



MINISTRY OF TRADE AND INDUSTRY
P.O. Box : 73 KIGALI



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.	Director of Infrastructure and Logistics	<p><u>ACADEMIC QUALIFICATION:</u></p> <p>Master's degree in any of the following fields: Engineering, Transport Management or Economics; A Ph.D. would be an added advantage.</p> <p><u>PROFESSIONAL EXPERIENCE</u></p> <p>Minimum fifteen (15) years' experience with at least five (5) years at senior management level within a National, Regional or International Organization.</p> <p><u>PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS</u></p> <p>Possession qualifications in any of the following fields: Project Management, Planning and Implementation, Public Private Partnership in Infrastructure Development, Technology trends in Transport, Energy and Telecommunication is a must.</p> <p><u>SPECIALIZED KNOWLEDGE</u></p> <p>Knowledge in Policy formulation and implementation process, Infrastructure Project Financing, Project identification and formulation</p>	P5	1
2.	Head of Monitoring and Evaluation	<p><u>ACADEMIC QUALIFICATION:</u></p> <p>Master's degree in any of the following fields: Economics, Business Administration, Developmental Studies or Policy Analysis.</p>	P4	1

		<p>A Ph.D. would be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>Ten years of experience in coordinating monitoring and evaluation of programs/projects implemented at national, regional or international level.</p> <p>COMPETENCES</p> <p>Experience in implementing impact assessments and evaluations across multiple sectors.</p> <p>Demonstrated experience developing and/ strengthening Monitoring and Evaluationsystems for multi-country/regional programs and projects in the Region.</p> <p>Experience in providing support to government stakeholders and/or inter-governmental organizations on establishing and strengthening Monitoring and Evaluation Systems.</p> <p>PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS</p> <p>Certification/Training in any of the following: Monitoring and Evaluation approaches, Results Based Management, Balanced Scorecard, Impact Evaluation, Use of Data, Monitoring and Evaluation Systems including use of information communication technologies is a must.</p>		
3.	<p>Head of Governance Peace and Security</p>	<p><u>ACADEMIC QUALIFICATION:</u></p> <p>Master's degree in any of the following fields: Peace and Security, International Relations, Diplomacy, and other related social science fields; A Ph.D. would be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>At least ten (10) years' experience in the field of Governance, Peace and Security atNational, regional and international levels.</p> <p>SPECIALIZED KNOWLEDGE:</p> <p>Knowledge in conflict analysis techniques and tools; conflict prevention, management, andpost conflict programs as well as security issues. Working knowledge of Word processing and writing skills; excel and budgeting; PowerPointand presentation skills.</p>	P4	1



		Diplomacy and superior ability in communications, writing, management and organizational; ability to train and mentor others.		
4.	Senior Industry Officer	<p><u>ACADEMIC QUALIFICATION:</u></p> <p>Master's degree in any of the following fields: Business Administration, Economics, International Relations, Industrial Policy International Trade, Project Management or relevant field to Industrial Development.</p> <p>A Ph.D. would be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>At least ten (10) years of professional work experience in national, regional, or international institutions, in industrial value chain development</p> <p>PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS</p> <p>Technical training in Industrial Development, Investment Promotion and Value Chain Development will be an added advantage.</p> <p>SPECIALIZED KNOWLEDGE:</p> <p>Knowledge in Industrial and Agricultural Development Policy, Regional Value Chains Development, Market Access Development, Private Sector Development Investment promotion and facilitation, Concept Notes and Proposals Development, Qualitative and Quantitative Economic Assessment Methodology, Partnership Engagement and Development and Program Planning and Reporting.</p>	P4	1
5	Investment Promotion Expert	<p><u>ACADEMIC QUALIFICATION:</u></p> <p>Bachelor's degree in any of the following fields: International Trade, Economics, Business Administration, Business Law, or any related field.</p> <p>Post graduate will be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>At least eight (8) years of professional experience in the field of investment promotion and facilitation at the national, regional, or international levels.</p>	P3	1



		<p>SPECIALIZED KNOWLEDGE:</p> <p>Knowledge in Investment promotion and facilitation, investment negotiation, development of bankable projects, Investment Appraisal, investment policy, laws, and regulations, doing business, reforms and private sector development.</p>		
6	Blue Economy Expert	<p>MINIMUM ACADEMIC QUALIFICATIONS</p> <p>Bachelor's Degree in any of the following fields: Blue Economy, Fisheries and aquaculture, Marine ecosystem, Marine Biotechnology, Environmental Management or any related field. A Post Graduate will be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>At least eight (8) years' experience working at national, regional and/or international level in the area of Blue Economy, Fisheries and Agriculture, Marine environment management, Biodiversity, Conservation of marine environment</p> <p>PROFESSIONAL CERTIFICATIONS/QUALIFICATIONS</p> <p>Certificate in any of the following: Blue economy, Fisheries and Aquaculture, Marine environment management, Biodiversity, Conservation of marine environment, Maritime transportation, Ecotourism will be added advantage.</p> <p>SPECIALIZED KNOWLEDGE:</p> <p>Knowledge in Policy Analysis, Fisheries and Aquaculture, Biotechnology, Conservation of marine and inland water environment, Maritime transportation</p> <p>Specific expertise in marine and oceans conservation and resilience, including: Coastal marine ecology, marine research, coastal/marine conservation, Marine Protected Areas design and management, and Nature-based Solutions for Climate Change Adaptation / Disaster Risk Resilience.</p>	P3	1
7	Translator (French)	<p>MINIMUM ACADEMIC QUALIFICATIONS</p> <p>A minimum of bachelor's degree in French-English linguistics and or equivalent professional degree/qualification in French-English translation.</p>	P3	1



		<p>A Post Graduate in translation will be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>Minimum eight (8) years working experience in translation at international or regional level.</p> <p>SPECIALIZED KNOWLEDGE:</p> <p>Demonstrable knowledge of having worked with a Professional team of translators in an International or Regional organization, Experience in revising translated French and English texts</p>		
8	Health Expert	<p>MINIMUM ACADEMIC QUALIFICATIONS</p> <p>Bachelor's degree in any of the following fields: Medicine, Public Health, Epidemiology, Health Economics or any related fields.</p> <p>A Post Graduate will be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>At least eight (8) years' professional experience in any field of public health, including but not limited to health, health economics, health policy, animal health, or environmental health.</p> <p>Experience in using evidence-based economic data to define health policy priorities in the region for decision-making.</p>	P3	1
9	Transport Expert - Aviation	<p>MINIMUM ACADEMIC QUALIFICATIONS</p> <p>Bachelor's degree in any of the following fields: Electrical Engineering, Aviation Engineering, Mechanical Engineering, Economics or related Engineering field</p> <p>A Post Graduate will be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>At least eight (8) years' experience in air transport management at national, regional or international level</p>	P3	1
10	Conflict Prevention, Management and Resolution Analyst	<p>MINIMUM ACADEMIC QUALIFICATIONS</p> <p>Bachelor's degree in any of the following fields: Political Science, International Relations, Law, Peace, and Security, Economics, Statistics, or related field.</p>	P2	1



		<p>A Post Graduate will be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>Minimum of six (6) years' experience in the field of peace and security in a regional or international organization</p>		
11	Internal Auditor	<p>MINIMUM ACADEMIC QUALIFICATIONS</p> <p>Bachelor's Degree in any of the following fields: Accountancy, Economics, Finance, Commerce or Business Administration.</p> <p>A Post Graduate will be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>Minimum of six (6) years' work experience in an audit environment in national, regional or international organization</p> <p>PROFESSIONAL CERTIFICATIONS /QUALIFICATIONS</p> <p>Must have a professional qualification such as Chartered Institute of Management Accountants (CIMA), Association of Chartered Certified Accountants (ACCA), Certified Public Accountant (CPA), Certified Internal Auditor (CIA) recognized by the National Accountancy body</p>	P2	1
12	Trade Officer	<p>MINIMUM ACADEMIC QUALIFICATIONS</p> <p>Bachelor's Degree in any of the following fields: Economics, International Trade, Trade Law, Business Administration, or any other relevant field</p> <p>A Postgraduate will be an added advantage.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>At least six (6) years of practical experience in the field of trade policy and regional economic integration in a Member State, regional or international organization levels. Knowledge of French or Arabic working level is an added advantage.</p> <p>PROFESSIONAL CERTIFICATIONS /QUALIFICATIONS</p> <p>Economist, domestic trade, regional economic integration, international trade, trade policy analysis etc.</p>	P2	1

1. 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.



2. 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.

3. FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications must be submitted to the Ministry of Trade and Industry (MINICOM)/ Human Resources Management Office not later than **Friday 14th, July 2023 at 11:59'p.m.**

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**.

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

Done at Kigali, on 22nd, June 2023.



NIWENSHUTI Richard
Permanent Secretary.

