

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



**CALL FOR APPLICATIONS FOR THE POSTS OF DIRECTOR BUDGET AND  
FINANCE, DIRECTOR INFRASTRUCTURE AND LOGISTICS, AND TRANSLATOR  
ENGLISH INTO FRENCH AT COMESA SECRETARIAT**

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of 19 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 Professional posts:

<b>S/N</b>	<b>NAME OF VACANT POST</b>	<b>GRADE</b>	<b>NO. OF POSTS</b>
1.	Director, Budget and Finance	P5	1
2	Director, Infrastructure and Logistics	P5	1
3	Translator, English into French	P3	1

Below are the requirements of the posts (job description and job specification):

**1. JOB DESCRIPTION POST ONE**

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

**GRADE:** P5

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

**DIVISION:** Budget and Finance

**DUTY STATION:** Lusaka

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

**PURPOSE OF THE JOB**

Under the direct supervision of the Assistant Secretary General (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.

**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.

**EDUCATION:**

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

**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.

**JOB DESCRIPTION POST TWO**

<b>TITLE:</b>	<b>Director, Infrastructure and Logistics</b>
<b>GRADE:</b>	P5
<b>SALARY SCALE:</b>	COM\$ 70,654 - COM\$83,375 per annum plus allowances
<b>DIVISION:</b>	Infrastructure and Logistics
<b>DUTY STATION:</b>	Lusaka
<b>REPORT TO :</b>	The Assistant Secretary General (Programmes)

**PURPOSE OF THE JOB**

Effectively address constraints related to improvement of infrastructure and logistics services within the region in order to foster physical regional connectivity and integration as well as enhance competitiveness.

**Key Tasks**

- a) Design and formulate policies and plans for infrastructure development.
- b) Set targets, standards and measurement instruments for infrastructure development plans.
- c) Undertake the day to day co-ordination and implementation of the agreed and set plans.
- d) Initiate and coordinate infrastructure programmes with member States.

- e) Act as secretary to all meetings concerning infrastructural development. Initiate, prepare and co-ordinate the preparation of projects for donor funding. Prepare budget and work programme for the division.
- f) Training of all divisional staff in liaison with the Director of Administration.  
Appraisal of staff within the division in the Division.
- g) Any other related duties that may be assigned from time to time.

### **EDUCATION:**

A minimum of a Post graduate degree in Economics or Engineering.

### **EXPERIENCE:**

A minimum of fifteen (15) years of relevant experience including ten (10) years in the management of infrastructure and special strengths in at least one infrastructural field e.g. Transport, Telecommunications and or utility economics models.

### **JOB DESCRIPTION POST THREE**

**JOB TITLE:** Translator, English into French

**GRADE:** P3

**SALARY SCALE:** COM\$ 48,575 – COM\$ 59,703 per annum plus allowances

**DIVISION:** Human Resources and Administration

**REPORTING TO:** Chief of Conference Services

### **PURPOSE OF THE JOB**

Under the direct supervision of the Chief of Conference Services, and the overall supervision of the Director Human Resources and Administration, you shall facilitate communication between anglophones and francophones through the medium of translation and inter alia perform the following:

#### **Key Tasks**

- a) Translating working papers for meetings for all divisions in the Secretariat, reports, letters and other documents from English into French;
- b) Proofreading and revise all documents which have been translated;

- c) Checking and revising all documents translated by freelance translators hired by COMESA; and
- d) Any other related duties that may be assigned by his/her superiors from time to time.

**EDUCATION:**

A minimum of Bachelors degree in linguistics or equivalent professional qualification in translation. A Postgraduate degree in linguistics would be an added advantage.

**EXPERIENCE**

At least eight (8) years experience in translation at international level.

**FOR ALL POSTS:**

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

**ELIGIBILITY FOR APPLICATION:** Applicants must be citizens of COMESA Member States.

**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 on the COMESA website: <http://www.comesa.int/>

**Applications submitted directly to the Secretariat will not be considered and only short-listed candidates will be contacted.**

Accordingly, short-listing reports from the Coordinating Ministries, attaching all the relevant documents of the successful candidates should reach the address below by 24<sup>th</sup> June, 2016.

The Secretary General  
Common Market for Eastern and Southern Africa  
COMESA Centre,  
Ben Bella Road,  
P.O Box 30051,  
**Lusaka**  
Zambia  
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