

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHÉ COMMUN DE L'AFRIQUE
ORIENTALE ET AUSTRALE



السوق المشتركة للشرق
والجنوب الأفريقي

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OFFICE OF THE ASSISTANT SECRETARY GENERAL

Date: 10 February 2026

Ref: CS/HR/10/02/26/DMB/am

H.E. Yasmin Wohabrebbi
State Minister, Trade Integration and Export Promotion Sector
Ministry of Trade and Regional Integration
P.O.BOX 704
ADDIS ABABA
Ethiopia
Email: yasminw10@gmail.com

Your Excellency

COVER LETTER FOR THE CALL FOR APPLICATIONS FOR EIGHT (8) PROFESSIONAL POSITIONS

The Secretariat extends its warmest greetings to you and your entire staff and has the pleasure to invite applications from the COMESA Citizens for the following eight (8) Professional positions that are either currently vacant or will fall vacant:

S/N	NAME OF VACANT POSTS	GRADE	NO. OF POSTS
1	Director of Gender and Social Affairs	P5	1
2	Director of Information Communication Technology	P5	1
3	Director of Agriculture and Industry	P5	1
4	Chief of Internal Audit and Risk Management	P4	1
5	Mining Expert	P3	1
6	Telecommunications Expert	P3	1
7	Trade Officer (Services)	P2	1
8	Strategic Planning and Policy Harmonization Officer	P2	1

Growing Together, for Prosperity



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Pursuant to the COMESA Secretariat Staff Rules and Regulations and relevant Council's decisions, Member States shall advertise the vacancies in their local newspapers and bear the cost of advertisement of the posts in their countries. They should also state the maximum age limit for applying to a position in COMESA which is stated in the call for applications. The candidate should not be more than fifty-five (55) years of age at the time of submitting the application.

Further, Council, at their Twenty Third meeting in Nairobi in May 2007, decided that Member States should take the responsibility of ensuring that all approved posts are advertised extensively in their local media and that applications received are screened and short-listed on the basis of the established criteria for the advertised vacant professional posts. The Secretariat shall only accept applications which are accompanied by a short-listing report from the Coordinating Ministry as this will provide proof that the candidates were considered to have met the requirements of the job as advertised.

We also invite you to take note of the Council decision of the 43rd COMESA Council of Ministers meeting that introduced an interim capping system for overrepresented Member States up to a maximum of an extra three (3) staff per Member State. Council further decided at its 44th Meeting held on 23rd November, 2023 in Lusaka, Zambia that the interim capping system shall not apply to existing permanent members of professional staff in the regular establishment as defined in the COMESA Staff Rules and Regulations until the study is finalized and approved by Council since the quota allocation will not be affected.

Though the Secretariat will place the advertisements on its website, all applications are required to be submitted through the Coordinating Ministries of COMESA Member States. Advertisements in local newspapers or websites should indicate that applications submitted directly to the Secretariat will not be considered and that only candidates short-listed by the Secretariat will be contacted.

Attached, please find:

1. The notice for the advertisement of the said posts (Call for Application for eight (8) Professional Positions);
2. The COMESA Secretariat Application Form for Employment which should be filled by those who wish to apply for the above-mentioned posts. Those whose applications do not include the completed approved form will not be considered; and
3. A Shortlisting report template which should be used to submit the list of shortlisted candidates by the Coordinating Ministries.



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The tentative timelines for recruitment process for the above posts will be as follows:

NO	ACTION -STEPS	DATE
1.	a) Member States informed by Secretariat of the vacancies and invited to advertise. b) Member States to advertise the posts in their local media	16 th February 2026
2.	Note: Closing date of application as per the Call for Application	13 th March 2026
3.	Member States submit a maximum of five names of their shortlisted candidates for each position to the Secretariat.	27 th March 2026
4.	Finalisation of Shortlisting Report	13 th April 2026
5.	Candidates invited for interviews.	17 th April 2026
6.	Interview of candidates	4 th -15 th May 2026

Please note that the closing date for the submission of short-listed candidates by Member States to the Secretariat is **27th March 2026** Member States are requested to forward the following to COMESA Secretariat by the closing date:

- The names of only five (5) nationally short-listed candidates for each post. The candidates should meet the minimum educational qualifications and the minimum years of experience required for the post as outlined in the job description;
- The applications of the short-listed candidates, accompanied by certified copies of their educational testimonials and the duly completed application forms;
- Transcripts for short-listed candidates, showing the courses and grades attained at both graduate and post graduate level;
- A short-listing report; and
- All documents to be sent in both soft copy and hard copies.

The soft copy of the documents should be submitted electronically via email to:

Prof.Recruitment@comesa.int under the subject title of Recruitment of eight (8) Professional posts 2026.



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The hard copy of the documents should be addressed to the attention of the Secretary General on the address below:

Director of Human Resources and Administration
COMESA Secretariat
Ben Bella, Lusaka , Zambia

Please confirm receipt of this communication at your earliest convenience to the Director of Human Resources and Administration, by Email: bandadm@comesa.int copy Chief of Human Resources and Management Service, hmustafa@comesa.int, amohammed@comesa.int, dkapoko@comesa.int and cmilupi@comesa.int.

Please accept the Your Excellency assurances of our highest consideration.

Dev Haman

Dr. Dev Haman
ASSISTANT SECRETARY GENERAL
(ADMINISTRATION AND FINANCE)

Encls.

Cc Tages Mulugeta
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Date of publication: 7th February 2026

CALL FOR APPLICATION FOR PROFESSIONAL POSITION: RESOURCE MOBILISATION OFFICER

The Common Market for Eastern and Southern Africa (COMESA) is a Regional Economic Community comprising of 21 African states' which have agreed to promote regional integration through trade development and transport facilitation as well as development of their natural and human resources for the mutual benefit of all their people. Its vision is to be a fully integrated economic community that is prosperous, internationally competitive, and ready to merge into the African Economic Community. In order to realize its vision and objectives, COMESA has also established several semi-autonomous institutions based in different Member States to support integration agenda. One of such semi-autonomous institutions is The COMESA Federation of Women in Business (COMFWB) which is based in Lilongwe, Malawi. More information can be obtained from the COMFWB website www.comfwb.org and the COMESA website www.comesa.int

COMFWB was established by COMESA in recognition of the fact that regional economic integration cannot be achieved if women in economic enterprise were left out. COMESA mandated COMFWB to champion the improvement of the economic conditions of women to achieve their full and equal participation in their national economies.

COMFWB's distinct niche is to play a facilitative, coordinative, and catalytic role thus creating an enabling environment for women's enterprises to thrive within COMESA and beyond. In this respect, it acts as a forum for the exchange of ideas and experiences among women in economic enterprises. COMFWB promotes the expansion of existing enterprises through measures that address their needs for technical assistance and training, access to credit, export promotion market research and investment opportunities.

In order to actualize the set-out development objectives, the COMFWB will recruit a Professional Staff to be based at its Secretariat in Lilongwe, Malawi. Applications are sought of qualified and experienced professionals for the below vacant position:

S/N	NAME OF VACANT POST	GRADE	NO. OF POSTS
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1	Resource Mobilization Officer	P2	1
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1. JOB VACANCY ONE: RESOURCE MOBILISATION OFFICER

JOB TITLE:	Resource Mobilization Officer
GRADE:	Professional Level 2 (P2)
Salary Scale :	COM\$45,704.28 – COM\$57,586.94 Per annum
DUTY STATION:	Lilongwe, Malawi
CONTRACT DURATION:	Four (4) years with a possibility of extension upon satisfactory performance. Includes six (6) months probationary period
REPORTING TO:	The Director of Programme Management

1.1. SCOPE OF WORK

The Resource Mobilisation Officer for COMFWB will be responsible for the development and implementation of the resource mobilisation strategy of the organization in close liaison with the Director of Programs Management. He/she will oversee all the activities of resource mobilisation at COMFWB Secretariat.

1.2. KEY RESPONSIBILITIES

Under the direct supervision of the Director of programs management and the overall supervision of Chief executive Officer of COMFWB, the Resource Mobilization Officer will perform the following functions:

- (a) Maintaining and establishing good working relationship with the international donor community and cooperating partners with a view to getting support and mobilizing resources for COMFWB COMESA programmers.
- (b) Oversee and implementation of the COMFWB resource mobilization strategy and action plan.
- (c) Oversee all resource mobilization activities for the region and the countries to meet the expected target;
- (d) Prepare briefs that help management to keep donors informed of COMFWB activities and any developments and responding to their queries promptly and competently;
- (e) Ensure that proper guidance, coordination, and support are provided to COMFWB Chapters on resource mobilization;
- (f) Conduct a comprehensive analysis of potential global and local donors to map the feasibility of securing multi-year and thematic funding. Map donors' strategic

- areas of interest, funds available, grantees, funding windows, requirements and guidelines and interest in funding key COMFWB result areas;
- (g) explore opportunities for partnerships (and mobilizing and leveraging resources) from emerging donors- Regional banks, the BRICS countries, African Countries, private sectors and non-governmental organizations.
 - (h) Develop objectives for fundraising, methods, tactics, and focus on bilateral, private sector, public funding, foundations;
 - (i) Advise on ways to develop and maintain strategic partnerships and engagement with key donors (past, present and future);
 - (j) Lead in preparing funding requests in response to calls for proposals emanating from donors and Trust Funds;
 - (k) Follow up developments regarding regional and international cooperation and brief the CEO, DPM and management team on how to enhance COMFWB's relations with key partners; and
 - (l) Perform any other duties as may be assigned from time to time.

1.3. EDUCATION QUALIFICATIONS AND EXPERIENCE

- (a) Bachelor's degree in Social Sciences including but not restricted to marketing, business administration, management, Economics, Literature and linguistics, communication, International Affairs/Relations and/or any other relevant discipline.
- (b) A Master's degree in any discipline would be an added advantage.
- (c) Eight (8) years of relevant experience in corporate fundraising, mobilizing resources and preferably worked with international organizations.
- (d) Proven track record of generating significant funding.
- (e) Experience working with the private sector and women entrepreneurs will be an added advantage.

1.4. PROFESSIONAL SKILLS AND COMPETENCIES

- (a) Experience and expertise in developing and maintaining good relationships with institutional donors or corporations.
- (b) Ability to work in a fast-paced environment and handle multiple tasks concurrently.
- (c) Proficiency in the use of technology including but not limited to MS Office Professional, navigates social media outlets and the internet as a resource
- (d) Excellent communication and organizational skills
- (e) The ability to work collaboratively with teams, flexible dynamic
- (f) Excellent problem-solving skills and an ability to work within strict deadlines
- (g) Committed to excellence and meets the expected high quality standards

- (b) Initiates funder relationships and strategic partnerships
- (i) Resource mobilizing, management and reporting with excellency and punctually
- (j) Independent, innovative and able to work independently with minimal supervision.

1.5. PROFESSIONAL SKILLS AND COMPETENCIES

The candidate should also have the following Preferred Competencies and experience:

- a) Flexible and independent thinker, creative and GREAT interpersonal skills
- b) Good public relations/ corporate communications or journalism background
- c) Able to troubleshoot and support COMFWB team with all technology challenges
- d) Ability to work in a fast-paced environment and handle multiple tasks concurrently
- e) Proficiency in designing IT websites and VOIP systems, technology and technical support in the office and linking to COMESA secretariat and chapters
- f) Excellent communication and Organization skills
- g) Full computer literacy and experience in working with PC based equipment
- h) Design brochures, magazines, event announcement posters and letters

2. WORKING LANGUAGE REQUIREMENT FOR THE POSITIONS

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

3. ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country and not more than 55 years of age at the time of submitting the application. Qualified female candidates are highly encouraged to apply.

4. MODE OF APPLICATION

All applications MUST be submitted to the COMESA Coordinating Ministries of the respective member States on the prescribed COMESA APPLICATION FORM which can be accessed at the following COMFWB website: <http://www.comfwb.org> and COMESA website: <http://www.comesa.int/>, Opportunities, COMESA Job Application Format.

Applications should contain the applicant's Curriculum Vitae, present and permanent address, telephone and fax numbers, e-mail and details of the applicant's motivation for applying for the position and other information that the applicant considers appropriate including when he/she is available to assume duties. It shall also include details (including contact addresses and telephone numbers) of at least three (3) references.

Applications submitted directly to the Secretariat will not be considered and only short-listed candidates will be contacted.

**FINAL DATE FOR RECEIVING APPLICATIONS FROM COORDINATING
MINISTRIES BY COMFWB SECRETARIAT**

Both hard and soft copies of the relevant documents of the short-listed candidates by the Coordinating Ministries should reach the address below by **7th March 2026** at least by 18.00 hours Lilongwe time.

Chief Executive Officer
COMFWB SECRETARIAT
OAK House 1, Third Floor
P.O. Box 1499
Lilongwe
Malawi
Email: jmasanche@comesa.int