

COUNCIL OF BUREAUX SECRETARIAT

An institution of the Common Market for Eastern and Southern Africa (COMESA)
Une institution du Marché commun de l'Afrique orientale et australe (COMESA)



Secrétariat du Conseil des bureaux

للبيورو العامة للأمانة مجلس

VACANCY ANNOUNCEMENT

SENIOR HUMAN RESOURCES AND ADMINISTRATIVE ASSISTANT

I. INTRODUCTION AND BACKGROUND

The Council of the Bureaux (COMESA Yellow Card) is an autonomous Institution of the Common Market of the Eastern and Southern Africa (COMESA) which is mandated to coordinate the COMESA Yellow Card Scheme operations in the COMESA Region. The COMESA Yellow Card Scheme is a regional third-party motor vehicle insurance protection designed to provide guarantee for compensation to third-party road traffic accident victims caused by foreign motorists visiting or transiting through another member country in accordance with the laws governing compulsory third-party motor vehicle insurance.

Applications are invited from suitably and experienced Zambian Nationals or Nationals of the COMESA Yellow Card member countries that have a right to live and work in Zambia to fill the following position at the Council of Bureaux (COMESA Yellow Card) Secretariat:

Job Title	: Senior Human Resources and Administrative Assistant
Grade	: Intermediate Category (IC) 3
Duty Station	: Lusaka, Zambia
Indicative Basic Salary	: COMESA Dollars (COM\$) 33,979.36 – COM\$ 43,398.36
Reports To	: Senior Finance and Administration Officer
Supervises	: Office Assistants (Driver and Cleaner)

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Email: vmasengu@comesa.int



II. OBJECTIVE OF THE POSITION

The Senior Human Resources and Administrative Assistant shall support the Senior Finance and Administration Officer (Head of the Finance and Administration Unit) in the areas of human resources administration, general administration and procurement.

III. SCOPE OF WORK AND DUTIES

Under the direct supervision of the Senior Finance and Administration Officer and overall direction of the Chief Executive Officer of the Council of the Bureaux Secretariat the Senior Human Resources and Administrative Assistant shall perform the following functions:

(a) Human Resources Administration

- i) Coordinate the recruitment process, including preparation of job advertisements, managing applications, scheduling interviews, and communicating with candidates.
- ii) Prepare and process appointment letters, contracts, and facilitating onboarding of new staff.
- iii) Assist in the implementation of HR policies, procedures, and guidelines, ensuring staff awareness and compliance.
- iv) Participating in HR Policy reviews and supporting the continuous improvement of HR processes.
- v) Maintain accurate and up-to-date personnel files, HR data base ensuring confidentiality and compliance with HR policies.
- vi) Support leave administration including maintaining adequate leave records and monitoring attendance of staff.
- vii) Act as the first point of contact for staff inquiries on HR matters, policies, and entitlements
- viii) Maintain an updated performance management calendar and in liaison with the Head of Unit supporting the coordination of staff performance appraisal processes.
- ix) Support payroll preparation by providing updated staff data (leave, allowances, deductions, etc.) to the Finance Unit.
- x) Supporting staff training and development initiatives.
- xi) Promote workplace well-being initiatives, coordinate staff welfare activities and assist in ensuring compliance with occupational health and safety standards within the Secretariat.
- xii) Support the implementation of grievance and disciplinary procedures at the workplace.
- xiii) Compile regular HR reports and statistics, including staffing updates, turnover rates, leave utilization, and training records.
- xiv) Support the Head of Unit in workforce planning.

(b) General Administration

- i) Manage office space, assist the Head of Unit in allocating office space to staff and manage assets, office equipment and facilities.

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- ii) Facilitate repairs and maintenance of the office and assets (vehicles, office equipment and furniture) and ensure accurate records of repairs and maintenance are maintained.
- iii) Coordinate transportation, travel arrangements of staff and logistics, coordinating with travel agents on flight bookings, ticketing and other travel requirements.
- iv) Manage stationery and other office supplies ensuring up to date and accurate inventory records are maintained.
- v) Provide supervision, guidance, and mentorship to junior support staff, ensuring high productivity and efficiency.
- vi) Assist in renewing insurances for assets and staff medical health insurance.
- vii) Liaising with the Ministry of Foreign Affairs in the Host Country on privileges and immunities for staff including arranging VISAs for staff and visitors of the Council of Bureaux Secretariat when visiting the Host Country.
- viii) Assist in managing and coordinating security for the office premises.
- ix) Assist in the implementation of administrative policies, procedures, and guidelines.

(c) Procurement

- i) Support the implementation of the organization's procurement plan in accordance with established policies, guidelines and donor/regional procurement regulations.
- ii) Assist in drafting Requests for Quotations (RFQs), Invitations to Bid (ITBs), and Requests for Proposals (RFPs) and ensure timely publication and dissemination to vendors.
- iii) Coordinate bid receipt, opening, and evaluation processes, ensuring compliance with internal controls and transparency requirements and assist to prepare bid evaluation documents.
- iv) Prepare purchase orders, procurement contracts and related documents for approval and follow up on delivery, inspection and payment.
- v) Assist to verify accuracy of delivery notes, supplier invoices and goods received notes.
- vi) Maintain an update and accurate database of suppliers and service providers.
- vii) Maintain proper record of procurement documents ensuring properly filing and that documents are easily retrievable for audit and reference purposes.
- viii) Support the Head of Unit in monitoring procurement budgets, commitments, and expenditures.
- ix) Contribute to the continuous improvement of procurement systems, tools, and standard operating procedures (SOPs).
- x) Assist in the implementation of procurement policies, procedures, and guidelines.
- xi) Support contracts administration and monitor supplier performance to ensure delivery timelines, quality standards, and contractual terms are met.
- xii) Ensure all procurement activities comply with procurement and financial rules.
- xiii) Assist the Head of Unit in managing procurement risks.

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IV. CANDIDATE'S PROFILE - DESIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Education and Professional qualifications

Must hold a Bachelors' degree in a related field (Human Resources Management/ Business Administration/Commerce) from a reputable and recognised University Institution. Holder of professional certifications in Human Resources Management or Procurement would have added advantage.

(b) Experience

- i) Minimum of five (5) years' experience in human resources administration preferably in a regional, international or NGO sector.
- ii) At least two (2) years of combined experience in general office administration and procurement.

(c) Skills and Attributes

- i) Proficiency in Microsoft Office (Word, Excel and Power point).
- ii) Familiarity with Human Resources and Procurement Best Practices.
- iii) Strong understanding of procurement principles, ethics, and compliance frameworks.
- iv) Excellent interpersonal, communication, planning and organizational skills.
- v) High attention to detail, discretion, and professional integrity.

(d) Language requirements

Fluency in English (written and spoken); proficiency in French is an added advantage.

V. JOB GRADE

The candidate shall be engaged in the Intermediate Category (IC) grade (IC 3) in line with the existing Council of Bureaux Secretariat job grading structure.

VI. PERIOD OF APPOINTMENT

The successful candidate shall be appointed on an initial five (5) year contract renewable subject to satisfactory performance and attainment of the mandatory retirement age of Sixty (60) years in line with the Council of Bureaux Staff Rules.

VII. DELIVERABLES

The job holder shall be expected to perform his / her functions in line with the terms of engagement, performance targets that shall be set and reviewed from time to time and general performance standards acceptable to the Council of Bureaux.

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VIII. ELIGIBILITY FOR APPLICATION

The position is only open to Zambian Nationals or Nationals of the COMESA Yellow Card member countries that already have a right to live and work in Zambia.

IX. MODE OF APPLICATION

All applications **must** be submitted on the prescribed **Council of Bureaux Job Application Form** and accompanied with a cover letter, a curriculum vitae that must include three (3) traceable referees and copies of academic and professional certificates. Applications should be sent **through e-mail** not later than **Friday, 1 May 2026** and addressed to:

The Chief Executive Officer,
Council of Bureaux Secretariat,
COMESA Centre,
Ben Bella Road,
Lusaka, Zambia
E-Mail: cbsrecruitment@comesa.int

Only shortlisted applicants shall be acknowledged.

Women are particularly encouraged to apply.

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