



Common Market for Eastern
and Southern Africa

CALL FOR APPLICATIONS FOR THREE OFFICERS (TEMPORARY STAFF MEMBERS) AT THE COMESA COMPETITION COMMISSION

The COMESA Competition Commission ("the Commission") is a regional body corporate established under Article 6 of the COMESA Competition Regulations ("the Regulations") promulgated under Article 55 of the COMESA Treaty. The Commission is responsible for promoting competition and enhancing the welfare of consumers in the Common Market. The main functions of the Commission are to monitor markets and investigate anti-competitive business practices, control mergers and other forms of acquisitions in the Common Market and mediate disputes between the Member States concerning anti-competitive conduct. The Commission commenced its operations on 14th January, 2013 and is located in Lilongwe, Malawi. More information can be obtained from the Commission's website <http://www.comesacompetition.org/>.

The Commission is looking to recruit three Officers who are suitably qualified and experienced candidates to assist in the project Electronic Case Flow Management System and automation of its support systems. The three temporary positions are tenable at the Commission in Lilongwe, Malawi. Applications are therefore invited from suitably qualified and experienced professionals who are citizens or resident in the host country, Malawi.

S/N	NAME OF VACANT POSTS	NO. OF POSTS
1.	Documentation Officer	1
2.	Finance Assistant	1
3.	Administrative Assistant	1

1. POST ONE- DOCUMENTATION OFFICER

JOB TITLE: Documentation Officer
TENURE: A Temporary Staff member for one (1) year term subject to renewal. Extension of contract is subject to availability of funds, performance of the contract holder, continuity of the project and approval of successive annual Work Plans by the COMESA Competition Commission.
NUMBER OF POSTS: One (1)

SALARY: USD 1000 per month
DUTY STATION: Lilongwe
REPORTS TO: Registrar
TYPE OF CONTRACT: Temporary Staff member (local)

1.1. Responsibilities

Under the overall supervision of the Director and CEO of the Commission and the direct supervision of the Registrar, the Documentation Officer will be responsible for providing assistance in the project Electronic Case Flow Management and other workflow process of the Registrar. In addition to the above responsibility, the incumbent shall provide the following specific duties and responsibilities in support of the Office of the Registrar:

A. ARCHIVING OF RECORDS

- i. Determine disposition, cataloguing, referencing and labeling of records, storage, appropriate method to preserve documents/file/data, or destruction;
- ii. Develop a schedule for transfer of general records to archives, temporary storage or destruction, and submit to the Registrar for approval
- iii. Recommend storage capacity and space needs and use for archives
- iv. Develop, maintain, and undertake the disposition of all records and archives (digitally and physically)
- v. Arrange for confidential shredding of records to be disposed of
- vi. Arrange for the transfer of materials to archives
- vii. Design and implement a digitisation schedule for analogue archival materials
- viii. Process collections according to accepted archival standards and procedures
- ix. Facilitate access to archives through appropriate software and applications
- x. Orient, induct, guide and assist staff to select and process their documents for archiving

B. MAINTENANCE OF RECORDS

- i. Conduct an annual records audit to inventorise and appraise records
- ii. Records processing, retention, back-up, accessing, receiving, circulating and filing
- iii. Recommend records storage periods and develop records schedules
- iv. Organise the physical movement of records between storage areas
- v. Maintain proper back-up of records
- vi. Create manual and electronic folders for filing and retrieving information
- vii. Implement appropriate security measures to safeguard records, store files securely and control access to, circulation and filing of records
- viii. Develop and regularly update file classification and indexing systems
- ix. Organise use and access to the general records (opening, indexing, classification, retrieval, despatch, tracking and closing of files)
- x. Respond to any information requests from external stakeholders
- xi. Orient, induct, guide and assist staff to manage their individual records

C. SPECIFIC TO REGISTRATION AND PROCESSING OF CASE FILES

- i. Receipt of all applications, notifications and complaints via various channels
- ii. Case registration and allocation of case file number
- iii. Recording, preparation and filing of all case documentations for onward submission to the case teams
- iv. Make follow-ups as required with the Executive Director for any approvals and authorisations required
- v. Assist the Commission with its projects undergoing by summarizing and collating information; and setting up an information data base;

D. OTHER

- i. Proactively implement alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise
- ii. Research and apply best practices in own specialised area of work in order to effectively undertake the duties of the post
- iii. Perform any other duties as required by the Registrar and incidental to the foregoing and as may be delegated by the Registrar or the Director & Chief Executive Officer.

1.2. Requirements for the Post

Academic Qualifications- Minimum of Bachelor's degree in Library and Information Science

Experience- Minimum of one-year experience in archiving and documentation.
Work experience in a Regional or International organization and digitalization is desirable.
Experience in a competition authority is an added advantage

1.3. Competencies

- Excellent oral and written communication skills and ability to influence multi stakeholder processes;
- Excellent analytical skills particularly in interpreting, using, analysing and presenting data and evidence;
- Excellent Computer Skills;
- Demonstrated relationship management skills, including proven listening skills and sound business judgment;
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing;

- Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules; and
- Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.

1.5. 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.

2. POST TWO- FINANCE ASSISTANT

JOB TITLE:	Finance Assistant
TENURE:	A Temporary Staff member for one (1) year term subject to renewal. Extension of contract is subject to availability of funds, performance of the contract holder, continuity of the project and approval of successive annual Work Plans by the COMESA Competition Commission.
SALARY:	USD 1000 per month
NUMBER OF POSTS:	One (1)
DUTY STATION:	Lilongwe
REPORTS TO:	Accountant
TYPE OF CONTRACT:	Temporary Staff member (local)

2.1. Responsibilities

Under the overall supervision of the Director and CEO of the Commission and the direct supervision of the Accountant, the Officer) will be responsible for providing assistance in the automation project of the Financial system and other workflow process of the Finance Unit. In addition to the above responsibility, the incumbent shall provide the following specific duties and responsibilities in support of the Finance Unit:

- a) Preparing vouchers for payments;
- b) Assisting in preparing imprest documents;
- c) Preparation of petty cash vouchers and petty cash summaries;
- d) Maintaining digital backup or records of data and file;
- e) Assist the Commission with its projects undergoing by summarizing and collating information and setting up an information data base; and
- f) Conducting any other functions in relation to the foregoing.
- g) Perform all such things as are incidental to the foregoing and/or as may be delegated by the Accountant or the Director & Chief Executive Officer.

2.2. Requirements for the Post

Academic Qualifications- Minimum of Bachelor's degree in Business Administration Commerce, Accounting or Finance

Experience- Minimum of one-year relevant experience.

Knowledge and work experience in a Regional or International organization and digitalization desirable.

Experience in a competition authority is an added advantage

2.3. Competencies

- Excellent oral and written communication skills and ability to influence multi stakeholder processes;
- Excellent analytical skills particularly in interpreting, using, analysing and presenting data and evidence;
- Excellent Computer Skills;
- Demonstrated relationship management skills, including proven listening skills and sound business judgment;
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing;
- Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules; and
- Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.

2.4. 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.

3. POST THREE- ADMINISTRATIVE ASSISTANT

JOB TITLE:	Administrative Assistant
TENURE:	A Temporary Staff member for one (1) year term subject to renewal. Extension of contract is subject to availability of funds, performance of the contract holder, continuity of the project and approval of successive annual Work Plans by the COMESA Competition Commission.
SALARY:	USD 1000 per month
NUMBER OF POSTS:	One (1)
DUTY STATION:	Lilongwe
REPORTS TO:	Senior General Service Assistant
TYPE OF CONTRACT:	Temporary Staff member (local)

3.1. Responsibilities

Under the overall supervision of the Director and CEO of the Commission and the direct supervision of the Accountant, the Officer will be responsible for providing assistance in the automation project of the Procurement system and other workflow process of the Administration Unit. In addition to the above responsibility, the incumbent shall provide the following specific duties and responsibilities in support of the Administration Unit:

- a) Assisting the Senior General Services Officer, Senior Administration Assistant Officer including logistics, administration;
- b) Assisting the Finance Unit;
- c) Filing, cataloging, referencing, and labelling of the files/data;
- d) Recording, shelving, sorting and archiving of files/data;
- e) Maintaining digital backup or records of data and file;
- f) Assist the Commission with its projects undergoing by summarizing and collating information and setting up an information data base;
- g) Conducting any research, recommending and implementing best practices; and
- h) Conducting any other functions in relation to the foregoing.
- i) Perform all such things as are incidental to the foregoing and/or as may be delegated by the Senior General Service Assistant or the Director & Chief Executive Officer.

3.2. Requirements for the Post

Academic Qualifications- Minimum of Bachelor's Degree in Business Administration

Work Experience- Minimum of one-year experience in procurement and Administrative Assistant.

Knowledge and work experience in a Regional or International organization and digitalization desirable.

Experience in a competition authority is an added advantage

3.3. Competencies

- Excellent oral and written communication skills and ability to influence multi stakeholder processes;
- Excellent analytical skills particularly in interpreting, using, analysing and presenting data and evidence;
- Excellent Computer Skills;
- Demonstrated relationship management skills, including proven listening skills and sound business judgment;

- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing;
- Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules; and
- Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.

3.4. 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.

4. APPLICATIONS

Applications must be submitted by Wednesday, 7th February 2024 directly to the COMESA Competition Commission via email recruitment@comesacompetition.org with a copy to compcom@comesacompetition.org or with the physical address below:

The Director and Chief Executive Officer
COMESA Competition Commission
Kangombe House, 5th Floor – West Wing
P. O. Box 30742
Lilongwe 3, Malawi
Email: compcom@comesacompetition.org