



Common Market for Eastern  
and Southern Africa

## CALL FOR APPLICATIONS FOR PRINCIPAL HUMAN RESOURCE AND ADMINISTRATION OFFICER 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<sup>1</sup> 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 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 a Principal Human Resource and Administration Officer. Suitably qualified nationals of the COMESA Member States are invited to apply to fill this post which is tenable at the Commission's offices in Lilongwe, Malawi.

<b>JOB TITLE:</b>	Principal Human Resources and Administration Officer.
<b>GRADE:</b>	Professional Level 3 (P3).
<b>SALARY SCALE:</b>	COM\$48,575 – COM\$59,703 per annum
<b>DIVISION:</b>	Corporate Service Division
<b>TENURE:</b>	A fixed term of Four (4) years. Extension of contract is subject to availability of funds, performance of the contract holder and approval of successive annual Work Plans by the COMESA Competition Commission.
<b>NUMBER OF POSTS:</b>	One (1)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	The Head of Corporate Services under the overall supervision of the Director and Chief Executive Officer
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under the professional service category

### 1. Purpose of the Job

The purpose of the job is to strengthen the capacity and increase the efficiency of the institution through the management of the payroll, maintenance of effective recruitment and management policies and other administrative matters of the Commission.

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<sup>1</sup> COMESA is composed of 21 Member States namely: Burundi, Comoros, Djibouti, Democratic Republic of Congo, Egypt, Eritrea, Eswatini, Ethiopia, Kenya, Libya, Malawi, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Sudan, Tunisia, Uganda, Zambia and Zimbabwe.

## **2. Responsibilities**

Under the overall supervision of the Director & Chief Executive Officer and the direct supervision of the head of Corporate Services, the incumbent will be responsible for the following specific functions:

### **Human Resources Management**

Design, update, and implement a strategic human resources system which will comprise the following: -

- Contribute to the preparation, review, and evaluation of staff policies and staff Rules and ensuring that they are properly applied and complied with.
- Develop, review, and implement HR policies, procedures, guidelines, contracts, conditions of service, etc.
- Advise Executive Management and Middle Management on Human Resource matters.
- Actively involve in recruitment of staff by preparing job descriptions, preparing adverts, managing the hiring, and onboarding processes.
- Maintain physical and digital personnel records, updating the staff records database.
- Support the development and implementation of Human Resources initiatives and systems including motivation strategies, staff welfare policies, and industrial relations policies.
- Coordinate Performance Management System, staff training and development programmes
- Prepare strategic plan, objectives, work plan, schedule work of the Unit as well as allocate and delegate tasks.
- Guide the Commission on staffing levels and manpower planning process to ensure optimum numbers.
- Ensure that all Organisational Jobs are correctly profiled and graded.
- Ensure good industrial relations.
- Manage the staff reference data in the payroll system and collaborate with the Finance Unit to ensure accurate and timely payments.
- Foster a positive work environment by handling employee grievances, conflicts, and disciplinary matters.
- Service and advise those who may be assigned to review any staff matters such as promotions bodies and policy advisory bodies by:
- Coordinate and advise management on staff wellness, safety health, and welfare schemes.
- Check and validate, leave and claims.
- Provide advisory services on to staff on HR policies, procedures, guidelines, contracts, and conditions of service.
- Prepare reports and presentations on HR and Administration matters.
- Prepare and manage the approved Human Resources and Administration Unit Budget.
- Lead, supervise the work, and appraise the performance of the HR and administration staff.

### **Administration**

- Manage the office premises and facilities including acquisition, disposal, and maintenance of the Commission's assets.

- Ensure the efficient and smooth running of office operations by coordinating facilities maintenance and improvements and any other general office administration work.
- Overall Supervision of Procurement activities, monitor and evaluate the performance of contractors against Service Level Agreements.
- Overall supervision of the receipt and management of stocks and ensuring that they are protected from theft, deterioration, and damage.
- Coordinate the maintenance of the inventory system and accurate up to date asset register.
- Ensure good customer relations are maintained with tenants.
- Ensure the record of properties and agreements are maintained.

### **Others**

- Perform all such things as are incidental to the foregoing and/or as may be delegated by the Director & Chief Executive Officer or the head of the Corporate Services Division.

### **3. Qualifications**

A minimum of Bachelor's Degree in Human Resources Management, Management, Organisational Development, Business Administration or related field. A Master's Degree in any of these disciplines will be an added advantage.

### **4. Experience**

A minimum of 8 years' experience in Human Resource Management.

Experience in administration and procurement matters will be an added advantage.

Experience in a regional or international organisation will be an added advantage.

Supervisory experience will be an added advantage.

### **5. Competencies**

- Excellent oral and written communication skills.
- Excellent Computer Skills.
- Demonstrated relationship management skills, including proven listening skills and sound business judgment.
- Ability to provide leadership and resolve conflicts professionally.
- Takes responsibility for incorporating gender perspectives and ensure 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.

### **6. 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.

## 7. Eligibility for Application

Applicants must be citizens of a COMESA Member State<sup>2</sup> and must not be more than 55 years of age at the time of submitting the application.

## 8. 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 at the following COMESA website: [COMESA Jobs – Common Market for Eastern and Southern Africa \(COMESA\)](#)

Applications submitted directly to the Commission will not be considered and only short-listed candidates will be contacted. Only applicants who are staff members of the COMESA Competition Commission can submit their applications directly to the Commission. Further, applications not submitted on the COMESA Application forms shall not be considered.

## 9. Format and Final Date of Applications

Applications must be submitted to COMESA Coordinating Ministries of the respective Member States. The Coordinating Ministries for each Member States can be accessed on the following link of the Commission's Website: [COMESA Coordinating Ministries of the respective Member States](#)

Applicants should submit their applications to the COMESA Coordinating Ministries of respective Member States either physically or electronically.

The applications MUST reach the Coordinating Ministries by **Thursday, 6 June 2024**. Accordingly, short-listing reports from the Coordinating Ministries attaching all the relevant documents of the successful candidates should reach the address below by **Thursday, 27 June 2024**. Submissions from the Coordinating Ministries to the COMESA Competition Commission can be made physically or via email or both. Submissions without short-listing reports from the Coordinating Ministries shall immediately upon receipt be disqualified.

The Director and Chief Executive Officer,  
COMESA Competition Commission,  
Kangombe House, 5<sup>th</sup> Floor,  
P. O. Box 30742,  
Lilongwe 3,  
**MALAWI**

Email: [compcom@comesacompetition.org](mailto:compcom@comesacompetition.org)  
[recruitment@comesacompetition.org](mailto:recruitment@comesacompetition.org)

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