



COMESA Institutional Capacity Building Programme (ICBP)

CALL FOR APPLICATIONS

PROGRAMME BACKGROUND

The Common Market for Eastern and Southern Africa (COMESA) Secretariat and the European Union (EU) have signed a Financing Agreement amounting to €7million for the COMESA Institutional Capacity Building Programme (ICBP).

The ICBP is a five (5) year programme that aims to enhance effectiveness and efficiency of COMESA Secretariat in implementation of regional cooperation projects and engagement with its stakeholders. The overall objective of the programme is **to deepen regional integration in the COMESA region**. The activities under the programme will focus on the areas identified as most critical as a result of the institutional capacity assessment study carried out to inform the preparation of this action.

The program integrates four key result areas which will be implemented with sub result areas as follows:

Result 1: Improved monitoring and evaluation capacities for implementation of regional commitments at regional and national level, including in terms of gender mainstreaming.

Result 2: Improved COMESA financial, audit and internal control processes in line with international standards and with the recommendations expected from the anticipated 9 pillar assessment.

Sub result 2.1: Procurement processes strengthened/ improved:

Sub result 2.2. Financial management strengthened/ improved.

Sub result 2.3: Audits and internal control systems Strengthened/improved.

Result 3: Strengthened ability to produce and disseminate regional statistics in line with the COMESA Statistics Strategy ensuring harmonisation and gender responsiveness.

Result 4: Strengthened partnership, dialogue, and communication on COMESA regional integration policies with COMESA Member States, COMESA institutions, key public and private stakeholders as well as with the EU and its Member States

Sub result area 4.1: Communication and visibility

Sub result area 4.2: Ensure partnership and multi-stakeholder dialogue.

The ultimate beneficiaries of this action are the citizens of the COMESA region. The COMESA Secretariat is the direct beneficiary of the EU support through this action. Other stakeholders

which will benefit and will be involved in a more effective Secretariat resulting from this action such as the COMESA Member States, which are responsible for domestication and implementation of regional policies and programmes; Member States sectorial ministries such as ministries of economy, trade, finance, commerce and industry, SMEs, tourism, youth, employment and gender, COMESA institutions, service providers, such as cross-border transporters and clearing and forwarding agencies, port and maritime authorities in the transport and logistics industry; business and professional associations, research institutes, universities and other academia and Civil Society Organisations representing the young, women and groups of people living in vulnerable situations who are expected to engage in dialogue/partnership with COMESA, among others.

PROGRAMME IMPLEMENTATION

An umbrella EDF Management Unit based at the COMESA Secretariat, under the responsibility of the Assistant Secretaries General for Programmes and Finance and Administration will oversee the implementation of the EDF funded Institutional Capacity Building Programme at the Secretariat.

The following staff as described in the job descriptions below will be engaged and supported by short-term experts where needed.

The positions will be filled pending funding from the European Union:

1. JOB DESCRIPTION POST ONE

JOB TITLE : Organisational Development Expert/Advisor
GRADE : Professional Level (P4)
SALARY : EURO 89,652 p.a- all inclusive
PROGRAMME : 11 EDF COMESA Institutional Capacity Building Programme
DUTY STATION : COMESA Secretariat, Lusaka, Zambia

CONTRACT DURATION: From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2027.

REPORTING TO : Assistant Secretary General Finance and Administration

1.1 SCOPE OF WORK

COMESA Secretariat engaged the services of African Capacity Building Foundation (ACBF) to reengineer its business processes. ACBF identified and mapped all current processes with a view of reengineering them to achieve business efficiencies. The processes were reengineered and mapped to enhance synergies, avoid duplications, and increase efficiencies through automation. ACBF also designed an action plan for implementation of the desired changes. The organisational development Expert/Advisor will therefore be responsible for driving the implementation of the action plan together with the required change management plans. The Expert will undertake end to end process reviews and build cross functional competencies. He/she will track **change management** deliverables to enable impacted users to successfully transition from their current state to the desirable future state. The primary objective of this support is to implement the reengineered processes, create and implement change management strategies and plans that maximize employee adoption for sustainability of the reengineered processes.

1.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

The specific responsibilities include:

Business Process Re-engineering

- i. Coordinate the implementation of new business processes through detailed design and documentation of the new workflows, support IT in the automation of the redesigned processes and monitor these processes to ensure they are effective.
 - a. Prepare and document detailed workflows of the reengineered processes.
 - b. Test the effectiveness and consult consistently to update and further improve solutions.
 - c. Monitor changes in service delivery arising from the reengineered processes.
- ii. Facilitation and support to re-engineering and mapping of business processes for the organisation
- iii. Develop work strategies, perform research of the secretariat based on the reengineered processes and determine the issues and implement new technologies into the workplace to create automated and efficient processes. Formulated in a manner that ensures implementation of new business processes.
- iv. Coordinate implementation of cost-effective strategies for effective business processes

- v. Establish inter departmental service level agreements based on standard operating procedures and implement processes for measuring efficiency and effectiveness of the BPR process.

Digital transformation

- i. Track metrics to discover areas for improvement and monitor upgrades.
- ii. Communicates findings and proposals to executive management.
- iii. Utilizes process simulation software to test and find the most appropriate production strategies.
- iv. Collect and collate data on performance of business processes.
- v. Provides thorough instructions (through various change management training and knowledge transfer skills) for successful implementation of process changes.
- vi. Conducts risk assessments.

Change Management

- vii. Provide quality services and advice provided to the organisation on all elements of change management following the corporate change management methodology that is based on adopted standards.
- viii. Codification of best practices to be incorporated into the 'Toolkit for Managing Change' and in engagement preparation materials, such as PowerPoint presentations, participatory exercises, analysis tools and skills for the organisation.
- ix. Optimizes productivity by further designing, implementing, and testing new procedures.
- x. Ensure Quality change management services to the secretariat, following up and monitoring realignment exercises.
- xi. Assembles reports to document process status and changes.
- xii. Perform other duties as assigned by supervisor.

1.3 ACADEMIC REQUIREMENTS

- i. At least a Master's Degree in either Business Organisation and HR Management, Business Administration and Human Resources, Management, Total Quality Management, Change Management or related field

- ii. At least 8 years in a relevant discipline in Management, Human resources, Administration, Business Re-engineering, Total Quality Management, Change Management Development with knowledge of IT skills.

1.4 PROFESSIONAL REQUIREMENTS

- i. Project manager, business consultant, finance executive, information technology manager, business analysis
- ii. Certification in Business Process management
- iii. Good understanding of operational risk management and business process modelling
- iv. Solid demonstrated experience with business process reengineering, incl. methodologies.
- v. Knowledge of change management approaches and ERP systems required
- vi. Previous experience in quality or business process engineering
- vii. Strong writing and organizational skills for performance monitoring and reporting
- viii. Demonstrated skills in report writing and presentation for vast and varied audiences.
- ix. Demonstrated experience in working with government partners and other stakeholders in public sector development programs, especially in capacity building and organizational development.
- x. Strong facilitation, training, and presentation skills as well as experience in organizing seminars and workshops.
- xi. Relevant experience working in donor funded regional programmes, in developing countries in general and in Sub-Saharan Africa would be an additional asset; and
- xii. Ability to problem solve, proficiency with a variety of Microsoft programs, experience analyzing, research and design,

2. JOB DESCRIPTION POST TWO

JOB TITLE : Monitoring and Evaluation Expert
GRADE : Professional Level (P4)
SALARY : EURO 89,652 p.a- all inclusive
PROGRAMME : 11 EDF COMESA Institutional Capacity Building Programme
DUTY STATION : COMESA Secretariat, Lusaka, Zambia

CONTRACT DURATION: From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2027.

REPORTING TO : The Head of Strategy and Research Unit

2.1 SCOPE OF WORK

The Monitoring and Evaluation Expert will be responsible of overseeing the Monitoring and Evaluation processes at the secretariat.

2.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

The specific responsibilities include.

- xiii. Coordinate development of appropriate M&E Guidelines/Policies/Strategies and support compliance by key stakeholders including programmes, projects, and institutions
- xiv. Lead design and implementation of appropriate systems and tools to support monitoring and evaluation activities
- xv. Provide technical assistance and capacity building support to the respective COMESA departments and programs with the aim of strengthening regular performance monitoring, including data collection, analysis, and use
- xvi. Oversee and supervise evaluation of COMESA programmes and projects in accordance with the M&E Policy and Guidelines
- xvii. Promote the process of institutionalizing collaboration, learning and adaptation within COMESA
- xviii. Support the planning processes and provide guidance in setting of milestones, indicators, and targets in developed strategic plans and developed annual work plans and budgets.

- xix. Strengthen collaboration with Member States in Monitoring & Evaluation support of the developed Medium Term Strategic Plan, with emphasis on improving data collection, compilation and reporting of indicators captured in the Medium-Term Strategic Plan.
- xx. Work with the respective divisions/units to identify opportunities for research aimed at generating evidence to guide the programmes and operations of COMESA
- xxi. Manage and provide overall supervision for M&E staff at COMESA Secretariat and COMESA institutions
- xxii. Participate in the Programme Management Meetings to ensure that the needs; issues of the programme Team are raised and addressed; and
- xxiii. Perform other duties as assigned by the Head of Strategic Unit.

2.3 ACADEMIC REQUIREMENTS

A minimum of a Master's Degree in Economics, Business Administration, Development Studies, Policy Analysis or related field

2.4 PROFESSIONAL REQUIREMENTS

- xiii. Certification/Training in Monitoring & Evaluation approaches for instance Results Based Management, Balanced Scorecard, Impact Evaluation, Use of Data, etc.
- xiv. Certification/Training of M&E Systems including use of ICTs
- xv. Demonstrated specialised knowledge of monitoring and evaluation methods, tools (including systems) and approaches including quantitative, qualitative, and participatory.
- xvi. Strong writing and organizational skills for performance monitoring and reporting
- xvii. Demonstrated skills in report writing
- xviii. Strong analytical skills including analysis of both quantitative and qualitative data.
- xix. Coaching/training and mentoring skills
- xx. Programme management skills and experience involving collaboration with public and private sector, technical partners, and another stakeholder.
- xxi. Demonstrated experience in working with government partners and other stakeholders in public sector development programs, especially in capacity building and organizational development; and,

xxii. Relevant experience working in similar donor funded regional programmes, preferably (but not limited to) EU-funded programmes, in developing countries in general and in Sub-Saharan Africa would be an additional asset.

3. JOB DESCRIPTION POST THREE

JOB TITLE : Agriculture & Sectoral Statistician
GRADE : Professional Level (P3)
SALARY : EURO 61,200 p.a- **all inclusive**
PROGRAMME : 11 EDF COMESA Institutional Capacity Building Programme
DUTY STATION : Statistics unit, COMESA Secretariat, Lusaka, Zambia

CONTRACT DURATION: From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2027.

REPORTING TO : Head of Statistics unit

3.1 SCOPE OF WORK

The overall responsibility of this position to provide technical support in the development and implementation of agriculture and sectoral statistical programmes relating to (agriculture, environment, climate change, infrastructure, industry, energy, and ICT statistics) that supports the current and future needs of COMESA Treaty and Medium-Term Strategic Plan objectives.

3.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

The specific responsibilities include:

- I. Undertake and coordinate statistical capacity building work in Member states to generating quality, reliable and timely agriculture and food security statistics, climate change and environment statistics, gender statistics, infrastructure, industry, and energy statistics.
- II. Provide and coordinate technical support in Member states related to agricultural, environment and climate change statistics, gender statistics, industrial, infrastructure, energy, and ICT statistics in the context of related MTSP strategic objectives.

- III. Provide and coordinate statistical technical support to COMESA operations Divisions and Institutions to support agricultural and sectoral policy related work.
- IV. Prepare regional datasets on agriculture and food security, environment and climate change, gender statistics, infrastructure, industry, energy, and ICT statistics are validated, useable and consistent and continually updated on COMSTAT.
- V. As part of the SHASA II COMESA team, contribute to the work of relevant Statistical Technical Groups (STGs) on agriculture, infrastructure, energy, industry, environment & climate change at AUC level.
- VI. Develop knowledge products to support COMESA's MTSP particularly related to agriculture and food security, environment and climate change statistics, gender statistics, energy, infrastructure, and industry. This includes COMESA's annual statistical bulletins.
- VII. Provide technical input in the use of existing databases on COMESA (COMSTAT) and other public data portals for research studies conducted on agriculture, environment, gender and climate change, infrastructure, and industry research activities.
- VIII. Prepare work plans and budget inputs for Agriculture/ Sectoral statistics component of the Unit's annual work plans to secure approval for resources required to implement statistical programmes in line with unit mandate.
- IX. Develop statistical sub programs for COMESA Divisions and COMESA Institutions that are developing larger regional integration programs.
- X. Develop project/ research proposals on agriculture and sectoral statistics topics relevant to the COMESA integration program.
- XI. Perform any other duties as assigned by Head of Unit to achieve COMESA statistics mandate.

3.3 ACADEMIC REQUIREMENTS

- I. Minimum Master's Degree in Statistics, Economics, or a related field with a strong background in Quantitative Methods. Any other postgraduate qualification in Statistics/Economics or related field is an added advantage.

3.4 PROFESSIONAL REQUIREMENTS

- i. Core experience in agriculture statistics
- ii. A minimum of eight (8) years of relevant working experience in an agriculture and sectoral statistics environment.

- iii. Demonstrated experience in working with government partners and other stakeholders in public sector development programs, especially in Agriculture and Sectoral statistical development
- iv. Short term specialized training in Agriculture, Environment, Climate Change or Infrastructure, Industry and Energy Statistics desirable.
- v. Specialized Knowledge in Information and Communications Technology in applying Statistical Methods, including Multivariate Analysis, Survey Analysis, Econometric Modelling through use of Statistical Computer Programs (STATA, R, SPSS, SAS etc.) is essential.
- vi. Standard desktop operational software applications (Word, Excel, Access, and PowerPoint) desirable.
- vii. Strong team working, communication (including data analysis, statistical report writing) and interpersonal skills.
- viii. Strong facilitation, training, and presentation skills as well as experience in organizing seminars and workshops.
- ix. Strong report writing skills

4. JOB DESCRIPTION POST FOUR

JOB TITLE	: Economic Statistician
GRADE	: Professional Level (P3)
SALARY	: EURO 61,200 p.a- all inclusive
PROGRAMME	: 11 EDF COMESA Institutional Capacity Building Programme
DUTY STATION	: Statistics unit, COMESA Secretariat, Lusaka, Zambia
CONTRACT DURATION:	From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2027.
REPORTING TO	: Head of Statistics unit

4.1 SCOPE OF WORK

The overall responsibility of this position to provide technical support in the development and implementation of economic statistical programs pertaining to (national accounts, trade in services statistics and other balance of payments statistics, price statistics and the International Comparison Programmes, industrial & business statistics and monetary and financial statistics and labour migration statistics) that supports the current and future needs of COMESA Treaty and MTSP objectives

4.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

- I. Provide technical support in Member states on the implementation of economic statistics programs in Member States to ensure programmes are implemented within the context of the COMESA Statistics Strategy and related MTSP Strategic Objectives
- II. Provide and coordinate statistical technical advice to COMESA operations Divisions and COMESA Institutions in order to support economic policy related work and in designing monitoring and evaluation systems.
- III. Undertake and coordinate statistical capacity building work in Member states to generating quality, reliable and timely national accounts, trade in services statistics and other balance of payments statistics, price statistics and the International Comparison Program, industrial & business statistics and monetary and financial statistics and labour migration statistics and related gender statistics.

- IV. Ensure that datasets on national accounts, trade in services statistics and other balance of payments statistics, price statistics and the International Comparison Program, industrial & business statistics and monetary and financial statistics and labour migration statistics are useable and consistent and continually updated on COMSTAT.
- V. Contribute to the publication of statistical knowledge products related to economic statistics This includes COMESA's annual International Trade Statistics Bulletin, the COMESA Investment Report, the COMESA monthly Harmonized Consumer Price Index
- VI. Contribute to the work of relevant Statistical Technical Groups (STGs) on national accounts, Trade in services statistics and other balance of payments statistics, price statistics and the International Comparison Program, industrial & business statistics and monetary and financial statistics and labour migration and gender statistics at AUC level.
- VII. Develop statistical sub programs for COMESA Divisions and COMESA Institutions that are developing larger regional integration programs.
- VIII. Develop project/ research proposals on economic statistics topics relevant to the COMESA integration program.
- IX. Submits work plans and budget inputs for economic statistics component of the Unit's annual work plans to secure approval for resources required to implement statistical programmes in line with unit mandate.
- X. Performs other job-related duties as directed by Head of unit to achieve COMESA's statistical mandate.

4.3 ACADEMIC REQUIREMENTS

Minimum Master's Degree in Statistics, Economics, or a related field with a strong background in Quantitative Methods. Any other postgraduate qualification in Statistics/Economics or related field is an added advantage.

4.4 PROFESSIONAL REQUIREMENTS

- i. Core experience in national accounts and price statistics
- ii. Minimum eight (8) years of relevant working experience in an economic statistics environment
- iii. Demonstrated experience in working with government partners and other stakeholders in public sector development programs, especially in economic statistical development

- iv. Short term specialized training in economic Statistics desirable.
- v. Specialized Knowledge in Information and Communications Technology in applying Statistical Methods, including Multivariate Analysis, Survey Analysis, Econometric Modelling through use of Statistical Computer Programs (STATA, R, SPSS, SAS etc.) is essential.
- vi. Standard desktop operational software applications (Word, Excel, Access, and PowerPoint) are desirable.
- vii. Strong team working, communication (including data analysis, statistical report writing) and interpersonal skills.
- viii. Strong facilitation, training, and presentation skills as well as experience in organizing seminars and workshops.
- ix. Strong report writing skills

5. JOB DESCRIPTION POST FIVE

JOB TITLE	: Programme Officer
GRADE	: Professional Level (P2)
SALARY	: EURO 57,816 p.a- all inclusive
PROGRAMME	: 11 EDF COMESA Institutional Capacity Building Programme
DUTY STATION	: COMESA Secretariat, Lusaka, Zambia

CONTRACT DURATION : From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2027.

REPORTING TO : EDF Programme Manager

5.1 SCOPE OF WORK

The overall responsibility of this position is to support the EDF Programme Management unit, under the supervision of the EDF Programme Manager, to support the facilitation of the timely and quality reporting, monitoring implementation, working in collaboration with all divisions and units and supporting the adherence to the contractual obligations of the relevant EU funded programmes.

5.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

- I. Support the development and updating programme annual work plans and annual reports in line with the respectful EU funded Contribution Agreement.
- II. Support divisions and units to manage all aspects of the project cycle including planning, implementation and monitoring and evaluation and working with partners to identify needs for technical support,
- III. Support all project documentation and reports and ensure they are made available in a timely and accessible manner.
- IV. Assist the Programme Manager to compile the quarterly and annual reports through Programme Portal and the Annual country strategic plan progress,
- V. Assist in the preparation of budgets and forecasts for the EDF programmes,
- VI. In collaboration with the Programme Manager and the Finance expert, monitor expenditure of project financial resources and liaise where necessary,
- VII. Consolidate and keep track of aide memoires and activity budgets submitted by relevant stakeholders,
- VIII. In consultation with Procurement unit, follow up, keep track and report on on various procurement activities in process for executive decision,
- IX. Follow up with other partners any actions arising from audits carried out by the finance officer or by external auditors.

5.3 ACADEMIC REQUIREMENTS

Minimum Degree in Relevant Field (Project Management, Business Management, Development Studies)

5.4 PROFESSIONAL REQUIREMENTS

- x. Minimum of 6 Years working experience, ideally in a donor funded organisation and Regional Economic Community
- xi. Experience of all aspects of project management
- xii. Use of standard desktop operational software applications (Word, Excel, Access, and PowerPoint) desirable.
- xiii. Excellent communication skills (both oral and written)

xiv. Ability to understand and work with project budgets, forecasts, and reporting templates

6. JOB DESCRIPTION POST SIX

JOB TITLE : Internal Auditor
GRADE : Professional Level (P2)
SALARY : EURO 57,816 p.a-**all inclusive**
DUTY STATION : Lusaka, Zambia
PROGRAMME : 11 EDF COMESA Institutional Capacity Building Programme

CONTRACT DURATION : From date of signature of the contract up to the end of the programme duration, which is expected to end in December 2027.

REPORTING TO : Chief Internal Auditor

6.1. SCOPE OF WORK

The Internal Auditor will be recruited for the purpose of strengthening COMESA internal Audit capacity. Under the direct supervision of the Chief Internal Auditor of COMESA, the Internal Auditor will be primarily responsible for the audit of accounts funded by the European Union under the 11 EDF programmes. In addition, the Internal Auditor, as part of the COMESA internal audit team, will be responsible for undertaking systems, compliance and transaction audits of the COMESA Secretariat and its institutions, with strong focus on the EDF programmes. Other responsibilities will include enhancement of the internal control, governance and risks management systems; ensuring that the Secretariat and its institutions adheres to the Cooperating Partner agreements/Contribution Agreements entered into and ensuring adherence to relevant approved reporting standards.

Under the COMESA Institutional Capacity Building Programme, the internal auditor will specifically lead the review of implementation of all the 11 EDF Programmes to verify that the funds have been utilized in an efficient and economical manner in line with the EDF contribution Agreement and other programme documents so as to provide assurance on the following:

- Adequacy and effectiveness of the financial management and internal control framework of the Secretariat.

- Compliance with the financial covenants and the programmes Finance and Procurement Manuals.

6.2 SPECIFIC TASKS/KEY RESPONSIBILITIES

- I. Assess the adequacy of financial management systems, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls exercised by the project implementing unit, if any.
- II. undertaking of value for money/performance/impact audits COMESA Secretariat, Institutions and EDF programmes
- III. Conduct due diligence work (fact finding assignments)
- IV. Ensuring that generally accepted Accounting Principles are followed by all entities that are authorized to incur expenditure under the 11 EDF.
- V. An assessment of efficiency and timeliness of funds flow and reporting based on the interim Financial Reports submitted on the utilization and implementation of EDF project activities.
- VI. An assessment of the adequacy of financial and administrative delegation and segregation of duties and controls. Assessing expenditures incurred/advances provided are duly authorized as per the financial and administrative delegation approved by the responsible Officer.
- VII. Checking compliance with the financial norms prescribed in the EU framework, General conditions, Contribution agreements or any other clarifications issued from time to time.
- VIII. Ensuring that expenditure incurred with reference to the budget allocation have been approved by the European Union. In case the budget allocation is exceeded, proper re-appropriation duly approved by the competent authority has been obtained.
- IX. Checking that adequate and proper supporting documents, namely, purchase orders, tender documents, invoices, vouchers, receipts etc. are maintained
- X. Ensure completeness, existence, recording, safeguard, and utilization for the purpose intended including, physical verification of sample of assets.
- XI. Identify constraints, if any, in adhering to the internal control procedures

General Responsibilities:

- a) Prepare schedules of audit activities pertaining to the approved annual work programme.
- b) Prepare Audit programmes for the schedules of audit activities to be undertaken.
- c) Carry out the audit work as outlined in the audit programmes.

- d) Ensure efficient and effective execution of audit work to enable timely completion of Reports
- e) Recommend areas in which controls could be enhanced in all systems.
- f) Liaise with external auditors and follow up on audit queries in collaboration with the Finance Division.
- g) Monitor and report on the effectiveness of the internal control environment, including quality compliance, on management of budgetary and extra budgetary resources.
- h) Conduct special purpose audits from time to time as directed by the Chief Internal Auditor.
- i) Conduct value for money audits on all EDF programmes being implemented at the secretariat.
- j) Review, appraise and report upon the extent to which the Institutional assets are accounted for and safeguarded against losses arising from fraud, waste, extravagance and inefficient administration.
- k) Assist COMESA to implement an Enterprise Risk Management System.
- l) Conduct financial systems assessment and audit that impact on COMESA.
- m) Conduct periodic reviews of the internal control system and advise on controls to be incorporated into the systems and procedures of the organisation.
- n) Initiate, review and regularly update audit policies and systems.
- o) Review disbursement transactions by verifying their compliance with relevant legislations and administrative decisions.
- p) Audit the payroll by verifying the accuracy of staff emoluments.
- q) Any other related duties that may be assigned by his/her superiors from time to time.

6.3 ACADEMIC REQUIREMENTS:

- I. Minimum Education Qualification: Bachelor's Degree in Accounting, and,
- II. A professional accounting qualification such as ACCA, CPA, CIMA, CIPFA, or ACA.

6.4 PROFESSIONAL REQUIREMENTS

- I. Five (5) years' experience in an auditing environment. Experience working for donor funded project will be an added advantage
- II. Good strategic analysis skills.
- III. Good analytical and problem-solving skills.
- IV. Good interpersonal skills.

- V. Good planning, organizational, communication and reporting skills.
- VI. Demonstrated ability to work independently and to operate effectively as part of a team.
- VII. Conversant with key accounting packages and Assisted Auditing Techniques.

7. WORKING LANGUAGE REQUIREMENTS FOR ALL THE POSITIONS

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.

8. ELIGIBILITY FOR APPLICATION

Applicants must be nationals of EU, ACP, and COMESA Member States and not more than 55 years of age at the time of submitting the application.

9. FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications MUST be submitted electronically through email on the prescribed COMESA APPLICATION FORM which can be accessed at the following COMESA website: <http://www.comesa.int/>, Opportunities, COMESA Job Application Format.

Only short-listed candidates will be contacted.

Application should reach the address below not later than **18th September 2021.at 18:00 hours Lusaka, Zambia 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