordinating and promoting joint programmes with other Regional Economic Communities (RECs);
- (f) Assist the Secretariat in negotiating trading arrangements with other economic groupings or countries;
- (g) Provide advice on World Trade Organization negotiations;
- (h) Supervise the administrative structure for managing the Customs Union;
- (i) Provide overall guidance and technical inputs into activities of the Division;
- (j) Ensure timely preparation of annual work plans in close collaboration with other Divisions of the Secretariat;

- (k) Provide technical support to the business community on trade policies, trade strategies and practices as well as market access in COMESA and in the global economy;
- (l) Co-ordinate and facilitate preparation of project documents for donor support;
- (m) Co-ordinate timely and quality preparation of reports on implementation of programmes;
- (n) Provide managerial and methodological support to the Division;
- (o) Design training programmes for the Division with assistance from the Human Resources Department;
- (p) Supervise technical studies undertaken in the Division; and
- (q) Perform any cognate activities which may be assigned to you by the Secretary General or the Assistant Secretary General (Programmes) from time to time.

### **3.0 ACADEMIC QUALIFICATIONS**

A minimum of a master's degree in international trade, commerce or business administration with adequate knowledge of monetary economics. with good communication skills and inter personal relations

### **4.0 PROFESSIONAL EXPERIENCE**

10 years minimum experience in international trade and economic related areas with proven track record of management

### **5.0 JOB DESCRIPTION 2**

<b>JOB TITLE:</b>	<b>Director Industry and Agriculture</b>
<b>GRADE:</b>	P5
<b>DIVISION:</b>	<b>Industry and Agriculture</b>
<b>SALARY SCALE:</b>	COM\$ 70,654 – COM\$ 83,375 per annum plus allowances.
<b>REPORTING TO:</b>	Assistant Secretary General Programmes

## **6.0 FUNCTIONS**

Under the direct supervision of the Assistant Secretary General (Programmes) and general direction of the Secretary General you will perform the following functions:

### **KEY TASKS**

- (i) Firstly, to enhance productive capacities across economic sectors of the region by mobilizing domestic and foreign investments;
- (ii) Secondly to promote competitiveness of regional products and services through effective participation of the private sector.

### **DUTIES AND RESPONSIBILITIES**

- (i) Appraise staff within the Division;
- (ii) Prepare guidelines for the creation of an enabling environment for private sector investment;
- (iii) Promote and advocate environmental measures for entrepreneurship and private sector development;
- (iv) Promote regional value-chains and agribusiness for increasing added value to raw materials in the region;
- (v) Promote initiatives and mechanisms to facilitate small-and Medium scale industries including sub-contracting and other partnership relations between larger and smaller firms;
- (vi) Mobilise resources for the implementation of projects in agriculture, industry, mining and services sectors;
- (vii) Promote and advocate the effective participation of women and youth in business activities;
- (viii) Promote, advocate and conduct agricultural programmes on agro-industry, mining beneficiation and other defined priority sectors;
- (ix) Develop or initiate platforms to link up domestic with foreign investors;
- (x) Promote and conduct analysis of productivity in agriculture, industry, mining and the services sector;
- (xi) Take day to day decisions on personnel matters in the Division;

- (xii) Design training programme for the division with assistance from the Personnel Division; and
- (xiii) Carry out any other related duties that may be assigned to you by the Assistant Secretary General (Programmes) or the Secretary General from time to time.

## **7.0 ACADEMIC QUALIFICATIONS**

Post graduate degree - in Economics, Social and Economic Law, MSc Development Studies or Business Administration

## **8.0 PROFESSIONAL EXPERIENCE**

10 years' experience in working on industrial and agricultural development with a strong private sector background in a leadership role. Engagement with Development Partners (such as UNIDO and FAO) in dealing industrial and agricultural development would be an added advantage.

## **9.0 WORKING LANGUAGE REQUIREMENTS 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.

## **10.0 ELIGIBILITY FOR APPLICATION**

Applicants must be citizens of a COMESA Member country and not more than 56 years of age at the time of submitting the application.

## **11.0 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 **7<sup>th</sup> October 2019** 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)