

Job Advertisement

The Ministry of Trade and Industry, MINICOM would like to inform the Public that the Common Market for Eastern and Southern Africa (COMESA), is seeking to recruit different persons qualified for the following Job positions:

S/N	JOB TITLE	REQUIREMENT FOR THE POST	GRADE	NUMBER OF STAFF
1.	Principal Human Resource and Administration Manager	<p>1.1. MINIMUM ACADEMIC QUALIFICATION</p> <p>A minimum of Bachelor's Degree in Human Resources Management, Management, Organizational Development, Business Administration or related field. A Master's Degree in any of these disciplines will be an added advantage</p> <p>1.2. PROFESSIONAL EXPERIENCE</p> <p>A minimum of 8 years' experience in Human Resource Management. Experience in administration and procurement matters will be an added advantage. Working experience in a regional or international organization will be an added advantage. Supervisory experience will be an added advantage</p> <p>1.3. COMPETENCIES AND SKILLS</p> <p>i. Excellent oral and written communication skills. ii. Excellent Computer Skills.</p>	P3	1

- iii. Demonstrated relationship management skills, including proven listening skills and sound business judgment.
- iv. Ability to provide leadership and resolve conflicts professionally.
- v. Ability to communicate effectively and persuasively and work well under pressure.
- vi. Ability to maintain effective working relationships in a diverse and multicultural environment.
- vii. Interpersonal skills, team spirit and positive working relationships.
- viii. Takes responsibility for incorporating gender perspectives and ensure the equal participation of women and men in all areas of work.
- ix. Demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- x. Ability to bring innovative solutions in his /her area of operation as stipulated in section 1.2.1 of this advert.
- xi. Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules.
- xii. Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.

1.4. RESPONSIBILITIES

Design, update, and implement a strategic human resources system which will comprise the following:-

- i. Contribute to the preparation, review, and evaluation of staff policies and staff Rules and ensuring that they are properly applied and complied with.
- ii. Develop, review, and implement HR policies, procedures, guidelines, contracts, conditions of service, etc.

- iii. Advise Executive Management and Middle Management on Human Resource matters.
- iv. Actively involve in recruitment of staff by preparing job descriptions, preparing adverts, managing the hiring, and onboarding processes.
- v. Maintain physical and digital personnel records, updating the staff records database.
- vi. Support the development and implementation of Human Resources initiatives and systems including motivation strategies, staff welfare policies, and industrial relations policies.
- vii. Coordinate Performance Management System, staff training and development programmes
- viii. Prepare strategic plan, objectives, work plan, schedule work of the Unit as well as allocate and delegate tasks.
- ix. Guide the Commission on staffing levels and manpower planning process to ensure optimum numbers.
- x. Ensure that all Organisational Jobs are correctly profiled and graded.
- xi. Ensure good industrial relations.
- xii. Manage the staff reference data in the payroll system and collaborate with the Finance Unit to ensure accurate and timely payments.
- xiii. Foster a positive work environment by handling employee grievances, conflicts, and disciplinary matters.
- xiv. Service and advise those who may be assigned to review any staff matters such as promotions bodies and policy advisory bodies by:
- xv. Coordinate and advise management on staff wellness, safety health, and welfare schemes.
- xvi. Check and validate, leave and claims.
- xvii. Provide advisory services on to staff on HR policies, procedures, guidelines, contracts, and conditions of service.

		<p>xviii. Prepare reports and presentations on HR and Administration matters.</p> <p>xix. Prepare and manage the approved Human Resources and Administration Unit Budget.</p> <p>xx. Lead, supervise the work, and appraise the performance of the HR and administration staff.</p> <p>Administration</p> <p>xxi. Manage the office premises and facilities including acquisition, disposal, and maintenance of the Commission's assets.</p> <p>xxii. Ensure the efficient and smooth running of office operations by coordinating facilities maintenance and improvements and any other general office administration work.</p> <p>xxiii. Overall Supervision of Procurement activities, monitor and evaluate the performance of contractors against Service Level Agreements.</p> <p>xxiv. Overall supervision of the receipt and management of stocks and ensuring that they are protected from theft, deterioration, and damage.</p> <p>xxv. Coordinate the maintenance of the inventory system and accurate up to date asset register.</p> <p>xxvi. Ensure good customer relations are maintained with tenants.</p> <p>xxvii. Ensure the record of properties and agreements are maintained.</p> <p>Others</p> <p>xxviii. Perform all such things as are incidental to the foregoing and/or as may be delegated by the Chief Executive Officer or the head of the Corporate Services Division.</p>		
2.	Manager Merger and Acquisitions	2.1 MINIMUM ACADEMIC QUALIFICATION	P3	1

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

2.2. PROFESSIONAL EXPERIENCE.

A minimum of at least eight (8) years relevant experience in market analysis /research or industry or economic and/or legal analysis of markets.

Working experience in an intergovernmental body or at a competition authority will be an added experience.

2.3 COMPETENCIES AND SKILLS

- i. Excellent oral and written communication skills
- ii. Excellent analytical skills particularly in interpreting, using, analyzing and presenting data and evidence.
- iii. Ability to communicate effectively and persuasively and work well under pressure.
- iv. Ability to maintain effective working relationships in a diverse and multicultural environment.
- v. Interpersonal skills, team spirit and positive working relationships.
- vi. Demonstrable knowledge in competition law and /or industrial organization
Excellent Computer Skills.
- vii. Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules.
- viii. Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.
- ix. Ability to bring innovative solutions in his /her area of operation as stipulated in section 2.1 of this advert.

2.4. RESPONSIBILITIES

Under the overall supervision of the Chief Executive Officer and the direct supervision of the Director for Competition of the COMESA Competition Commission, the incumbent shall perform the following duties:

- i. 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;
- ii. Assess notified and identified mergers as provided for under the COMESA Competition Regulations and Rules, and giving due regard to best international practices;
- iii. Detect, investigate and successfully prosecute against gun jumping;
- iv. Compile and submit investigation reports and case recommendations to the Director of the Competition Division;
- v. Assist the Member States in establishing effective merger control regimes at domestic level;
- vi. Educate stakeholders on the merger control provisions of the COMESA Competition Regulations and Rules as well as draft relevant publications for public dissemination and advise Director Competition on possible courses of action after a market study is concluded;
- vii. Foster multilateral cooperation in cross-border merger review among Member States;
- viii. Network with regional and international merger enforcement officials and keep an update on latest developments
- ix. Facilitate the Commission's participation in key merger market analysis at regional and international conferences;
- x. Undertake research in the field of mergers and acquisitions and recommend

		<p>improvements to the COMESA Merger Control System;</p> <p>xi. Write intellectually stimulating papers in the field of mergers and acquisitions for public consumption;</p> <p>xii. Submit performance reports to the Director Competition as required;</p> <p>xiii. Liaise and work closely with the Research, Policy and Advocacy and Anti-competitive Practices Units; and</p> <p>xiv. Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Director Competition or the Chief Executive Officer.</p>		
3.	Principal Merger Analyst	<p>3.1 MINIMUM ACADEMIC QUALIFICATION</p> <p>A minimum of Bachelor's Degree in Social Sciences such as Economics, Law and Business Administration/Management. A postgraduate or Master's Degree in any of these disciplines will be an added advantage</p> <p>3.2 PROFESSIONAL EXPERIENCE.</p> <p>A minimum of at least six (6) years relevant experience in market analysis/research or industry or economic and/or legal analysis of markets. Working experience in an intergovernmental body or at a competition authority will be an added experience.</p> <p>3.3 COMPETENCIES AND SKILLS</p> <p>i. Excellent oral and written communication skills</p> <p>ii. Excellent analytical skills particularly in interpreting, using, analyzing and presenting data and evidence.</p> <p>iii. Ability to communicate effectively and persuasively and work well under pressure.</p> <p>iv. Ability to maintain effective working relationships in a diverse and multicultural environment.</p>	P2	1

- v. Interpersonal skills, team spirit and positive working relationships.
- vi. Demonstrable knowledge in competition law and /or industrial organization.
- vii. Excellent Computer Skills.
- viii. Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules.
- ix. Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.
- x. Ability to bring innovative solutions in his /her area of operation as stipulated in section 3.4 of this advert.

3.4. RESPONSIBILITIES

Under the overall supervision of the Chief Executive Officer and the direct supervision of the Director for Competition of the COMESA Competition Commission, the incumbent shall perform the following duties:

- i. Investigate, assess and monitor mergers and acquisitions in the Common Market and ensure compliance by enforcing the Merger Control provisions in the Regulations and Rules;
- ii. Assess notified and identified mergers as provided for under the COMESA Treaty, Regulations and Rules, and giving due regard to best international practices;
- iii. Compile and submit investigation reports and case recommendations to the Director-Competition through the Manager, Mergers;
- iv. Assist the Member States in establishing effective merger control regimes.;
- v. Educate the stakeholders on the merger provisions of the Regulations and Rules as well as draft relevant publications for public dissemination and advise Director-Competition on possible courses of action after a market study is concluded;

		<p>vi. Foster multilateral cooperation in cross-border merger review among Member States;</p> <p>vii. Undertake research in the field of mergers and acquisitions and recommend improvements to the COMESA Merger Control System to the Director Competition through the Manager, Mergers;</p> <p>viii. Submit performance reports to the Director-Competition as required; Liaise and work closely with the Research, Policy and Advocacy and Anti-competitive Practices Units; and</p> <p>ix. Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Director-Competition or the Chief Executive Officer.</p>		
4.	Principal Economist	<p>4.1 MINIMUM ACADEMIC QUALIFICATION</p> <p>Must possess a Bachelor's Degree in Economics, Business Studies, Statistics or an equivalent qualification with a bias towards research. A postgraduate or Masters degree in an appropriate discipline will be an added advantage. Qualification in competition and consumer matters will be an added advantage</p> <p>4.2 PROFESSIONAL EXPERIENCE.</p> <p>i. A minimum of six (6) years relevant experience in research and/or advocacy and /or policy formulation.</p> <p>ii. Diverse experience in identifying research areas, development of research tools, report writing and dissemination of information.</p> <p>iii. Specialist knowledge in using statistical packages</p> <p>iv. Working experience in an intergovernmental body or at a competition or consumer authority will be an added experience</p>	P2	1

4.3 COMPETENCIES AND SKILLS

- i. Excellent oral and written communication skills
- ii. Excellent analytical skills particularly in interpreting, using, analyzing and presenting data and evidence.
- iii. Ability to communicate effectively and persuasively and work well under pressure.
- iv. Ability to maintain effective working relationships in a diverse and multicultural environment.
- v. Interpersonal skills, team spirit and positive working relationships.
- vi. Demonstrable knowledge in competition law and /or industrial organization.
- vii. Excellent Computer Skills.
- viii. Knowledge and understanding of the purpose and objectives of the COMESA Treaty and the COMESA Competition Regulations and Rules.
- ix. Knowledge of the operations of the COMESA Competition Commission and the COMESA regional integration agenda is highly recommended.
- x. Ability to bring innovative solutions in his /her area of operation as stipulated in section 4.3 of this advert.

4.4. RESPONSIBILITIES

Under the overall supervision of the Chief Executive Officer and the direct supervision of the Head of Research, Policy and Advocacy (Chief Economist) of the COMESA Competition Commission, the incumbent shall perform the following duties :

Research

- i. Conduct research on competition and consumer protection regulation issues and trends through compiling success stories,

documenting areas of improvement and lessons learnt from other competition and consumer agencies globally;

ii. Participation in research surveys in liaison with relevant Divisions/institutions and assist Divisions in developing and strengthening more research work and policy paper work;

iii. Identification of research areas, develop research proposals and execution of research studies;

iv. Provide research input on the Commission's investigations in order to enhance evidence-based decision making;

v. Conduct market research, assessment, analysis of identified sectors to assist the Commission to understand market structures and identify anti-competitive practices for policy/enforcement purposes: e.g., the agriculture, construction, transport, banking and finance sectors etc;

vi. Keep abreast of local, regional and international competition and consumer trends that could effectively inform the Commission about varied industry statistics, market information or specific scenarios of market analysis for benchmarking purposes;

vii. Maintain an effective database of relationships and contacts of relevant stakeholders on competition, consumer and related matters;

viii. Carry out market inquiries, studies or surveys in order to identify market sectors prone to anti-competitive practices and screen out those where anti-competitive conduct is taking place to inform investigations;

ix. Conduct research on consumer matters in the Common Market to advise the Commission on sectors that need attention and inform policy;

- x. Interrogate the economic assessment on investigative reports on competition and consumer cases from other Divisions within the Commission;
- xi. Identify sources of funding, and prepare proposals for submission to the Chief Economist;

Advocacy

- xii. Assist the Unit in advocating for compliance with the Regulations and advising the Director on matters related to competition and consumer protection, including managing relationships with international and regional stakeholders;
- xiii. Support the Unit in coordinating stakeholders' awareness in liaison with other departments;
- xiv. Prepare education programs effectively in order to ensure exercise of stakeholder rights and obligations;
- xv. Prepare advocacy programs effectively in order to ensure implementation of decisions and recommendations;
- xvi. Prepare project implementation effectively in order to ensure timely and prudent execution of project activities;

Policy

- xvii. Study policies, procedures and programs of regulatory Authorities and other similar institutions in the Common Market so as to assess their effects on competition and consumer welfare and publicize the results of such studies;
- xviii. Participate in the review and implementation of processes and procedures;
- xix. Participate in monitoring and evaluation of the Commission's Performance Contract activities and reporting as appropriate;
- xx. Liaise with regulatory bodies and other public bodies in the Common Market in matters relating to competition and

		<p>consumer welfare and advise the Chief Economist;</p> <p>xxi. Regularly review regional competition policy so as to advise and make representations to the Council with a view to improving the effectiveness of enforcement of regional competition and consumer protection laws;</p> <p>Other</p> <p>xxii. Work closely with other Divisions and Units in the Commission;</p> <p>xxiii. Prepare and submit performance reports of the Unit to the Chief Economist, as and when required; and</p> <p>xxiv. Perform all such things as are incidental to the foregoing and/or as may be lawfully delegated by the Head of Research, Policy and Advocacy or the Chief Executive Officer.</p>		
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- **WORKING LANGUAGE REQUIREMENT FOR ALL THE POSITIONS**

Applicants must be fluent in English and/or French and/or Arabic (speaking and writing). A combination of any two (2) or all these languages will be an added advantage.

- **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.

MODE AND DEADLINE OF APPLICATIONS

- Applications **MUST** be submitted directly to the COMESA Competition Commission through the email: ***recruitment@comesacompetition.org*** with a copy to Coordinating Ministry of the respective Member States through the following email address: ***info@minicom.gov.rw***, not later than **Wednesday, 21st May 2025**.

- Applications by staff members of the COMESA Competition Commission shall also be submitted directly to the email: **recruitment@comesacompetition.org** and shall not be subjected to the requirement of sending a copy to the Member States' COMESA Coordinating Ministry.

The details of these advertised Job positions and Job application form are available on the Commission's website: ***CCC Job Application Form***.

Faithfully yours.

For

Antoine KAJANGWE
Permanent Secretary
Ministry of Trade and Industry

Signature

Human Resource Management Specialist	Julienne MUKAMUSONI	(Drafter)	2025-04-11 10:13:39.0	
Director General in charge of Corporate affairs	Claire Mukeshimana	(Approver)	2025-04-11 11:39:28.0	

