

REPUBLIC OF RWANDA



MINISTRY OF TRADE AND INDUSTRY

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Job Advertisement

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

S/N	Job title	Requirement for the post	Grade	Number of Staff
1.	DIRECTOR OF GENDER AND SOCIAL AFFAIRS	<u>MAIN DUTIES AND ACCOUNTABILITIES</u> Under the direct supervision of the Assistant Secretary General (Programmes) and the overall supervision of the Secretary General, the incumbent of the post will perform the following duties: i. Provide input into long-range strategic and policy priorities/ issues relating to COMESA's role in supporting development in Member States in order to realize the regional integration agenda; ii. Consolidate Divisional Annual work plans and budget inputs in order to gain management's approval and funding of work plans required to execute division mandate; iii. Monitor the implementation of Division work programs and budgets to ensure that the Division mandate is	P5	1

executed in line with COMESA's strategy within approved budget limits;

iv. Develop and provide capacity building programs, tools, and technical advice to all key stakeholders to strengthen gender mainstreaming;

v. Develop and distribute mainstreaming toolkits to all key stakeholders and play a strong role in advocacy and disseminate information on gender programmes through publications and press releases. Ensure the Gender website is updated and coordinate the publication of newsletter on key developments in the region every quarter;

vi. Lead the COMESA efforts on youth empowerment in the Region focusing on research, youth employability, entrepreneurship, engagement and participation in political, social and economic development processes;

vii. Formulate and submit project proposals and negotiates for funding in collaboration with team members and other relevant divisions and units, to strengthen resource pool for the portfolio;

viii. Identify, develop and maintain partnerships with Member States, private sector, civil society, organizations, cooperating partners to mobilize resources for various projects on Gender, Women Empowerment, Youth Empowerment and Social Affairs;

ix. Collaborate with different stakeholders to share priorities, knowledge and monitor projects implementation of regional initiatives, global commitments and initiatives on Gender Equality, Women Empowerment, Social development, Youth Empowerment and other areas to

ensure coherent approach to implementation and reporting on commitment;

x. Facilitate development/review of Gender Policy, HIV and AIDS Policy, Health Policy, Youth Policy, Social Charter and other gender, youth and social affairs policies and programs to incorporate emerging issues and priorities in the respective thematic areas;

xi. Convene/Service Ministerial and Technical meetings on Gender and Women's Affairs, Youth and Social Affairs, and Health to facilitate review and approval of policy documents, programs, projects, and progress reports, and decisions to guide programs;

xii. Oversee and coordinate the development and implementation of education and social protection programs for migrants, refugees and internally displaced persons by ensuring that gender equality is integrated into all programs, with particular attention to the specific needs and challenges faced by women, children, and vulnerable groups;

xiii. Facilitate and coordinate sharing of experiences by Member States on Gender and Women empowerment, Youth and Social Affairs to enable learning and sharing of good practices, and tracking progress towards the achievement of gender equality, women and youth empowerment;

xiv. Oversee the management of the COMESA Health Desk and promote sustainable institutionalization of health matters in the COMESA regional integration mandate;

xv. Facilitate and coordinate policy making in health, monitoring of its implementation, and networking with

stakeholders at national, regional, continental, and global levels for seamless and well-coordinated programmes on health;

xvi. Manage the performance management process in the Division to ensure the achievement of Division objectives that support COMESA strategy and ensure team and individual performance through technical monitoring, setting performance targets and standards, and supervision;

xvii. Motivate, engage and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work and promotes adherence to administrative procedures, processes and standards, and cultivates a culture of forward thinking, consultation, teamwork among staff; and

xviii. Perform any other duties as assigned by Executive Management from time to time.

Academic Qualification:

Master's Degree in Gender Studies, Women's Studies, or Human Rights Law and other related fields; and Ph.D. in any of the above fields would be an added advantage.

Professional Experience

Minimum fifteen (15) years' experience in gender equality, women empowerment and youth engagement with at least five (5) years in a senior management role in an international, public, intergovernmental or regional institution.

SPECIALIZED KNOWLEDGE

Specialized knowledge in any of the following areas;

		<ul style="list-style-type: none"> i) Gender analysis and mainstreaming techniques; ii) Regional and Global gender equality and women empowerment frameworks, protocols, and declarations; iii) Knowledge of issues affecting youth and social development issues in Africa and strategic frameworks to address the issues; iv) Regional and International Human Rights Legal Frameworks; v) Project management; and vi) Lobbying and Advocacy. 		
2.	Chief of Strategy, Planning and Policy Harmonization	<p><u>MAIN DUTIES AND ACCOUNTABILITIES</u></p> <p>Under the direct supervision of the Secretary General, the incumbent of the post will perform the following duties:</p> <ul style="list-style-type: none"> i. Develop and coordinate strategy and policy formulation processes within the Secretariat and COMESA Institutions in consultation with Member States; ii. Coordinate development and review /change of policies and regulations towards regional integration, development and cooperation in consultations with stakeholder; iii. Facilitate periodic Policy Dialogue Forums between Member States and other stakeholders on Strategic regional integration and development issues; iv. Coordinate with external policy-making bodies in Member States to develop papers on issues that can inform policymaking and follow-up on domestication/ implementation of regional policies at national level; v. Identify priority areas/sectors for programming in Member States through aligning regional and national programs; vi. Facilitate the conceptualization and development of programs with Divisional team, programming Divisions and other stakeholders including 	P4	1

identifying potential program synergies and common objectives among program divisions emerging from the MTSP;

- vii. Prepare reports, documents and annotated agenda for submission to various policy structures of COMESA;
- viii. Consolidate annual Division/Unit work plans and budget inputs in order to gain Management's approval and funding of work plans required to execute Division/Unit mandate;
- ix. Monitor the implementation of Unit work programs and budgets to ensure that the Unit mandate is executed in line with COMESA strategy and within approved budget limits;
- x. Manage the performance management process in the Unit to ensure achievement of objectives supports COMESA strategy; and
- xi. Perform any other duties as assigned by Executive Management from time to time.

Academic Qualification:

- i. Master's Degree in Business Administration/ Management, Economics, Public Policy and other related fields; and
- ii. A Ph.D. in any of the above fields would be an added advantage.

Professional Experience

Ten (10) years of working experience with at least 5 of those in a management role with exposure to developing and implementing strategic plans, policy reforms.

Experience of working in an intergovernmental organization interacting with multiple stakeholders,

		<p>including governments, non-state actors and regional or international organizations is preferred.</p> <p>Professional Certifications /Qualifications:</p> <p>Professional certification on Balanced Scorecard, Strategic management and planning is required</p> <p><u>SPECIALIZED KNOWLEDGE</u></p> <p>Specialized knowledge in any of the following areas;</p> <p>i) Policy Analysis and Development ;</p> <p>ii) Strategic planning and implementation ; and</p> <p>iii) Exposure to Performance management approaches, frameworks or methodology</p>		
3.	Chief of Resource Mobilization and International Cooperation	<p><u>MAIN DUTIES AND ACCOUNTABILITIES</u></p> <p>Under the direct supervision of the Secretary General, the incumbent of the post will perform the following duties:</p> <p>i. Consolidate annual Unit work plans and budget inputs in order to gain Management’s approval and funding of work plans required to execute Unit mandate;</p> <p>ii. Coordinate high-level partnerships events and consultative meetings and missions with key strategic funding partners. Maintains ongoing dialogue and cooperation with the international Development Partners/Donor Community and other Cooperating Partners with a view to getting support and mobilizing resources for COMESA programs;</p> <p>iii. Establish and/or enhance ongoing, close cooperation with the African Regional Economic communities 3. Provision of technical support and Intergovernmental Organizations and Specialized agencies with a view to rationalizing and harmonizing their activities;</p>	P4	1

iv. Facilitate regional integration by Identifying areas of collaboration and joint action/interests, conduct regular consultations, prepare progress reports and attend relevant meetings, negotiate new, review and/or revise the existing cooperation agreements to reflect current realities, exchanging and sharing of experiences and information and taking common positions and approaching donors jointly;

v. Coordinate the negotiation and formalization of the Secretariat's institutional partnerships arrangements with ICPs and development partners through Partnerships MOUs and Technical Cooperation Agreements; and solicit/coordinate the involvement of program directorates in this process;

vi. Manage all actions required for the effective implementation of technical cooperation/Development Partner funded projects by assisting project preparation at the COMESA Secretariat to ensure consistency, and complementarity between projects /programs, preparing consolidated reports on donor support to COMESA and Serving as the Secretary of the Project Management Committee which streamlines the preparation and submission of projects;

vii. Monitor the implementation of Unit work programs and budgets to ensure that the Unit mandate is executed in line with COMESA strategy and within approved budget limits;

viii. Manage working relations with regional, continental and International organizations so as to enhance regional integration with the ultimate objective of establishing the African Economic Community as enshrined in the Lagos Plan of Action and the Constitutive Act of the African Union;

- ix. Assist Member States in negotiating multilateral agreements and in taking common positions on matters of common interest/concerns;
- x. Provide support to the COMESA Secretariat in operationalizing (and in overseeing) the COMESA infrastructure Fund and the COMESA Adjustment Facility;
- xi. Prepare a coherent Regional Aid for Trade Strategy, and compatible programs to access available resources and coordinate and monitor the implementation of the different components of the Regional Aid for Trade strategy and programs;
- xii. Provide, on a demand basis, support to individual Member States in preparing and implementing National Aid for Trade Strategies and ensure complementarities between national and regional Aid for Trade strategies within the COMESA region;
- xiii. Co-ordinate and harmonize regional Aid for Trade programs with other RECs, particularly within the ESA-IO region, as well as at the Continental level with the AUC, NEPAD, and AFDB;
- xiv. Manage the performance management process in the Unit to ensure achievement of Unit objectives supports COMESA strategy;
- xv. Motivate, engage and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work; and
- xvi. Perform any other duties as assigned by Executive Management from time to time.

Academic Qualification:

- i. Master's Degree in any of the following: Economics, Business Administration (Finance option),

		<p>International Trade Law, Development Studies or International Relations;</p> <p>ii. A Ph.D. in any of the above fields would be an added advantage.</p> <p><u>Professional Experience</u></p> <p>Ten (10) years of working experience, with at least 5 of those as a manager handling resource mobilization activity; managing international partnerships. Working experience in resource mobilization at an international level and managing teams in regional or international organizations</p> <p><u>Professional Certifications</u></p> <p><u>/Qualifications:</u> Professional certification on the below listed area is desirable</p> <p>i) Training in Project Planning and management or</p> <p>ii) International Relations and Diplomacy, or</p> <p>iii) International Relations and Negotiations is desirable</p> <p><u>SPECIALIZED KNOWLEDGE</u></p> <p>Specialized knowledge in any of the following areas;</p> <p>i) Exposure to and understanding of trends and developments with respect to International Negotiations, Trade law and Diplomacy;</p> <p>ii) Development Partners relations ; and</p> <p>iii) Negotiations Management</p>		
4.	<p>Information Technology System Expert – Local Area Network</p>	<p><u>MAIN DUTIES AND ACCOUNTABILITIES</u></p> <p>- Under the direct supervision of the Director of Information and Communication Technology and the overall supervision of the Assistant Secretary General (Administration and Finance), the incumbent of the post will perform the following duties:</p>	P3	1

- i. Install, configure and administer network devices (routers, switches and firewalls) to ensure full availability of the network and Internet access from all installed devices;
- ii. Install, maintain and administer virtual server on a virtual environment (Hyper V and VMware) and cloud;
- iii. Maintain, configure and monitor Antivirus, Exchange server, DNS, Active Directory and other services
- iv. Configure servers and storage infrastructure including systems and applications software, hardware. (Servers are currently running on Windows and Linux);
- v. Undertake backup and disaster recovery solution to protect data from loss and ensure high uptime;
- vi. Coordinate, plan and implement proper (Physical and logical) security measures in order to protect and secure data, software, and hardware;
- vii. Implement communication mechanisms using audio and video with a good awareness of VoIP and videoconferencing facility;
- viii. Negotiate contractor labour and materials vendor contracts and strong project management skills;
- ix. Control the overall data center environment, such as power, cooling and the fire protection system, including proper cable management using different monitoring methods to protect network and ICT infrastructure from any physical damage;
- x. Support users in the use of PCs, network access, software and hardware, using appropriate Help Desk software;
- xi. Manage the performance management process in the section to ensure achievement of the divisional objectives supporting the COMESA strategy; and

		<p>xii. Perform any other duties as assigned by the supervisor from time to time.</p> <p><u>Academic Qualification:</u></p> <p>i. Bachelor’s degree in the following fields:- Computer Science, Information Technology or Computer Engineering</p> <p>ii. A Postgraduate qualification in any of the above fields would be an added advantage.</p> <p><u>Professional Experience</u></p> <p>A minimum of eight (8) years’ experience in IT and a similar environment at the national or international level.</p> <p><u>PROFESSIONAL CERTIFICATIONS /QUALIFICATIONS</u> Certification in Cisco Certified Network Associate (CCNA) and CCNA Security is desirable</p> <p><u>SPECIALIZED KNOWLEDGE</u></p> <p>Specialized knowledge in any of the following areas;</p> <p>i. In depth knowledge of Networking</p> <p>ii. In depth knowledge of Server and storage management</p> <p>iii. knowledge and practical experience on virtualization (Hyper V- VMware)</p> <p>iv. Detailed knowledge of physical and logical security</p> <p>v. Good experience in Exchanges server administration; and</p> <p>vi. Knowledge and experience in cloud environment</p>		
5.	Information Technology System Expert – Website	<p><u>MAIN DUTIES AND ACCOUNTABILITIES</u></p> <p>Under the direct supervision of the Director of Information and Communication Technology and the overall supervision of the Assistant Secretary General (Admin and Finance), the incumbent of the post will perform the following duties:</p>	P3	1

- i. Develop Terms of Reference for engagement of consultants and software vendors to develop new information systems;
- ii. Develop Systems Specifications for development of New information Systems;
- iii. Install and configure open-source solutions for adoption by the Secretariat;
- iv. Configure and manage on-premises and cloud web-hosting servers;
- v. Develop small internal information systems on opensource technologies;
- vi. Maintain database front-end for all databases accessible via web;
- vii. Support Financial Systems, Human Resource System, Audit Management System Users to effectively carry out their tasks;
- viii. Supervise Information Systems Vendor Annual Maintenance contracts to ensure conformance with the contracts;
- ix. Support regional Digital Free Trade Area programs to achieve COMESA Strategy towards digital economic integration
- x. Train information systems users to effectively use the systems internally and within the region;
- xi. Liaise with the individual project officers in charge of IT projects within COMESA on the presentation of their information, its accessibility over the internal network and the Internet;
- xii. Establish a list server and set-up appropriate lists for distribution of email to subscribers; Also Set up a news server for internal and external use and assist with the operation and manning of the Help Desk;
- xiii. Establish a network of individuals or organizations in Member States who

		<p>will collect the information required to up-date the website and to maintain the efficient functioning of this network;</p> <p>xiv. Establish a list server and set-up appropriate lists for distribution of email to subscribers;</p> <p>xv. Manage the performance management process in the section to ensure achievement of the divisional objectives support the COMESA strategy; and</p> <p>xvi. Perform any other duties as assigned by the supervisor from time to time.</p> <p><u>Academic Qualification:</u></p> <p>i. Bachelor’s degree in the following fields: Computer Science, Information Technology or Computer Engineering.</p> <p>ii. A Postgraduate qualification in any of the above fields would be an added advantage.</p> <p><u>Professional Experience</u></p> <p>A minimum of eight (8) years’ experience in IT and in a similar environment at the national or international level.</p> <p><u>PROFESSIONAL CERTIFICATIONS /QUALIFICATIONS</u> Certification in CCNA and CCNA Security is desirable.</p> <p><u>SPECIALIZED KNOWLEDGE</u></p> <p>Specialized knowledge in any of the following areas;</p> <p>i. Business Analysis</p> <p>ii. Systems Development</p> <p>iii. Software Projects management</p> <p>iv. Database Management</p>		
6.	Tourism Expert	<p><u>MAIN DUTIES AND ACCOUNTABILITIES</u></p> <p>Under the direct supervision of the Director of Agriculture and Industry and the overall supervision of the Assistant</p>	P3	1

Secretary General (Programmes), the incumbent of the post will perform the following duties:

- i. Support the initiation, development and implementation of regional tourism policies, strategies, and relevant frameworks;
- ii. Provide technical advice on aligning national tourism policies and strategies with COMESA's regional integration agenda and international tourism standards;
- iii. Promoting the development of cross border tourism as a means of fostering regional and socio-economic development;
- iv. Support the establishment of a regional tourism coalition to foster collaboration within the tourism sector;
- v. Support the establishment and maintenance of a regional tourism database to support sector planning and advance tourism initiatives;
- vi. Collaborate with member states to Identify and market key tourism attractions, products, and services unique to the region through regional tourism campaigns and events;
- vii. Advocate for eco-tourism and community-based tourism initiatives to ensure sustainability;
- viii. Promote inclusive tourism practices that benefit local communities, women, and youth;
- ix. Integrate climate resilience and conservation efforts into tourism planning and projects;
- x. Organize training programs and workshops to enhance skills and knowledge in the tourism sector;
- xi. Identify and facilitate opportunities for investment in the tourism sector within the COMESA region;

- xii. Establish strategic partnerships with national, regional, and international stakeholders to support tourism growth;
- xiii. Conduct research on tourism trends, market dynamics, and emerging opportunities;
- xiv. Support member states in adopting innovative tourism technologies and digital marketing strategies
- xv. Track and evaluate the impact of regional tourism initiatives and projects;
- xvi. Prepare regular reports and recommendations to guide COMESA's tourism agenda; and
- xvii. Performs any other duties as assigned by the Supervisor from time to time.

Academic Qualification:

- i. Bachelor's degree in Tourism Management, Hospitality, Travel, Marketing Economics, or a related field;
- ii. A Postgraduate qualification in any of the above fields will be an added advantage.

Professional Experience

Minimum of eight (8) years of professional experience in the tourism industry, with expertise in policy development, marketing, or project management.

SPECIALIZED KNOWLEDGE

- i. Proven track record in promoting sustainable and inclusive tourism practices.
- ii. Knowledge of the tourism landscape, policies, and opportunities in COMESA member states.
- iii. Strong analytical and strategic thinking abilities.
- iv. Excellent communication, presentation, and stakeholder engagement skills.

		<p>v. Proficiency in project management and program evaluation.</p> <p>vi. Familiarity with digital marketing tools and tourism technologies.</p> <p>vii. Commitment to sustainability and inclusive growth principles.</p>		
7.	Mining Expert	<p><u>MAIN DUTIES AND ACCOUNTABILITIES</u> Under the direct supervision of the Director of Agriculture and Industry and the overall supervision of the Assistant Secretary General (Programmes), the incumbent of the post will perform the following duties:</p> <p>i. Advice on the formulation of regional mining and mineral beneficiation vision, strategies, and policies;</p> <p>ii. Design a mining development strategy that maximizes the benefits of large-scale extraction and beneficiation, generating maximum benefits for the region, in a sustainable manner and in coexistence with a strengthened artisanal mining industry capable of generating benefits for a large number of populations, while controlling environmental impacts;</p> <p>iii. Support member states in aligning national mining strategies with regional goals and international standards;</p> <p>iv. Assist in the identification and assessment of critical mineral resources across member states.</p> <p>v. Provide technical expertise on sustainable mining exploration, extraction, refining and transformation to enhance value addition;</p> <p>vi. Promote environmentally friendly and socially responsible mining practices;</p> <p>vii. Design and implement training programs for stakeholders in the mining sector, including government officials and private sector actors;</p>	P3	1

- viii. Facilitate knowledge sharing and best practices among COMESA member states;
- ix. Develop strategies to improve downstream links with other sectors to maximize socio-economic benefits;
- x. Provide technical advice on creating an enabling environment for private sector participation;
- xi. Conduct and coordinate research on mineral resource potential, mining technologies, and market trends;
- xii. Support innovation in mineral processing and value chain development;
- xiii. Facilitate collaboration and partnerships among member states to address cross-cutting mining challenges;
- xiv. Representing COMESA in regional and international forums related to mining and natural resources management; and
- xv. Performs any other duties assigned by the supervisor from time to time.

Academic Qualification:

- i. Bachelor's degree in Chemical Processes Engineering, Mining Engineering, Geophysics Engineering, Mineral Economics, or a related field;
- ii. A Postgraduate qualification in any of the above fields will be an added advantage.

Professional Experience

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Minimum of eight (8) years of professional experience in the upstream value chain of mining sector and mineral processing, with a focus on economic policy, technical advisory, or project management.

SPECIALIZED KNOWLEDGE

- i. Proven expertise in sustainable mining practices and mineral resource management.

		<ul style="list-style-type: none"> ii. Familiarity with emerging technologies in mining and mineral processing. iii. Knowledge of COMESA member states' mining sectors and regulatory frameworks. iv. Strong analytical and critical thinking skills. v. Excellent communication and stakeholder engagement abilities. vi. Demonstrated ability to lead capacity-building initiatives. vii. Proficiency in project management and report writing. 		
8.	Economic Statistician	<p><u>MAIN DUTIES AND ACCOUNTABILITIES</u></p> <p>Under the direct supervision of the Head of Statistics and Research and the overall supervision of the Assistant Secretary General (Programmes), the incumbent of the post will perform the following duties:</p> <ul style="list-style-type: none"> i. Provide and coordinate technical support in Member States on the implementation of economic statistics programs to ensure they are implemented within the context of the COMESA Statistics Strategy and related MTSP Strategic Objectives; ii. Provide statistical technical advice to COMESA operations Divisions and COMESA Institutions in order to support economic policy related work and in designing monitoring and evaluation systems; iii. Undertake statistical capacity building work in Member states to generate quality, reliable and timely national accounts, trade in services statistics and other balance of payments statistics, price statistics and the International Comparison Program, industrial and business statistics, monetary and financial statistics and labour migration statistics and infrastructure and ICT statistics; 	P3	1

iv. Ensure that datasets on national accounts, trade in services statistics and other balance of payments statistics, price statistics and the International Comparison Program, industrial and business statistics, monetary and financial statistics, labour migration statistics and infrastructure and ICT statistics are useable and consistent and continually updated on COMSTAT

v. Prepare and contribute to the publication of statistical knowledge products to support COMESA's MTSP particularly related to economic statistics. This includes COMESA's annual International Trade Statistics Bulletin, the COMESA Investment Report, the COMESA monthly Harmonized Consumer Price Index etc;

vi. Contribute to the work of relevant Statistical Technical Groups (STGs) on national accounts, trade in services statistics and other balance of payments statistics, price

Academic Qualification:

i. Bachelor's degree in any of the following fields: Statistics, Economics, Demography, Data Science or Mathematics or related field with a strong background in quantitative methods.

ii. A Postgraduate qualification in any of the above fields will be an added advantage.

Professional Experience

Minimum eight (8) years working experience in an economic statistics environment generally and on national accounts or price statistics in particular.

		<p>PROFESSIONAL CERTIFICATIONS /QUALIFICATIONS Certification /training in the areas of national accounts or price statistics is desirable</p> <p>SPECIALIZED KNOWLEDGE Core competence in national accounts and price statistics. Experience in the use of statistical analysis tools such as STATA, R, Python, SPSS, SAS, NADABAS, ERETRES etc. is essential; and use of standard desktop operational software applications (Word, Excel, Access and PowerPoint) is desirable.</p>		
9.	Customs Expert	<p>B. MAIN DUTIES AND ACCOUNTABILITIES Under the direct supervision of Senior Customs Officer and the overall supervision of the Director of Trade and Customs, the incumbent of the post will perform the following duties:</p> <p>i. Provide substantive support for planning, implementation, coordination, supervising and evaluation of the implementation of projects and programs in COMESA Customs Cooperation, Customs laws and Procedures, Non-Tariff Barriers, Customs Reforms and Modernization, Customs Capacity Building, Free Trade Area (FTA) as well as Trade facilitation and Regional Integration;</p> <p>ii. Provide technical support or advice regarding the interpretation and implementation of the Protocol on Rules of Origin and electronic Certificate of Origin (e-CO) as well as uniform application of tariff classification and valuation where this is required by a member State and assisting in the settlement of disputes as and when they arise;</p> <p>iii. Assist in the preparation and delivering capacity building training programmes on customs and trade</p>	P3	1

facilitation matters to public and private officials of the Member

Academic Qualification:

- i. Bachelor's degree in any of the following fields: Customs Administration, Economics, International Trade Policy, Business Administration from an internationally recognized University is required. Specialization in trade and customs matters is desirable;
- ii. A Postgraduate qualification in any of the above fields will be an added advantage.

Professional Experience

Minimum eight (8) years of practical experience in the field of Customs administration of a Member States, regional or international organization.

SPECIALIZED KNOWLEDGE

- i. Knowledge of the COMESA Treaty, Custom laws, rules of origin, trade facilitation instruments such as electronic certificate of origin, AEO Programme, electronic single window, tariff classification, valuation.
- ii. Proven knowledge and experience in developing and implementing projects related to customs and trade facilitation instruments in the COMESA region.
- iii. Proficiency in computer applications with hands-on skills in a customs automation management system and other related systems is desirable.
- iv. Rules of Origin, tariff classification, Customs Automation and Electric Single window and coordinated border management, international standards and best practices in customs fields.
- v. Ability to develop, implement and report an individual action plan for achieving specific work goals.

		vi. Good interpersonal and communication skills		
10	Head of Knowledge and Information Centre	<p><u>MAIN DUTIES AND ACCOUNTABILITIES</u> Under the direct supervision of Director Human Capital Management and Administration, the incumbent of the post will perform the following duties:</p> <p>i. Provide input into long-range strategic and policy priorities/ issues relating to COMESA’s role in supporting development in Member states in order to realize the regional integration agenda</p> <p>ii. Consolidate annual Unit work plans and budget inputs in order to gain Management’s approval and funding of work plans required to execute Unit mandate</p> <p>iii. Monitor the implementation of Unit work programs and budgets to ensure that the Unit mandate is executed in line with COMESA strategy and within approved budget limits</p> <p>iv. Systematically coordinate acquisition, technical processing of all COMESA Secretariat Knowledge and Information Resources in terms of classification, cataloguing, barcoding and indexing, including custody of intellectual capital metadata to facilitate access and retrieval of these resources;</p> <p>v. Provide strategic leadership in managing COMESA Secretariat Intellectual Capital by drafting relevant policy and procedures documents to guide in managing of these resources;</p> <p>vi. Build partnerships, collaborations and exchange programs with national, regional and international stakeholders for knowledge and information sharing and dissemination;</p> <p>vii. Establish relevant information systems and coordinates functioning of COMESA digital repository of flagship</p>	P2	1

publications, COMESA Official Gazette, journals, magazines and Newsletters;

viii. Coordinate strategic management of COMESA Secretariat intellectual reserves, including safety and control on use of these resources, regular data backups, controlled scanning and long-term preservation and data format migration to neo-technologies to avoid technology obsolescence;

ix. Maintain an active Master file index of all Secretariat Records, databases and knowledge resources, including critical policy documents for proper management and administration of COMESA Secretariat intellectual Capital;

x. Establish COMESA Archives and explores relevant technologies to orchestrate access and retrieval to preserve historical memory of the Secretariat;

xi. Conduct education and training on COMESA Intellectual capital – management procedures, care, storage, access and retrieval;

xii. Promote and coordinate utilization of knowledge resources for continuous learning, harness knowledge sharing and capture within the Secretariat;

xiii. Coordinate acquisition of Information Resources from Member States, Knowledge capture, (both tacit and explicit), Records Management life cycle procedures (retention schedules), storage, access and retrieval for preservation of the Secretariat historical memory;

xiv. Manage and coordinate the recruitment, training and development of Unit staff to achieve key mandates;

xv. Manage the performance management process in the Unit to ensure achievement of Unit objectives supports COMESA strategy;

xvi. Motivate, engage and build staff into a high performing team through coaching, effective communication and providing frequent feedback on work; and

xvii. Perform any other duties as assigned by the supervisor from time to time

MINIMUM ACADEMIC QUALIFICATIONS

i. Bachelor's degree in any of the following fields: Information Science, Library Science, Records Management, Archives Administration and Information Technology

ii. A Postgraduate qualification in any of the above fields will be an added advantage.

PROFESSIONAL EXPERIENCE

Minimum six (6) years of professional work experience on similar area in national, regional or international institutions, of which at least three (3) years in a managerial role.

PROFESSIONAL CERTIFICATIONS

/QUALIFICATIONS Certification in Information Technology, Database Management; Networking; or IT diploma is desirable.

SPECIALIZED KNOWLEDGE

i. Strong background in Information processing: cataloguing and knowledge descriptive standards such as AACRII /RDA, MARC authorities and tools such as OCLC and expertise in organizing and manipulating data using spreadsheet applications, skills in database management, information technology networking.

ii. Strong background in Records Management 15489 I & II and Archives description using internationally accepted standards, Records classification and indexing; Records and Archives management systems.

1. WORKING LANGUAGE REQUIREMENT FOR ALL THE TEN (10) 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. MODE OF APPLICATION

All applications **MUST** be submitted to the COMESA **Coordinating Ministry 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 Secretariat will not be considered and only short-listed candidates will be contacted.

Women are highly encouraged to apply.

Applications must be submitted to the Ministry of Trade and Industry (MINICOM) (Central secretariat) not later than 04th July 2025.

The details of this advertised post are available on the COMESA website mentioned above or MINICOM Website <http://www.minicom.gov.rw>



Signed By Antoine KAJANGWE
Permanent Secretary
Date : 10-6-2025 03:17:10

