



Advancing Regional Integration  
through Competitive Markets  
and Empowered Consumers

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5 May 2026

## CALL FOR APPLICATIONS FOR THREE PROFESSIONAL POSITIONS TENABLE AT THE COMESA COMPETITION AND CONSUMER COMMISSION

The COMESA Competition and Consumer Commission (CCCC) is a regional body established under the COMESA Competition and Consumer Protection Regulations of 2025 ("CCCPR"). The CCCC's core responsibility is to enforce the provisions of the CCCPR with the aim of promoting competitive markets and enhancing consumer welfare in the Common Market. Its functions include monitoring, detecting, investigating and prohibiting restrictive business practices, unfair trade practices, and mergers and acquisitions. More information is available on the CCCC's website: <http://www.comesacompetition.org/>.

The CCCC is looking to recruit:

1. Director Corporate Services (P4)
2. An Arabic Translator (P2)
3. A French Translator (P2)

Suitably qualified nationals of COMESA Member States are invited to apply to fill these positions which are tenable at the CCCC's offices in Lilongwe, Malawi.

### **1. POST ONE- DIRECTOR CORPORATE SERVICES**

#### **1.1. Job Description**

<b>JOB TITLE:</b>	Director Corporate Services
<b>GRADE:</b>	Professional Level 4 (P4).
<b>SALARY SCALE:</b>	Maximum of COM\$ 81,251.76 per annum and other applicable allowances
<b>DIVISION:</b>	Corporate Services Division
<b>TENURE:</b>	A fixed term of Four (4) years subject to renewal
<b>NUMBER OF POSTS:</b>	One (1)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	The Chief Executive Officer
<b>TYPE OF CONTRACT:</b>	CCCC's fixed term employee under the professional service category

#### **1.2. Responsibilities**

The Director of Corporate Services oversees the following units:

- Finance
- Information and Technology
- Human Resource (HR) & Administration Units.

Under the overall supervision of the Chief Executive Officer, the incumbent will perform the following duties:

### ***Financial Management***

- Oversee all corporate financial operations of the Commission including:
- Financial accounting and management
- Budgeting and budget oversight
- Treasury, cash flow management and forecasting
- Prepare short and long-term financial forecasts
- Lead financial reporting including statutory accounts, management accounts, annual reports, payroll, relevant disbursement and accounts, and maintenance of the asset register
- Implement strong internal controls to reduce risks of fraud and error
- Oversee the implementation of recommendations from internal and external auditors, as well as Board decisions relating to Finance
- Manage financial administration, accounting and reporting of any project funds
- Provide strategic advise on long-term business and financial planning
- Report the financial performance to Management, Board, and relevant Committees including variance analysis, projections and other special projects as required
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Chief Executive Officer.

### ***Provision of Support Services***

- Effective and efficient office and general administration services
- Quality IT support to users, and adoption of efficient and up to date IT platforms, applications, systems, services for operational efficiency
- Fair, transparent and value for money procurement
- Safe, secure, well-maintained, and optimally utilised office facilities
- Human resource management and development in view of attracting, retaining, motivating and developing a skilled and productive workforce
- Ensure effective and efficient office and general administrative services.
- Provide high-quality IT support and promote the adoption of modern platforms, applications, and systems to enhance operational efficiency.
- Oversee fair, transparent, and cost-effective procurement processes.
- Maintain safe, secure, well-functioning, and optimally utilised office facilities.
- Lead human resource management and development initiatives to attract, retain, and motivate a skilled and productive workforce.
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Chief Executive Officer.

### ***Management of the Division***

- Develop and implement strategies and plans for the Division aligned with corporate objectives
- Monitor the achievement of Division's plans, targets and priorities
- Prepare and manage the budget to support strategic goals and optimize expenditure
- Provide periodic performance reports to the CEO
- Continuously improve the efficiency and effectiveness of the Division
- Lead risk management initiatives in collaboration with Audit and Risk functions

- Ensure that the team performs duties objectively, professionally and in compliance with legal and internal policy requirements
- Build, lead and motivate a high performing team and foster a positive workplace and team culture
- Ensure effective implementation of the Manager HR policies and practices
- Under the guidance and assistance of Manager HR, be responsible for recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff in accordance with the applicable HR policies and strategies
- Promote and support cross-functional exchanges and operations within the Division
- Serve on internal and external committees or working groups as required
- Implement proactive measures to meet commitments during unexpected events and operational contingencies
- Conduct research and apply best practices relevant to the Division's functional areas
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Chief Executive Officer.

### **1.3. Required Academic Qualifications**

Minimum professional qualification: ACCA (Association of Chartered Certified Accountants), or CIMA (Chartered Institute of Management Accountants) or any Chartered Accountancy Profession and a Master of Business Administration (MBA).

Additional qualifications in IT or HR will be an added advantage

### **1.4. Required Experience**

Minimum of ten (10) years' relevant experience, including at least three (3) years at a senior management level.

Experience in using Sun system or any related Enterprise Resource Planning System  
Experience at a regional or international level will be an added advantage

### **1.5. Required Competencies**

- Excellent oral and written communication skills
- Ability to influence multi stakeholder processes.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work effectively under pressure.
- High level of confidentiality and integrity
- Strong creative thinking and problem-solving ability
- Excellent interpersonal skills with the ability to work in a multicultural and multinational environment.
- Proven leadership skills with the ability to motivate teams and resolve conflicts professionally.
- Demonstrated ability to drive strategic change, challenge the status quo, and take decisive action when necessary.
- Commitment to gender equality and the incorporation of gender perspectives in all areas of work.
- Knowledge of the COMESA Treaty and the COMESA Competition and Consumer Protection Regulations and Rules.

## **2. POST TWO - ARABIC TRANSLATOR**

### **2.1. Job Description**

<b>JOB TITLE:</b>	Arabic Translator
<b>GRADE:</b>	Professional Level 2 (P2).
<b>SALARY SCALE:</b>	Maximum of COM\$ 57,586.94 per annum and other applicable allowances
<b>DIVISION:</b>	Corporate Services Division
<b>TENURE:</b>	A fixed term of Four (4) years.
<b>NUMBER OF POSTS:</b>	One (1)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	The Director Corporate Services
<b>TYPE OF CONTRACT:</b>	CCCC's fixed term employee under the professional service category

### **2.2. Responsibilities**

Under the overall supervision of the Chief Executive Officer and the direct supervision of the Director Corporate Services, the incumbent performs the following duties:

- Translating from English to Arabic and Arabic to English as per the CCCC's standards but not limited to:
  - Legal instruments, research papers, publications and letters;
  - Reports, working papers, workshop and meeting documents;
  - Filings, Notifications and Case laws;
  - Typing and word processing of translated documents;
  - Decisions, Website posts, Notices, Press Releases, Latest news of the CCCC; and
  - Any other documents or materials.
- Proofreading of all documents which have been translated;
- Verifying, editing, checking and revising all documents translated by freelance translators hired by the CCCC;
- Providing interpretation service from English into Arabic and Arabic into English as necessary;
- Research, compile, and update translation vocabulary/terminology/glossary by subject matter and keeps abreast of new trends in translation. Populate the central terminology database/glossary and reference archive for translation;
- Ensures that all translated documents are filed appropriately;
- Uphold strict confidentiality of all documents and information handled in the course of duty;
- Ensures that all reports are submitted timely; and
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Director Corporate Services or the Chief Executive Officer.

### **2.3. Required Academic Qualifications**

A minimum of Bachelor's degree in Arabic or English language and/or equivalent professional degree/qualification in Arabic-English translation. A relevant postgraduate qualification would be an added advantage.

## 2.4. Required Experience

A minimum of at least five (5) years' relevant experience in translation from Arabic to English and English to Arabic.

Proficiency in French language will be an added advantage

Experience in Arabic interpretation service will be an added advantage

Working experience at regional or international level will be an added advantage

## 2.5. Required Competencies

- Excellent oral and written communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to translate large volumes of documents within a reasonable period of time
- Ability to translate Arabic to English and English to Arabic without distorting the context of the message
- Ability to work under pressure.
- Maintain confidentiality at the highest level at all times.
- Excellent interpersonal skills and ability to work in a multi-cultural and multi-national environment.

## 3. POST THREE- FRENCH TRANSLATOR

### 3.1. Job Description

<b>JOB TITLE:</b>	French Translator
<b>GRADE:</b>	Professional Level 2 (P2).
<b>SALARY SCALE:</b>	Maximum of COM\$ 57,586.94 per annum and other applicable allowances
<b>DIVISION:</b>	Corporate Services Division
<b>TENURE:</b>	A fixed term of Four (4) years.
<b>NUMBER OF POSTS:</b>	One (1)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	The Director Corporate Services
<b>TYPE OF CONTRACT:</b>	CCCC's fixed term employee under the professional service category

### 3.2. Responsibilities

Under the overall supervision of the Chief Executive Officer and the direct supervision of the Director Corporate Services, the incumbent performs the following duties:

- Translating from English to French and French to English as per the CCCC's standard that includes:
  - Legal instruments, research, papers, publications and letters;
  - Reports, workshop and meeting documents;
  - Filings, Notifications and Case laws;
  - Typing and word processing of translated documents;

- Decisions, Website posts, Notices, Press Releases, Latest news of the CCCC; and
- Any other documents or materials.
- Proofreading of all documents which have been translated;
- Verifying, editing, checking and revising all documents translated by freelance translators hired by the CCCC;
- Providing interpretation service from English into French and French into English as necessary;
- Research, compile, and update translation vocabulary/terminology/glossary by subject matter and keeps abreast of new trends in translation. Populate the central terminology database/ glossary and reference archive for translation;
- Ensures that all translated documents are filed appropriately;
- Uphold strict confidentiality of all documents and information handled in the course of duty;
- Ensures that all reports are submitted timely; and
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Director Corporate Services or the Chief Executive Officer.

### **3.3. Required Academic Qualifications**

A minimum of Bachelor's degree in French or English language and/or equivalent professional degree/qualification in French-English translation. A relevant postgraduate qualification would be an added advantage.

### **3.4. Required Experience**

A minimum of at least five (5) years' relevant experience in translation from French to English and English to French.

Proficiency in Arabic language will be an added advantage

Experience in French interpretation services will be an added advantage

Working experience at regional or international level will be an added advantage

### **3.5. Required Competencies**

- Excellent oral and written communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to translate large volumes of documents within a reasonable period of time
- Ability to translate French to English and English to French without distorting the context of the message
- Ability to work under pressure.
- Maintain confidentiality at the highest level at all times.
- Excellent interpersonal skills and ability to work in a multi-cultural and multi-national environment.

## **4. ELIGIBILITY FOR APPLICATION**

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

## 5. APPLICATION SUBMISSION GUIDELINES

### 5.1. Submission Address

All applications must be submitted directly to the COMESA Competition and Consumer Commission (CCCC) via email: [recruitment@comesacompetition.org](mailto:recruitment@comesacompetition.org).

A copy of the application must also be sent to the COMESA **Coordinating Ministry of the applicant's respective Member State**.

### 5.2. Verification of Coordinating Ministry Contacts

Applicants are responsible for verifying the valid email addresses of their Coordinating Ministries.

The list of Coordinating Ministries for each Member State can be accessed on the CCCC's official website under [COMESA Coordinating Ministries](#).

### 5.3. Mandatory Copy Requirement

Applications not copied to a valid Coordinating Ministry email address will be considered **defective and disqualified**.

Any application submitted without a copy to the respective Member State Coordinating Ministry will be **automatically rejected**.

### 5.4. Proof of Submission

Applicants must provide proof of submission, either by a valid email copy sent to the Coordinating Ministry or a stamped copy of the application

### 5.5. Applications by CCCC Staff Members

Staff members of the CCCC must also submit their applications directly to [recruitment@comesacompetition.org](mailto:recruitment@comesacompetition.org), with a copy to the respective Coordinating Ministry in the applicant's country.

### 5.6. Prescribed Application Form

Applicants **MUST** complete the official **CCCC Application Form**.

The form can be accessed on the CCCC's website under [CCCC Job Application Form](#).

Failure to use or complete this prescribed form will result in **automatic disqualification**.

### **5.7. Deadline for Submission**

Applications must be submitted to the CCCC with a copy to the COMESA Coordinating Ministry by **Wednesday, 17 June 2026**.

The CCCC does **not** accept physical (hard copy) applications. Only electronic submissions via email will be considered. Applications should be directed to the email address below:

The Chief Executive Officer  
COMESA Competition and Consumer Commission  
Kangombe House, 5<sup>th</sup> Floor  
P. O. Box 30742  
Lilongwe 3  
**MALAWI**  
Email: [recruitment@comesacompetition.org](mailto:recruitment@comesacompetition.org)