

REPUBLIC OF RWANDA



MINISTRY OF TRADE AND INDUSTRY

Doc Number: MINICOM/DGCA/1134/2025

Date: 30-7-2025 03:07:48

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 a qualified Person for the following Job position:

S/N	JOB TITLE	REQUIREMENT FOR THE POST	GRADE	NUMBER OF STAFF
1.	REGISTRAR	<p><b>A. MINIMUM ACADEMIC QUALIFICATION</b></p> <p>Minimum of an Advanced University Degree (Masters or equivalent) in Law. A specialization in Public International Law would be an added advantage.</p> <p><b>B. PROFESSIONAL EXPERIENCE</b></p> <p>a) Must be qualified to hold high judicial office in their Member State with a minimum of fifteen (15) years relevant professional experience at national, regional or international level in judicial or other relevant legal functions, 10 of which should be at senior judicial or legal management level.</p> <p>b) Must be a member of a professional legal association.</p> <p>c) Must have been admitted to the bar in any COMESA Member State with at least fifteen (15) years post-admission experience.</p>	CR 1	1

### **C. ESSENTIAL SKILLS/ COMPETENCIES**

- a) Demonstrable leadership abilities.
- b) Good knowledge of the International Law.
- c) Strong analytical skills and ability to prepare legal opinions.
- d) Respect for confidentiality and good public relations.
- e) Ability to exercise high levels of diplomacy and prudence.
- f) Capacity to lead a multicultural Team, excellent interpersonal skills and ability to achieve good results in a multi-cultural environment.
- g) Excellent drafting and presentation skills.
- h) Good planning, managerial and organizational skills.

### **D. MAIN DUTIES AND ACCOUNTABILITIES**

#### **I. Administrative Functions**

- a) As Chief Executive Officer of the Court, provide leadership for all operations.
- b) Ensure the Court is optimally configured and adequately resourced.
- c) As the Accounting Officer of the Court, be responsible for the sound management of all budgets in accordance with the applicable Financial Rules of the Court and COMESA.
- d) Oversee all Human Resources and staff welfare matters.
- e) Responsible for all recruitment of staff in the Court.
- f) Review and sign employment contracts for members of staff.
- g) Approve staff salaries and emoluments to Judges.
- h) Approve payments for goods and services.
- i) Ensure implementation of internal and external audit recommendations.

j) Recommend amendment or revision of rules and regulations of the Court and lead the draft of new or revised rules before submission to the Administrative Meeting of the Court and COMESA Policy Organs.

## **II. Judicial Functions**

- a) In charge of the receipt and registration of new cases, both physical and electronic.
- b) Keep in such form as may be prescribed by the Court, a general list of all cases, entered and numbered in the order in which the documents instituting proceedings or requesting an advisory opinion are received in the Registry.
- c) Liaise with the Judge President, Principal Judge, Presiding Judges and all Judges on pending hearings.
- d) Inspect documentation submitted to the Court to establish authenticity and compliance.
- e) Have custody of the seal, the official stamp and all records and archives of the Court.
- f) Arrange for provision or verification of translation and interpretation into the Court's official languages as the Court may require.
- g) Be responsible among others, for the printing and publication of the Court's judgements, advisory opinions and orders, pleadings and statements, uploading documents on the Court's website, and minutes of public sittings in each case, and of such other documents subject to applicable confidentiality requirements.
- h) Communicate to the Government of the country in which the Court is sitting, and any other Governments which may be concerned, necessary information as to the persons from time to time entitled, under the Treaty and any relevant agreements to privileges, immunities or facilities.

- i) Transmit documents to Judges, State parties to the Treaty and to the Secretary General of COMESA as well as other Organs of COMESA where required.
- j) Act as Commissioner for Oaths and Notary Public.

### **III. Stakeholder Relations**

- a) Liaise with all stakeholders in high regard, maintaining the Court in good standing.
- b) Be the official channel of communication to and from the Court.
- c) Effect all communications, notifications and the transmission of documents required by the Treaty or by the Rules of the Court and ensure that the date of dispatch and receipt thereof are readily verifiable.
- d) Take the lead in maintaining relations between the Court and other organs of COMESA.
- e) Ensure that information concerning the Court and its activities is made accessible to governments, national courts, professional associations, faculties and schools of law, and the media.

### **IV. Court Sittings**

- a) Ensure all Court sittings are effective and efficient.
  - b) Transmit to parties, physically or electronically, copies of all pleadings and documents annexed thereto upon receipt thereof in the Registry.
  - c) Issue directions to Lawyers for the smooth running of cases, including timelines.
  - d) Be present during the sessions of the Court, introduce Judges and be responsible for the preparation of the record of proceedings of such sessions.
  - e) Approve the record of proceedings of Court sessions.
- V. Perform any other duties as required.

2.

**RESOURCE MOBILISATION OFFICER**

**A. MINIMUM ACADEMIC QUALIFICATION**

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- a) Minimum of an Advanced University Degree (Master's level or above) in social sciences, international relations, development studies, business, communication, marketing, management or economics from a recognized institution.
- b) Specific certification on resource mobilization, communication, development, training in donor intelligence, proposal writing, or general project management is an added advantage.

**B. PROFESSIONAL EXPERIENCE**

- a) Minimum of five years of proven experience in resource mobilisation, fundraising, or grant management, ideally in a regional or international organisation is required;
- b) Experience in developing fund-raising strategies and institutional resource mobilisation, with an understanding of the development sector and grants management;
- c) A proven track record of fundraising from international organisations, major donors, corporates, and foundations;
- d) Experience in budgeting systems and financial management preferably in an international organisation;
- e) In-depth knowledge of donor regulations, compliance requirements, and best practices in grant management; and
- f) Experience in managing data to support efficient processes for project reporting.

**C. ESSENTIAL SKILLS/ COMPETENCIES**

- a) Strong interpersonal, representational, and organisational skills, with proven ability to facilitate and strengthen the involvement and collaboration of a broad range of internal and external partners.

- b) Good knowledge on the key functions, methodologies, and dynamics of resource mobilisation in intergovernmental settings.
- c) Proven knowledge and understanding of resource mobilisation in Africa.
- d) Established ability to manage deliverables, resources and adapt quickly to change and remain effective.
- e) Demonstrated success in resource mobilisation complemented by the ability to conceptualise ideas and promote consensus.
- f) Proven skills in developing and writing successful funding proposals.
- g) Integrity, tact and discretion.
- h) Strong time management skills and the ability to work and achieve goals under pressure.
- i) High proficiency in technology and Microsoft applications.
- j) Excellent verbal and written communication skills.
- k) Ability to foster teamwork, encourage initiative.

#### **D. MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of the Manager - Budget and Finance and the overall supervision of the Registrar, the Resource Mobilisation Officer will:

##### **I. Resource Mobilisation Strategy Development**

- a) Lead the development and implementation of comprehensive resource mobilisation strategies that align with the Court's mission and objectives.
- b) Identify new and diverse funding sources, including government agencies, multilateral organisations, philanthropic foundations, and the private sector.
- c) Develop funding proposals that are tailored to the needs of potential donors and aligned with Court's strategic priorities.

d) Lead in the research and identification of potential funding sources.

## **II. Donor Engagement and Relationship Management**

a) Build and maintain relationships with current and prospective donors to ensure long-term partnerships and sustained financial support.

b) Engage with stakeholders to identify synergies and opportunities for collaboration that can drive resource mobilisation efforts.

c) Serve as the primary point of contact for donors, managing communications, reporting, and donor relations to foster strong partnerships.

d) Mobilise non-financial resources to support the Court's work.

## **III. Grant Acquisition and Management**

a) Lead the grant writing and application process, from proposal development to submission, ensuring high-quality submissions aligned with donor requirements.

b) Manage the full life cycle of grants, including budget management, reporting, and compliance with donor guidelines.

c) Collaborate with program teams to ensure that grant-funded projects are effectively implemented and monitored in line with donor expectations.

d) Ensure timely submission of financial and narrative reports to donors, providing transparency and accountability for the use of funds.

## **IV. Capacity Building for Resource Mobilisation**

(a) Provide training and technical support to staff members on resource mobilisation, grant writing, and donor engagement.

(b) Develop tools, templates, and best practices to enhance the capacity of internal teams in resource mobilisation activities.

(c) Stay abreast of industry trends, emerging funding opportunities, and innovations in resource mobilisation to keep the Court competitive in securing funds.

(d) Work closely with the Court's divisions and technical teams to integrate resource mobilisation activities into the overall strategy of the Court.

**V. Monitoring, Evaluation, and Reporting**

a) Establish systems to track and evaluate resource mobilisation efforts, including the development of key performance indicators.

b) Ensure the timely preparation of reports on resource mobilisation progress, donor engagement activities, and grant performance.

c) Provide input into program evaluations to demonstrate the impact of funded projects and build credibility with donors.

**VI. Communication and Advocacy**

a) Work with the Court's communication team to develop and implement donor communication strategies that highlight the impact of their contributions.

b) Advocate for the Court's work in global and regional forums, showcasing success stories and program impacts to attract additional funding.

c) Contribute to the production of the Court's E-Newsletter and distribution to donors particularly highlighting funds generated and resources mobilized.

VII. Perform any other duties as required by the supervisors.

● **WORKING LANGUAGE REQUIREMENT**

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 country and aged below fifty-five (55) years at the time of submitting the application.

- MODE AND DEADLINE OF APPLICATIONS

The well filled job Application form, copy of degree and other documents related to the required qualification and experience will be only received through the following email address: [info@minicom.gov.rw](mailto:info@minicom.gov.rw) not later than **Monday, 11th August, 2025 at 11:59'p.m.**

The details of these advertised Job position and Job application form are available on the COMESA website <http://www.comesa.int/> or MINICOM Website <https://mail.minicom.gov.rw/>

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

**For**

Antoine KAJANGWE

Permanent Secretary

Ministry of Trade and Industry



Signed By Claire Mukeshimana  
Director General in charge of Corporate affairs  
**Date : 30-7-2025 03:07:48**

