



Common Market for Eastern  
and Southern Africa

## CALL FOR APPLICATIONS FOR NINE (9) PROFESSIONAL POSTS OF 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 14<sup>th</sup> 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 suitably qualified nationals of the COMESA Member States to fill the following posts tenable at the Commission in Lilongwe, Malawi: Applications are therefore invited from suitably qualified and experienced professionals for the following positions:

S/N	NAME OF VACANT POSTS	GRADE	NO. OF POSTS
1.	Manager – Consumer Welfare & Advocacy	P4	1
2.	Senior Human Resources and Administration Officer	P3	1
3.	Accountant	P3	1
4.	Internal Auditor	P3	1
5.	Merger Analysts	P2	2
6.	Competition Analysts	P2	2
7.	Legal Officers	P2	2
8.	Consumer Welfare and Advocacy Officers	P2	2
9.	IT and Documentation Officer	P2	1

## **1. POST ONE- MANAGER- CONSUMER WELFARE AND ADVOCACY**

### **1.1 JOB DESCRIPTION**

<b>JOB TITLE:</b>	Manager- Consumer Welfare and Advocacy
<b>GRADE:</b>	Professional Level 4(P4)
<b>SALARY SCALE:</b>	COM\$58,731– COM\$ 70,654 per annum
<b>DIVISION:</b>	Consumer Welfare and Advocacy
<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>	Director
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under professional service category

### **1.2 RESPONSIBILITIES**

Under the supervision of the Director, COMESA Competition Commission, the incumbent performs the following duties :

- Manage effective investigation and assessment of trading practices in the Common Market in order to enhance consumer protection as enshrined under the COMESA Competition Regulations which includes:
  - Initiate actions against violators
  - Investigate complaints
  - Compile and submit investigation reports and case recommendations to the Director;
  - Develop inspection procedures and techniques
- Manage effective development and implementation of information, education and communication programmes for consumer protection in order to raise awareness of the public on consumer issues under the COMESA Competition Regulations and prepare relevant publications for dissemination;
- Assist the COMESA Member States in establishing effective consumer protection systems at domestic level;
- Advise industry, state and local officials and consumers on enforcement policies, compliance methods, and interpretation of the COMESA Competition Regulations
- Plan and direct regulatory programs;
- Foster multilateral cooperation in cross-border consumer welfare among Member States;
- Network with regional and international consumer welfare officials and keep an update on latest developments and facilitate the Commission's participation in key consumer issues at a Regional and International conferences;
- Submit performance reports of the Consumer Welfare and Advocacy as required; and
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Director.

## **1.3 REQUIREMENTS FOR THE POST**

### **1.3.1 ACADEMIC QUALIFICATIONS**

A minimum of Masters degree in Economics, Legal Studies, Public Administration, Management or an equivalent qualification in the field of consumer protection from a recognized institution. A PhD from a reputable institution in an appropriate discipline will be an added advantage.

### **1.3.2 EXPERIENCE**

A minimum of ten (10 ) years post qualifying relevant experience in consumer protection and/or competition law enforcement. The candidate should have experience of Consumer Protection at senior management level.

Working experience at a national/regional consumer and/or competition authority will be an added advantage.

### **1.3.3 COMPETENCIES**

- Excellent oral and written communication skills and ability to influence multi stakeholder processes.
- Excellent analytical skills particularly in interpreting, using, analyzing and presenting data and evidence.
- Accurate or intelligent demonstrable knowledge in advocacy, consumer protection, competition law, industrial organization or industry structures in any of the countries in the Common Market,
- Excellent Computer Skills.
- Demonstrated relationship management skills, including proven listening skills and sound business judgment,
- Ability to empower and inspire others to translate vision into results; identifies proactively strategic issues, opportunities and risks; establishes and maintains relationships with a broad range of people to understand needs and gain support for organizational direction; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands.
- Ability to provide leadership and 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.
- Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.

## **2. POST TWO: SENIOR HUMAN RESOURCES AND ADMINISTRATION OFFICER (RE-ADVERTISEMENT)**

### **2.1. JOB DESCRIPTION:**

<b>JOB TITLE:</b>	Senior 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>	Human Resources and Administration 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>	Director
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under 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:

#### **2.3.1. Human Resources**

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:
  - examining existing personnel policies, Rules and Regulations and make recommendations as appropriate;
  - giving advice to executive and management on Human Resource matters;
  - 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;

- drawing up staff training schemes;
- 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
- establishing language training courses.
- Recruiting of qualified, experienced and competent staff including consultants and advisers by:
  - issuing accurate vacancy announcements internally and externally or both and disseminating them as widely as possible;
  - screening applications in conjunction with the appropriate director(s) of divisions(s);
  - preparing submissions to the reviewing bodies;
  - advising such bodies as ex-officio on the rules and regulations;
  - arranging for the interviewing of short-listed candidates;
  - transmitting the recommendations of the reviewing bodies to the Director; and
  - ensuring that successful candidates receive letters of appointment and take up their positions as required.
  - 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:
  - calculating and communicating to the Finance Section approved and prevailing financial benefits of all staff members;
  - Managing effectively the prevailing health facility provision for staff members; and
  - 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:
  - ensuring that their composition is renewed on a periodic basis;
  - ensuring staff representation in these bodies;
  - supplying all members with copies of the Staff Rules and Regulations as well as the procedure for the conduct of business;
  - giving advice on applicable rules and procedures and so guide the deliberations of the bodies; and
  - Providing secretarial support.
- Supervising staff of human resource and administration division by:
  - guiding them and ensuring that they apply the Rules and Regulations and are fully conversant with them;
  - overseeing their work on a daily basis;
  - preparing evaluation reports on them;
  - discussing any staff complaints with them; and
  - 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.

### **3. POST THREE – ACCOUNTANT**

#### **3.1. JOB DESCRIPTION:**

<b>JOB TITLE:</b>	Accountant:
<b>GRADE:</b>	Professional Level 3(P3)
<b>SALARY SCALE:</b>	COM\$48,575 – COM\$59,703 per annum
<b>DIVISION:</b>	Finance
<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 Commission.
<b>NUMBER OF POSTS:</b>	One (1)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	The Director
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under professional service category.

#### **3.2. RESPONSIBILITIES**

Under the supervision of the Director of the COMESA Competition Commission, the incumbent performs the following duties with full performance level:

- Maintain accounting records of the COMESA Competition Commission programmes in Sun Accounting system for timely submission to Management in accordance with the applicable international Financing Reporting Standards and COMESA Reporting requirements;
- Prepare replenishment withdraw application (with the relevant monitoring previous payments, contractual requirements etc.) for the signature of the relevant authorizing Officers;
- Monitor and administer other revenue of the Commission by:
  - Calculate the filing fees of notification of merger transactions and shares due to designated Member States;
  - Disburse the merger filing fees to designated Member States timely and accurately;
  - Monitor other fees, fines and resources of the Commission;
- Assist in the preparation of documents, work programmes and the corresponding budgets in the annual work programme and budgeting system of the Commission;
- Monitor disbursement of funds with regard meetings, workshops, goods and services; and ensuring that each payment is released on time;
- Participate in the successful implementation of activities such as seminars, meeting, workshop etc;
- Assist in the preparation of accurate monthly and annual financial reports for the Commission;
- Monitor cash flows on the Commission's account;
- Maintaining the fixed assets inventory and depreciation scheduled that maintained on sun accounting software in line with the applicable international financial reporting standards;
- Maintaining the creditors and debtors ledgers as per the International Financial reporting standards and ensuring that payments are effected or received on time; and
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Director.

### **3.3. REQUIREMENTS FOR THE POST**

#### **3.3.1. ACADEMIC QUALIFICATIONS**

Should be a holder of a professional accounting qualification either ACCA (Association of Chartered Certified Accountants), or CIMA (Chartered Institute of Management Accountants). Possession of a Masters of Business Administration (MBA) will be an added advantage.

#### **3.3.2. EXPERIENCE**

Should have at least Eight (8) years post qualifying professional experience in financial accounting and financial management

#### **3.3.3. COMPETENCIES**

- Excellent oral and written communication skills and ability to influence multi stakeholder processes.
- Excellent computer skills: Microsoft office and excel.
- Shown merit and ability as reflected in work performance and results;
- 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.



#### **4. POST FOUR- INTERNAL AUDITOR**

##### **4.1. JOB DESCRIPTION**

<b>JOB TITLE:</b>	Internal Auditor
<b>GRADE:</b>	Professional Level 3(P3)
<b>SALARY SCALE:</b>	COM\$48,575 – COM\$59,703 per annum
<b>DIVISION:</b>	Finance
<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 Commission.
<b>NUMBER OF POSTS:</b>	One (1)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	The Director
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under professional service category.

##### **4.2. RESPONSIBILITIES**

Under the supervision of the Director of the COMESA Competition Commission, the incumbent performs the following duties

- a. Auditing Internal Control procedures and risk assessment procedures (i.e. SOPs) in order to obtain assurance that these procedures are appropriately designed and effectively implemented:
  - i. To deduct and prevent fraud or errors
  - ii. To comply with policies, plans, laws and regulations
  - iii. To safeguard assets of the Commission; or
  - iv. To promote the economic, efficient and effective use of resources.
- b. Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, clarify and report such information.
- c. Identifying the areas of risk where SOPs are not designed/implemented; along with advising on objectives of these SOPs.
- d. Conducting specific reviews or tasks requested by the Board, the Finance and Audit Committee or the Director, provided such reviews and tasks do not compromise IAF's independence or objectivity.
- e. To develop a risk framework for the Commission in order to identify and address risks in a systematic manner.
- f. To ensure enterprise wide responsibility and accountability for all the aspects of the Commission including but not limited to:
  - (i) risk identification
  - (ii) measurement
  - (iii) recording
  - (iv) management
  - (v) maintenance of a risk register
  - (vi) monitoring and reporting in such areas as credit risk, interest rates, market and liquidity risk, compliance and regulatory risk, operational risk and reputational risk.
- g. Perform all such things as are incidental to the foregoing.

### **4.3. REQUIREMENTS FOR THE POST**

#### **4.3.1. ACADEMIC QUALIFICATIONS**

Should be a holder of a professional accounting qualification either ACCA (Association of Chartered Certified Accountants) or CIMA (Chartered Institute of Management Accountants) and may have a degree in accounting, economics, Finance and information Technology Possession of a Masters of Business Administration (MBA) will be an added advantage.

#### **4.3.2. EXPERIENCE**

Should have at least eight (8) years post qualifying professional experience in financial audit, accounting and financial management

#### **4.3.3. COMPETENCIES**

- Excellent oral and written communication skills and ability to influence multi stakeholder processes.
- Excellent computer skills: Microsoft office and excel.
- Shown merit and ability as reflected in work performance and results;
- 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.

## **5. POST FIVE- MERGER ANALYSTS**

### **5.1. JOB DESCRIPTION:**

<b>JOB TITLE:</b>	Merger Analysts
<b>GRADE:</b>	Professional Level 2(P2)
<b>SALARY SCALE:</b>	COM\$ 39,743- COM\$ 50,076 per annum
<b>DIVISION:</b>	Mergers and Acquisition
<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 Commission.
<b>NUMBER OF POSTSS:</b>	Two (2)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORT TO:</b>	Manager; Mergers and Acquisitions
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under professional service category.

### **5.2. RESPONSIBILITIES**

Under the overall supervision of the Director of the Commission and the direct supervision of the Manager, Mergers and Acquisitions the incumbent performs the following duties:

- Investigate, assess and monitor mergers and acquisitions in the Common Market and ensure compliance by enforcing the Merger Control provisions in the COMESA Competition Regulations and Rules;
- Assess notified and identified mergers as provided for under the COMESA Treaty, COMESA Regulations and Rules, and giving due regard to best international practices;
- Assist the Member States in establishing effective merger control regimes at domestic level;
- Compile and submit investigation reports and case recommendations to the Manager- Mergers and Acquisitions;
- Educate the public on the merger provisions of the COMESA Regulations and Rules as well as draft relevant publications for public dissemination and advise Manager, Mergers and Acquisitions Commission on possible courses of action after a market study is concluded;
- Foster multilateral cooperation in cross-border merger review among Member States;
- Network with regional and international merger enforcement officials and keep an update on latest developments and facilitate the Commission's participation in key merger market analysis regional and international conferences;
- Undertake research in the field of mergers and acquisitions and recommend improvements to the COMESA Merger Control System;
- Periodically Review the Merger Notification Thresholds and Fees to ensure they are consistent with prevailing market circumstances;
- Write intellectually stimulating papers in the field of mergers and acquisitions for public consumption;
- Submit performance reports to the Manager, Mergers and Acquisitions as required; and
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Manager, Mergers and Acquisitions.

### **5.3. REQUIREMENTS FOR THE POST**

#### **5.3.1. ACADEMIC QUALIFICATIONS**

A minimum of a Bachelor's Degree in Social Sciences such as Economics, Law and Business Administration/Management. A Masters Degree in any of these disciplines will be an added advantage.

#### **5.3.2. EXPERIENCE**

A minimum of at least six (6) years relevant post-qualifying experience in market analysis/research, industry or economic analysis.

Working experience at a national competition authority will be an added experience.

#### **5.3.3. COMPETENCIES**

- Excellent oral and written communication skills and ability to influence multi stakeholder processes.
- Excellent analytical skills particularly in interpreting, using, analyzing and presenting data and evidence.
- Accurate or intelligent or other demonstrable knowledge in competition law, industrial organization or industry structures in any of the countries in the Common Market,
- Excellent Computer Skills.
- Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules.
- Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.

## **6. POST SIX- COMPETITION ANALYSTS**

### **6.1. JOB DESCRIPTION:**

<b>JOB TITLE:</b>	Competition Analysts
<b>GRADE:</b>	Professional Level 2(P2)
<b>SALARY SCALE:</b>	COM\$ 39,743- COM\$ 50,076 per annum
<b>DIVISION:</b>	Enforcement and Exemptions
<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>	Two (2)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	The Manager, Enforcement and Exemptions
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under professional service category.

### **6.2. RESPONSIBILITIES**

Under the overall supervision of the Director of the Commission and the direct supervision of the Manager, Enforcement and Exemptions the incumbent performs the following duties:

- Investigate, assess and monitor anticompetitive business practices in the Common Market, Compile and submit investigation reports to the Manager, Enforcement and Exemptions;
- Carry out investigations relating to abuse of dominance, compile and submit investigation reports to the Manager, Enforcement and Exemptions;
- Ensure compliance by enforcing the Regulations and Rules pertaining to the prevention of anticompetitive business practices;
- Conduct market screening{studies aimed at enhancing the understanding of the Commission as regards the market structure and conduct of market players in the relevant industry;
- Undertake advocacy and outreach programmes in the Member States with the view to enhance the competition culture;
- Conduct capacity building initiatives in the Member States aimed at enhancing the enforcement of the regional and the national competition laws;
- Conduct rigorous economic analysis on restrictive Business Practice cases and prepare reports
- Assist with the development of COMESA specific methodological frameworks for case analyses;
- Assist in the development of departmental strategic plan to feed into the Commission's Corporate Strategic Plan;
- Prepare and submit performance reports to the Manager, Enforcement and Exemptions; and
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Manager, Enforcement and Exemptions.

## **6.3. REQUIREMENTS FOR THE POST**

### **6.3.1. ACADEMIC QUALIFICATIONS**

A minimum of a Bachelor's Degree in Social Sciences such as Economics and Business Administration/Management. A Masters Degree in any of these disciplines will be an added advantage.

### **6.3.2. EXPERIENCE**

A minimum of at least six (6) years relevant post-qualifying experience in market analysis/research, industry or economic analysis.

Working experience at a national competition authority will be an added experience.

### **6.3.3. COMPETENCIES**

- Excellent oral and written communication skills and ability to influence multi stakeholder processes.
- Excellent analytical skills particularly in interpreting, using, analyzing and presenting data and evidence.
- Accurate or intelligent or other demonstrable knowledge in competition law, industrial organization or industry structures in any of the countries in the Common Market,
- Excellent Computer Skills.
- Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules.
- Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.
- Shown merit and ability as reflected in work performance and results;

## **7. POST SEVEN- LEGAL OFFICER**

### **7.1. JOB DESCRIPTION:**

<b>JOB TITLE:</b>	Legal Officer
<b>GRADE:</b>	Professional Level 2(P2)
<b>SALARY SCALE:</b>	COM\$ 39,743- COM\$ 50,076 per annum
<b>DIVISION:</b>	Legal Services and Compliance
<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 Commission.
<b>NUMBER OF POSTS:</b>	Two (2)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	The Manager Legal Services and Compliance
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under professional service category.

### **7.2. RESPONSIBILITIES**

Under the overall supervision of the Director of the Commission and the direct supervision of the Manager Legal Services and Compliance, the 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 in proceedings under Part 3, 4, and 5 of the Regulations;
- 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.

### **7.3. REQUIREMENTS FOR THE POST**

#### **7.3.1. ACADEMIC QUALIFICATIONS**

- A minimum of a Bachelor of Law degree from a recognized university, with a strong bias towards commercial, contract, competition or consumer 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.

#### **7.3.2. EXPERIENCE**

A minimum of six (6) years of progressively relevant post-qualifying experience in law, including litigation, legal analysis, research and report writing.

Working experience at a national competition authority will be an added experience.

#### **7.3.3. 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.



## **8. POST EIGHT- CONSUMER WELFARE AND ADVOCACY OFFICER**

### **8.1. JOB DESCRIPTION:**

<b>JOB TITLE:</b>	Consumer Welfare and Advocacy Officer
<b>GRADE:</b>	Professional Level 2(P2)
<b>SALARY SCALE:</b>	COM\$ 39,743- COM\$ 50,076 per annum
<b>DIVISION:</b>	Consumer Welfare and Advocacy
<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 Commission.
<b>NUMBER OF POSTS:</b>	Two (2)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	Manager Consumer Welfare and Advocacy
<b>TYPE OF CONTRACT:</b>	Commission's fixed term employee under professional service category.

### **8.2. RESPONSIBILITIES**

Under the overall supervision of the Director of the COMESA Competition Commission and the direct supervision of the Manager, Consumer Welfare and Advocacy of the COMESA Competition Commission, the incumbent performs the following duties

- Investigate and assess trading practices in the Common Market in order to enhance consumer protection as enshrined under the COMESA Competition Regulations which includes:
  - Initiate actions against violators
  - Investigate complaints
  - Compile and submit investigation reports and case recommendations to the Manager- Consumer Welfare and Advocacy;
  - Develop inspection procedures and techniques
- Develop and implement information, education and communication programmes for consumer protection in order to raise awareness of the public on consumer issues under the COMESA Competition Regulations and prepare relevant publications for public dissemination;
- Assist the COMESA Member States in establishing effective consumer protection system at domestic level;
- Advise industry, state and local officials and consumers on enforcement policies, compliance methods, and interpretation of the COMESA Competition Regulations
- Plan and direct regulatory programs;
- Foster multilateral cooperation in cross-border consumer welfare among Member States;
- Network with regional and international consumer welfare officials and keep an update on latest developments and facilitate the Commission's participation in key consumer issues at a regional and international conferences;
- Submit performance reports to the Manager, Consumer Welfare and Advocacy as required; and
- Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Manager, Consumer Welfare and Advocacy.

### **8.3. REQUIREMENTS FOR THE POST**

#### **8.3.1. ACADEMIC QUALIFICATIONS**

A minimum of first degree in Legal Studies or Economics or Public Administration and Management or Management or Social Work or an equivalent qualification in the field of consumer protection from a recognized institution. A Master's Degree in any of these disciplines will be an added advantage.

#### **8.3.2. EXPERIENCE**

A minimum of six (6) years relevant post-qualifying experience in consumer protection.

Working experience at a national competition authority or consumer authority will be an added advantage.

#### **8.3.3. COMPETENCIES**

- Excellent oral and written communication skills and ability to influence multi stakeholder processes.
- Excellent analytical skills particularly in interpreting, using, analyzing and presenting data and evidence.
- Accurate or intelligent or other demonstrable knowledge in advocacy, consumer protection, competition law, industrial organization or industry structures in any of the countries in the Common Market,
- Excellent Computer Skills.
- Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules.
- Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.

## **9. POST NINE – IT AND DOCUMENTATION OFFICER:**

### **9.1. JOB DESCRIPTION:**

<b>JOB TITLE:</b>	Information and Technology (IT) and Documentation Officer:
<b>GRADE:</b>	Professional Level 2(P2)
<b>SALARY SCALE:</b>	COM\$ 39,743— COM\$50,076 per annum
<b>DIVISION:</b>	Office of the Registrar
<b>TENURE:</b>	A fixed term of Three (3) years. Extension of contract is subject to availability of funds, performance of the contract holder and approval of successive annual Work Plans by the Commission.
<b>NUMBER OF POSTS:</b>	One (1)
<b>DUTY STATION:</b>	Lilongwe
<b>REPORTS TO:</b>	Registrar
<b>TYPE OF CONTRACT:</b>	Commission's established professional service category.

### **9.2. RESPONSIBILITIES**

Under the overall supervision of the Director and the direct supervision of the Registrar of the COMESA Competition Commission, the incumbent will be responsible for installing and maintaining computer hardware, software and networks at the COMESA Competition Commission based in Lilongwe, Malawi.

The IT and Technology Officer will provide hardware and software maintenance, trainings, consultations and recommendations about future planning and development of resources. Providing these services in an effective and efficient manner will ensure maximum access to the implementation of technology services and resources.

In addition to the above generality, the incumbent shall provide the following specific duties and responsibilities:

- Troubleshoot hardware, software and network operating system
- Provide orientation to new users of existing technology
- Train staff about potential uses of existing technology
- Provide individual training and support to users
- Provide recommendations about accessing information and support
- Maintain current and accurate inventory of technology hardware, software and resources
- Provide regular systems and hardware updates
- Maintain log and/or list of required repairs and maintenance
- Make recommendations about purchase of technology resources
- Research current and potential resources and services
- Manage the LAN (Local Area Network)
- Connect and set up hardware
- Load all required software
- Manage security of all technologies
- Advise staff of security breach and/or change in password or security status
- Identify and prepare hardware for disposal when appropriate
- Perform monthly preventative maintenance of software, hardware and information systems
- Design, administer and support information systems as appropriate
- Maintain and update the Court of Justice Case Flow Management System and website
- Perform any other related duties that may be assigned by the supervisor.

### **9.3. COMPETENCIES**

**Knowledge-**The incumbent must have proficient knowledge in the following areas:

- Computer hardware and software systems and programs
- Computer networks, network administration and network installation
- Computer troubleshooting
- Information systems security
- E-mail and internet programs
- Microsoft Office Suite

**Skills-** The incumbent must the following skills:

- Thorough knowledge in latest Windows servers environment
- Fully proficient on LAN and wireless building, cable installation and testing
- Extensive knowledge in Microsoft Windows Platforms (7, 8, 10, Active Directory)
- Configuration and Managing of Servers and Workstations
- Extensive knowledge in Computer Hardware
- Knowledge in backup technologies
- Good troubleshooting skills
- Ability to install and administer computer hardware, software and networks
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal, presentation and listening communications skills
- Effective written communications skill
- Computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level
- Time management skill

### **9.4. ACADEMIC QUALIFICATIONS**

A Bachelors Degree in Information Technology or related area.

A Cisco Certified Network Associate (CCNA) certification and a Microsoft Certified Solutions Associate (MCSA) certification would be an added advantage.

Knowledge/expertise in case flow management systems would be an added advantage.

### **9.5. EXPERIENCE**

Minimum Five (5) years' experience in busy IT environments.

### **9.6. COMPETENCIES**

- Good analytical and problem solving skills;
- Good interpersonal skills;
- Good planning, organizational, communication and reporting skills;
- Demonstrated ability to work independently and to operate effectively as part of a team.

## **10. WORKING LANGUAGE REQUIREMENT FOR ALL THE POSITIONS**

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.

## **10 ELIGIBILITY FOR APPLICATION**

Applicants must be citizens of a COMESA Member country and not more than 56 years of age at the time of submitting the application.

## **11. 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: <http://www.comesa.int/>, Opportunities, COMESA Job Application Format. **Applications submitted directly to the Commission will not be considered and only short-listed candidates will be contacted.**

## **12. FORMAT AND FINAL DATE OF APPLICATIONS**

Applications must be submitted to COMESA Coordinating Ministries of the respective Member States.

The applications MUST reach the Coordinating Ministries by **Friday, 7<sup>th</sup> February, 2020**. Accordingly, short-listing reports from the Coordinating Ministries attaching all the relevant documents of the successful candidates should reach the address below by **Friday, 28<sup>th</sup> February, 2020**.

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