

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA



MARCHÉ COMMUN DE
L'AFRIQUE ORIENTALE
ET AUSTRALE

السوق المشتركة
للشرق والجنوب الأفريقي

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OFFICE OF THE ASSISTANT SECRETARY GENERAL

Ref.: CS/ADM/HR/24/DMB/HM/djk

Date: 10th May 2022

Ms. Christina Zakeyo
Secretary for Trade
Ministry of Trade
OAK 1 House
P.O. Box 30988
LILONGWE 3
Malawi
Email: chatimachristina@yahoo.com

Dear Ms Zakeyo

COVER LETTER FOR THE CALL FOR APPLICATIONS FOR FOUR PROFESSIONAL POSITIONS

The Secretariat invites applications from the COMESA Citizens for the following four (4) Professional Positions that are either currently vacant or will fall vacant as follows:

1. The Post of Senior Gender Mainstreaming Officer will fall vacant on June 17th 2022 when the incumbent attains the retirement age of sixty (60) and according to the staff Rules and regulations will not be eligible for renewal of contract;
2. The post of Finance Officer fell vacant on 30th April 2022 when the incumbent had served for twelve (12) years and therefore was not eligible for renewal of contract;
3. The Post of Human Resource Officer fell vacant due to the resignation of the staff who was holding the position; and
4. The post of IT Internal Auditor fell vacant due to the resignation of the staff who was holding the position.



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S/N	NAME OF VACANT POSTS	GRADE	NO. OF POSTS
1	Senior Gender Mainstreaming Officer	P4	1
2	Finance Officer	P3	1
3	Human Resource Officer	P2	1
4	IT Internal Auditor	P2	1

Pursuant to the COMESA Secretariat Staff Rules and Regulations and relevant Council's decisions, Member States shall advertise the vacancies in their local newspapers and bear the cost of advertisement of the posts in their countries. They should also state the maximum age limit for applying to a position in COMESA which is stated in the call for applications. The candidate should not be more than fifty-five (55) years of age at the time of submitting the application.

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 Secretariat shall only accept applications which are accompanied by a short-listing report from the Coordinating Ministry as this will provide proof that the candidates were considered to have met the requirements of the job as advertised.

The Secretariat will also place the adverts on its website although applications will still be required to be submitted through the Coordinating Ministries of our member States. The adverts should indicate that applications submitted directly to the Secretariat will not be considered and that only short-listed candidates by the Secretariat will be contacted.

Attached, please find:

1. The notice for the advertisement of the said posts [Call for Application for Four (4) Professional Positions];



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2. 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; and
3. A Shortlisting report template which should be used to submit the list of shortlisted candidates by the Coordinating Ministries.

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

	ACTION -STEPS	DATE
1.	a) Member States informed by Secretariat of the vacancies and invited to advertise. b) Member States to advertise the posts in their local media	10 th May 2022
2.	Note: Closing date of application as per the Call for Application	17 th June 2022
3.	Member States submit a maximum of five names of their shortlisted candidates for each position to the Secretariat.	1 st July 2022
4.	Short-listing by Selection Panel or Professional Recruitment firm	15 th July 2022
5.	Finalisation of Shortlisting Report	22 nd July 2022
6.	Candidates invited for interviews	8 th August 2022
7.	Interview of candidates	Week beginning 29 th August 2022.

Please note that the closing date for the submission of short-listed candidates by member States to the Secretariat is **1st July 2022**. Member States are requested to forward the following to COMESA Secretariat by the closing date:

- (a) The names of only five (5) nationally short-listed candidates for each post. The candidates should meet the minimum educational qualifications and the minimum years of experience required for the post as outlined in the job description;



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- (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 graduate and post graduate level.
- (d) A short-listing report; and
- (e) All documents to be sent in both soft copy and hard copies.

The soft copy of the documents should be submitted electronically via email to: recruitment@comesa.int under the subject title of Recruitment of four (4) Professional posts 2022.

The hard copy of the documents should be addressed to the attention of the Secretary General on the address below:

Director of Human Resources and Administration COMESA
COMESA Secretariat
Ben Bella, Lusaka , Zambia

Please confirm receipt of this communication at your earliest convenience to the Director of Human Resources and Administration, by Email: dbanda2@comesa.int copy Chief of Human Resources and Management Service hmustafa@comesa.int, dkapoko@comesa.int and the Human Resource Assistant jmukuka@comesa.int

Yours sincerely

Dr. Dev Haman
ASSISTANT SECRETARY GENERAL
(ADMINISTRATION AND FINANCE)

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cc. Her Excellency Margaret Kamoto,
High Commissioner & Permanent Representative to
COMESA,
Malawi High Commission
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