



CALL FOR APPLICATIONS FOR THE POSTS OF SENIOR LEGAL OFFICER P3 AND SENIOR HUMAN RESOURCES AND ADMINISTRATION OFFICER P3

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 for the services of suitably qualified nationals of the COMESA Member States to fill the following positions tenable at the Commission in Lilongwe, Malawi:

S/N	NAME OF POST	GRADE	NO. OF POSTS
1	Senior Legal Officer	P3	1
2	Senior Human Resource and Administration Officer	P3	1

1. POST ONE: SENIOR LEGAL OFFICER

1.1 JOB DESCRIPTION POST

JOB TITLE : Senior Legal Officer
GRADE : Professional Level 3(P3)
SALARY SCALE: COM\$48,575 – COM\$59,703 per annum
DIVISION : Legal Services and Compliance
TENURE : A fixed term of Three (3) years. Extension of contract is subject to availability of funds and performance

DUTY STATION: Lilongwe

REPORT TO : Manager, Legal Services and Compliance

1.2. RESPONSIBILITIES

Under the overall supervision of the Director of the Commission and the direct supervision of the Manager Legal Services and Compliance, the Senior Legal Officer will be responsible for providing legal services and advice to the Commission and ensuring compliance with all relevant COMESA legal instruments and the protection of the interests of the Commission.

In addition to the above generality, the incumbent shall provide the following specific duties and responsibilities in support of the Manager, Legal Services and Compliance:

- Prepare legal advice on diverse substantive and procedural issues, which may include those related to administration, procurement, contracts and other operational matters;
- Perform extensive legal research and analysis and prepare legal opinions, studies, briefs and reports;
- Assist in developing, interpreting and implementing internal legislation, decisions, directives etc;
- Ensure that the rights and the defences are respected
- Ensure that draft decisions of the Commission take due account of the relevant facts;
- Assist in negotiating and drafting undertakings, and ensure the accuracy of undertakings given by enterprises to the Commission;
- Develop and implement relevant guidelines/procedures/manual such as those pertaining to investigations procedures and ethics, search of premises, confidentiality issues, exemptions, etc under the Competition Regulations and Rules;
- Assess/review all exemptions possible under the Regulations pertaining to professional bodies and other economic actors in the Common Market and develop guidelines thereto;
- Ensure compliance by enterprises to the letter and spirit of the law and provide guidance to business on matters of compliance under the Competition Regulations and assist firms or other persons to draft competition compliance programs;

- Keep an update on all key developments or best practices at regional and international levels in competition law and recommend appropriate policy and legal review;
- Draft legal documents and general notices for publication in the COMESA Gazette;
- Submit performance reports to the Manager Legal Services and Compliance as required; and
- Undertake any other tasks consistent with this job description as may be requested or delegated by the Manager Legal Services and Compliance.

1.3. QUALIFICATIONS

- A minimum of a Bachelor of Law degree from a recognized university, with a strong bias towards commercial, contract or competition law.
- Admitted to practice law in any of the COMESA Member States.
- A Master's Degree in an appropriate discipline will be an added advantage.

1.4. EXPERIENCE

A minimum of 5 years of progressively relevant post-qualifying experience in law, including litigation, legal analysis, research and report writing.

1.5. COMPETENCIES

- Excellent technical competence in handling legal/policy issues.
- Excellent communication, writing and analytical skills.
- Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.
- Maintain confidentiality at the highest level at all times.
- Creative thinking and problem solving skills.
- Excellent interpersonal skills and ability to work in a multi-cultural and multi-national environment.
- Excellent Computer Skills.
- Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.

1.6. WORKING LANGUAGE REQUIREMENT

English, French and Arabic are the working languages of COMESA. For this position, excellent command of written and spoken English is required. A good working knowledge of Arabic and/or French will be an added advantage.

2. POST TWO: SENIOR HUMAN RESOURCES AND ADMINISTRATION OFFICER

2.1. JOB DESCRIPTION POST TWO:

JOB TITLE:	Senior Human Resources and Administration Officer.
GRADE:	Professional Level 3(P3).
SALARY SCALE:	COM\$48,575 – COM\$59,703 per annum.
DIVISION:	Human Resource and Administration Division.
TENURE:	A fixed term of Three (3) years. Extension of contract is subject to availability of funds and performance
DUTY STATION:	Lilongwe, Malawi.
REPORT TO:	Director
TYPE OF CONTRACT:	Commission’s established professional service category.

2.2. PURPOSE OF THE JOB

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

2.3. RESPONSIBILITIES

Under the overall supervision of the Director, the incumbent will be responsible for the following specific functions:

- Design, update and implement strategic human resources system which will comprise the following:-
- Contributing in the preparation and evaluation of staff policies, Staff Rules and Regulations and ensuring that they are properly applied and complied with:
 - i. examining existing personnel policies, Rules and Regulations and make recommendations as appropriate;

- ii. giving advice to executive and management on Human Resource matters;
 - iii. developing motivation strategies, staff welfare policies and industrial relations policies and practices;
- Formulation of the HR Division strategic plans and objectives
- Preparation and management of the approved Human Resources Division Budget
- Guiding the Manpower planning process to ensure optimum numbers
- Ensuring that all Company Jobs are correctly profiled and graded and each staff is given a job description upon reporting for employment
- Driving the Change agenda by identifying global best practices, advising management on the use and benefits of such practices and responsible for rolling out the approved ones.
- Planning and carrying out a policy of upgrading the professional skills and competence of the Staff of the Commission by Performance Management systems;
 - i. drawing up staff training schemes;
 - ii. requiring Managers of Divisions to discuss training needs with their staff and to see to it that they are up-to-date in their profession; and
 - iii. establishing language training courses.
- Recruiting of qualified, experienced and competent staff including consultants and advisers by:
 - i. issuing accurate vacancy announcements internally and externally or both and disseminating them as widely as possible;
 - ii. screening applications in conjunction with the appropriate director(s) of divisions(s);
 - iii. preparing submissions to the reviewing bodies;
 - iv. advising such bodies as ex-officio on the rules and regulations;
 - v. arranging for the interviewing of short-listed candidates;
 - vi. transmitting the recommendations of the reviewing bodies to the Director; and
 - vii. ensuring that successful candidates receive letters of appointment and take up their positions as required.
 - viii. Ensuring recruitment of staff is done cost effectively.
- Ensuring good industrial relations
- Ensuring the provision of effective and efficient Human Resource services to the Commission and its staff members by:
 - i. calculating and communicating to the Finance Section approved and prevailing financial benefits of all staff members;

- ii. Managing effectively the prevailing health facility provision for staff members; and
 - iii. Participating in study exercises and benchmarking on staff matters.
- Servicing and advising those who may be assigned to review any staff matters such as promotions bodies, disciplinary committees, and policy advisory bodies by:
 - i. ensuring that their composition is renewed on a periodic basis;
 - ii. ensuring staff representation in these bodies;
 - iii. supplying all members with copies of the Staff Rules and Regulations as well as the procedure for the conduct of business;
 - iv. giving advice on applicable rules and procedures and so guide the deliberations of the bodies; and
 - v. Providing secretarial support.
- Supervising staff of human resource and administration division by:
 - i. guiding them and ensuring that they apply the Rules and Regulations and are fully conversant with them;
 - ii. overseeing their work on a daily basis;
 - iii. preparing evaluation reports on them;
 - iv. discussing any staff complaints with them; and
 - v. finding out and easing bottlenecks.
- Partnering with the Management team in ensuring Institute is run Professionally
- Responsible for staff wellness.

2.3.2. Estate Management

Ensure the following is carried out:-

- The Commission's properties are kept in a good state of repairs;
- Maintain records of properties and agreements;
- Tender maintenance jobs and administer contracts;
- Security and cleanliness of the properties;
- Preparation of financial returns for all externally funded projects;
- Good customer relations with tenants, and
- Plan for improvements of the properties.

2.3.3. Conferences

Ensure the smooth running of the Commission's Conferences and Meetings as well as the services associated with the conferences such as language translations; document reproduction, and documentation

2.3.4. Purchasing and Administration

- Ensure an up to date purchasing system;
- Monitor and responsible for all purchases in the Commission;
- Overall supervision of hotel bookings and travel;
- Overall supervision of the receipt and management of stocks and spares ensuring that they are protected from theft, deterioration and damage;
- Supervision of the asset register;
- Overall supervision of the inventory system;
- Overall supervision of the switchboard operators; Drivers; Messengers; Cleaners and Translators.

2.3.5. Decision Making

Decisions on human resource and administrative matters i.e. recruitment, promotions, career advancement and procurements.

2.3.6. Others

Undertake other tasks consistent with this job description and/or as may be requested or delegated by the Director from time to time.

2.4. QUALIFICATIONS

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

2.5. EXPERIENCE

A minimum of 5 years relevant post-qualifying experience in a similar or related position. Experience in a regional or international organisation will be desirable.

2.6. WORKING LANGUAGE REQUIREMENT:

Must be fluent in English or French or Arabic (speaking and writing). A combination of all these languages will be an added advantage.

3. FOR ALL THE ABOVE POSTS

3.1. ELIGIBILITY FOR APPLICATION

Applicants must be citizens of COMESA Member States.

3.2. TERMS OF APPOINTMENT

Type of contract: The positions are under the Commission's established professional service category.

Remuneration: Remuneration will be an all-inclusive amount pertaining to the position under the existing COMESA remuneration levels.

Duration of Contracts: The contracts shall be effective from the date of commencement of duties and will expire at the end of three (3) years of employment and may be renewed subject to individual performance and availability of funds

4. APPLICATIONS

Applications **MUST be submitted through the Ministry of Industry, Trade and Tourism** on the prescribed COMESA APPLICATION FORM which can be accessed and downloaded from the COMESA website: <http://www.comesa.int/>. Applications should be accompanied by certified copies of education testimonials, transcripts showing courses and grades attained at both under-graduate and graduate level.

Applications submitted directly to the COMESA Secretariat or COMESA Competition Commission will not be considered and **ONLY** short-listed candidates will be contacted

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The applications **MUST** reach the address below by **Friday, 29th September, 2017**.

The Secretary for Industry, Trade and Tourism
Gemini House, City Centre
P.O Box 30366
LILONGWE 3
Attention: **Mr A.L. Chikopa, Floor 3, Room No. 10**

COMESA Secretariat is an equal opportunities employer. Female candidates are encouraged to apply.