



Advancing Regional Integration
through Competitive Markets
and Empowered Consumers

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12 October 2026

CALL FOR APPLICATIONS FOR THREE POSITIONS 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. Registry Officer (GS5)
2. Finance Officer (GS5)
3. Administrative Officer (GS5)

Suitably qualified citizens of the Republic of Malawi and citizens of COMESA Member States lawfully residing in Malawi and holding valid residence permits are eligible to apply.

1. POST ONE- REGISTRY OFFICER

JOB TITLE:	Registry Officer
GRADE:	General Staff Category (GS5)
SALARY SCALE:	COM\$ 5,576.35- COM\$ 8,083.47 per annum, plus applicable benefits and allowances in accordance with CCCC Conditions of Service
DIVISION:	Registry
TENURE:	A fixed term of Five (5) years subject to renewal. Renewal of contract is subject to availability of funds and performance of the contract holder
NUMBER OF POSTS:	One (1)
DUTY STATION:	Lilongwe
REPORTS TO:	Registrar
TYPE OF CONTRACT:	CCCC's fixed term employee under the General Service Category

1.1. RESPONSIBILITIES

Under the overall supervision of the Chief Executive Officer of the CCCC and the direct supervision of the Registrar, the incumbent shall provide the following specific duties and responsibilities:

A. Archiving of Records

- i. Determine disposition, cataloguing, referencing and labelling 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; and
- x. Orient, induct, guide and assist staff to select and process their documents for archiving.
- xi. Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Registrar or the Chief Executive Officer.

B. Maintenance of Records

- i. Conduct annual records audits to inventory 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, dispatch, tracking and closing of files);
- x. Respond to any information requests from external stakeholders; and
- xi. Orient, induct, guide and assist staff to manage their individual records.
- xii. Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Registrar or the Chief Executive Officer.

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; and
- v. Assist the CCCC with its projects undergoing by summarizing and collating information; and setting up an information database.
- vi. Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Registrar or the Chief Executive Officer.

D. Other

Perform all such things as are incidental to the foregoing (a-c above) and/or as may be lawfully delegated by the Registrar or the Chief Executive Officer.

1.2. REQUIREMENTS FOR THE POST

E. Academic Qualifications

Minimum of Bachelor's degree in Record Management or Library or Information Science

F. Experience

- i. Minimum of two years relevant experience.
- ii. Work experience in a Regional or International organization and digitalisation is desirable
- iii. Experience in a competition or consumer authority will be an added advantage.

1.3. COMPETENCIES

- iv. Excellent oral and written communication skills
- v. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- vi. Ability to work under pressure.
- vii. Maintain confidentiality at the highest level at all times.
- viii. Excellent interpersonal skills and ability to work in a multi-cultural and multi-national environment.
- ix. Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition and Consumer Protection Regulations and Rules; and
- x. Knowledge of the operations of the CCCC 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 OFFICER

JOB TITLE:	Finance Officer
GRADE:	General Staff Category (GS5)
SALARY SCALE:	COM\$ 5,576.35- COM\$ 8,083.47 per annum, plus applicable benefits and allowances in accordance with CCCC Conditions of Service
DIVISION:	Corporate Services Division
TENURE:	A fixed term of Five (5) years subject to renewal. Renewal of contract is subject to availability of funds and performance of the contract holder
NUMBER OF POSTS:	One (1)

DUTY STATION: Lilongwe
REPORTS TO: Director Corporate Services
TYPE OF CONTRACT: CCCC's fixed term employee under the General Service Category

2.1. RESPONSIBILITIES

Under the overall supervision of the Chief Executive Officer of the CCCC and the direct supervision of the Director Corporate Services, the incumbent shall provide the following specific duties and responsibilities:

A. General Ledger

- i. Capturing financial information in the general ledger such as Revenue receipts, Merger fee disbursement schedules; and
- ii. Preparation of periodical general ledger analysis.

B. Accounts Receivable

- i. Day-to-day follow up on, collect and allocate payments
- ii. Perform account reconciliations;
- iii. Track account details for non-payments, delayed payments etc. Send follow-up inquiries, Investigate and resolve payment discrepancies; and generate debtors ageing analysis reports from the system; and
- iv. Reconciliation, general ledger entry and month-end-closing.

C. Accounts Payable

- i. Process payments for the CCCC by assembling invoices and all relevant documentation (including purchase orders) for review by the supervisor;
- ii. Process any credit card payments
- iii. Prepare bank deposits
- iv. Prepare and perform check runs; identify outstanding checks and inform Supervisor track expenses and produce expense reports; and
- v. Check appropriate source of funds from budget for every purchase.

D. Payroll

- i. Obtain the monthly payroll transaction listing and capture them into Sun Systems; and
- ii. Preparation of monthly salary refunds payments for COMESA Secretariat.

E. Fixed Assets

- i. Obtain Information from the fixed assets register and capture in Sun Systems; and
- ii. Reconcile the Fixed Assets Register (FAR) with the General Ledger (GL) during monthly financial close and investigate and monitor any discrepancies.

F. Treasury and Cash Flow

- i. Prepare cash flow reports for replenishing the local currency accounts for all local expenses for both regular and operating budget; and
- ii. Prepare cash flow reconciliations and consolidated cash position; prepare and communicate all banking activity of the previous day.

G. General Responsibilities.

Perform all such things as are incidental to the foregoing (a-f) and/or as may be lawfully delegated by the Director Corporate Services or the Chief Executive Officer.

2.2. REQUIREMENTS FOR THE POST

H. Academic Qualifications

Minimum of Bachelor's degree in Accounting or Finance or Commerce

I. Experience

- i. Minimum of two years relevant experience.
- ii. Experience in using Sun system or any related Enterprise Resource Planning System
- iii. Experience at a regional or international level will be an added advantage
- iv. Experience in a competition or consumer authority will be an added advantage

2.3. COMPETENCIES

- i. Excellent oral and written communication skills
- ii. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- iii. Ability to work under pressure.
- iv. Maintain confidentiality at the highest level at all times.
- v. Excellent interpersonal skills and ability to work in a multi-cultural and multi-national environment.
- vi. Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition and Consumer Protection Regulations and Rules; and
- vii. Knowledge of the operations of the CCCC 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 OFFICER

JOB TITLE:	Administrative Officer
GRADE:	General Staff Category (GS5)
SALARY SCALE:	COM\$ 5,576.35- COM\$ 8,083.47 per annum, plus applicable benefits and allowances in accordance with CCCC Conditions of Service
DIVISION:	Corporate Services Division
TENURE:	A fixed term of Five (5) years subject to renewal. Renewal of contract is subject to availability of funds and performance of the contract holder
NUMBER OF POSTS:	One (1)
DUTY STATION:	Lilongwe

REPORTS TO: Director Corporate Services
TYPE OF CONTRACT: CCCC's fixed term employee under the General Service Category

3.1. RESPONSIBILITIES

Under the overall supervision of the Chief Executive Officer of the CCCC and the direct supervision of the Director Corporate Services, the incumbent shall provide the following specific duties and responsibilities:

A. Procurement

- i. Support the preparation and implementation of the annual procurement plan;
- ii. Assist the Finance team throughout the procurement cycle with forecasting and budgeting;
- iii. Assist in the preparation of procurement technical specifications, Terms of Reference, and solicitation documents in compliance with the CCCC's Procurement Rules;
- iv. Maintain procurement records and supplier databases
- v. Assist in monitoring contract performance and supplier compliance; and
- vi. Assist in sourcing, liaising and negotiating with new and existing suppliers.

B. Stores

- i. Follow-up on late deliveries with suppliers;
- ii. Perform regular cycle counts of inventory; and
- iii. Investigate and resolve volume discrepancies between stock and records.

C. Asset Management

- i. Assist with updating the fixed asset register;
- ii. Assisting in performing asset counts; and
- iii. Working with Finance Unit in updating the general ledger with fixed assets movements.

D. Office Management

- i. Assist with managing the reception area of the CCCC;
- ii. Assist with regular checks and maintenance of office premises;
- iii. Assist with Consular services; and
- iv. Assist in ensuring that office supplies are always available.

E. Other

Perform all such things as are incidental to the foregoing (a-d above) and/or as may be lawfully delegated by the Director Corporate Services or the Chief Executive Officer.

3.2. REQUIREMENTS FOR THE POST

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

Work Experience- Minimum of two years' relevant experience in procurement, logistics and Administration or office management.

Experience at a regional or international level will be an added advantage

Experience in a competition or consumer authority will be an added advantage

3.3. COMPETENCIES

- i. Excellent oral and written communication skills
- ii. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- iii. Ability to work under pressure.
- iv. Maintain confidentiality at the highest level at all times.
- v. Excellent interpersonal skills and ability to work in a multi-cultural and multi-national environment.
- vi. Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition and Consumer Protection Regulations and Rules; and
- vii. Knowledge of the operations of the CCCC 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. APPLICATION SUBMISSION GUIDELINES AND ELIGIBILITY

4.1. Eligibility for Application

Suitably qualified citizens of the Republic of Malawi and citizens of COMESA Member States lawfully residing in Malawi and holding valid residence permits are eligible to apply.

Applicants must not be more than 55 years of age at the time of submitting the application.

4.2. Submission Address

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

4.3. 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**.

Applications **MUST** be accompanied by a cover email or letter, a duly completed CCCC Application Form; copies of academic and professional certificates and any other relevant supporting documentation.

4.4. Deadline for Submission

Applications must be submitted to the CCCC using the email recruitment@comesacompetition.org by Friday, **23 October 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:

Email: recruitment@comesacompetition.org