



COMESA Competition Commission  
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Common Market for Eastern  
and Southern Africa

Ref.: CCC/MS/UG/08/06/2017

Date: 16<sup>th</sup> August 2017

To: **AMBASSADOR JULIUS B. ONEN,**  
Permanent Secretary,  
Ministry of Trade, Industry and Cooperatives,  
P.O. Box 7103,  
Kampala,  
**UGANDA**

**RECRUITMENT FOR TWO (2) PROFESSIONAL POSTS (P3) AT THE COMESA  
COMPETITION COMMISSION, MALAWI: SENIOR LEGAL OFFICER AND  
SENIOR HUMAN RESOURCES AND ADMINISTRATION OFFICER.**

I have the honour to inform you that the Board of the COMESA Competition Commission ("the Commission"), approved the recruitment of the following two (Professional) posts tenable at the Commission's offices in Lilongwe.

S/N	NAME OF POST	GRADE	NO. OF POSTS
1.	Senior Legal Officer	P3	1
2.	Senior Human Resource and Administration Officer	P3	1

The indents for the adverts for the posts are attached hereto as Annexes. Please note that the Commission is an equal opportunities employer and you are kindly requested to encourage female candidates to apply.

Pursuant to Rule 20 of the COMESA Secretariat Staff Rules and Regulations and Council's decision in March 2003, "Member States shall advertise the vacancies in their local newspapers through the Public Service System and bear the cost of advertisement of the posts in their countries."

Further, Council, at their Twenty Third meeting in Nairobi in May 2007, decided that Member States should take the responsibility of ensuring that all approved posts are advertised extensively in their local media and that applications received are screened and short-listed on the basis of the established criteria for the advertised vacant professional posts.

The Commission will also place the adverts on its website: [www.comesacompetition.org](http://www.comesacompetition.org), although applications will still be required to be submitted through the Coordinating Ministries of the Member States.

The adverts should indicate that applications submitted directly to the Commission will not be considered and that only candidates short-listed by the Ministry will be considered.

Attached, please find the COMESA Secretariat Application Form for Employment which should be filled by those who wish to apply for the above mentioned posts. Those whose applications do not include the completed approved form will not be considered.

The recruitment process for the above posts will be as follows:

	<b>ACTION</b>	<b>DATE</b>
1.	Member States informed by Commission of the vacancies and invited to advertise	16 <sup>th</sup> August ,2017
2.	Member States advertise the posts in their local media	28 <sup>th</sup> August 2017
3.	Deadline for Submission of Applications to Coordinating Ministry	29 <sup>th</sup> September 2017
4.	Member States submit a maximum of five names of candidates for each post to the COMESA Competition Commission	13 <sup>th</sup> October 2017
5.	Short-listing by Selection Panel or Professional Recruitment firm	25 <sup>th</sup> October 2017
6.	Candidates invited for interviews	8 <sup>th</sup> November 2017
7.	Interviews in Lilongwe, Malawi	20 <sup>th</sup> November 2017

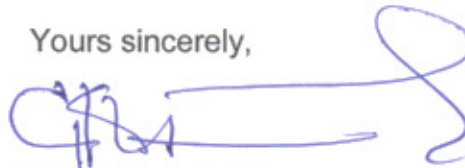
Please note that the closing date for the submission of short-listed candidates by Member States to the Commission is Friday, 15<sup>th</sup> September, 2017 and you are requested to forward the following by the closing date:

- (a) The names of only five nationally short listed candidates for each post. The candidates should meet the minimum educational qualifications and the minimum years of experience required by the post as outlined in the job description.
- (b) The applications of the short-listed candidates, accompanied by certified copies of their educational testimonials and the duly completed application forms; and
- (c) Transcripts for short-listed candidates, showing the courses and grades attained at both under-graduate and graduate level.

(d) A short listing report

Please confirm receipt of this communication at your earliest convenience to our Senior Administrative Assistant Ms Angela Minika on Email [aminika@comesa.int](mailto:aminika@comesa.int) or [angelaminika@hotmail.com](mailto:angelaminika@hotmail.com).

Yours sincerely,



George K. Lipimile  
**Director & Chief Executive Officer**

C.C.: **MR. CLEOPAS NDORERE KACHETERO**,  
Principal Commercial Officer/COMESA Desk Officer,  
Ministry of Trade, Industry and Cooperatives,  
P.O. Box 7103,  
Kampala,