

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHÉ COMMUN DE
L'AFRIQUE ORIENTALE
ET AUSTRALE

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السوق المشتركة
للشرق والجنوب الأفريقي

COMESA Centre
Ben Bella Road
P O Box 30051
LUSAKA 10101
Zambia

OFFICE OF THE SECRETARY GENERAL

Ref: CS/CMI/018/2021/IZ-mkc

1st October, 2021

Mr. John Rwangombwa
Governor
National Bank of Rwanda
Avenue Paul VI
B.P. 531
Kigali, Rwanda
Tel: +250 252 59142200
Fax: +250 572551/577391

Dear Governor Rwangombwa

RE: RECRUITMENT OF DIRECTOR OF COMESA MONETARY INSTITUTE AND EXECUTIVE SECRETARY OF COMESA CLEARING HOUSE

I have the honour to request you to advertise the attached call for applications for the positions of Executive Secretary of the COMESA Clearing House and Director of the COMESA Monetary Institute.

In order to ensure maximum publicity of the vacancies, I would be grateful if the call for applications for these posts could be placed on the websites of member central banks. The Call will also be put on the COMESA Website

The following is the proposed timelines for the recruitment:

1. 4th October to 29th October 2021. This is the period during which the advert will run.
2. 1st November 12th November, 2021, each Central Bank will shortlist two candidates for each post from all applications received and forward the list, together with the candidates applications and all related application documents by email to the Director of Human Resources and Administration Department on email address: recruitment@comesa.int. The last day for these shortlisted candidates to be submitted to the Secretariat is Monday 22nd November 2021. Please note that incomplete applications will be rejected.
3. 29th November to 6th December 2021 shortlisted applications received from Central Banks will be subjected to a further shortlisting by a Regional Recruitment firm that will be contracted by COMESA Secretariat as provided for under the Staff Rules and Regulations.

Growing Together, for Prosperity



In accordance with the existing rules, the best five candidates for each post will be invited for interviews. As per the Staff rules, only one candidate will be shortlisted per country, including those applying from within the COMESA Clearing House and the COMESA Monetary Institute.

4. Interviews for these positions are planned to take place in the second week of December 2021.

The Chairman of the COMESA Committee of Governors of Central Banks, in consultation with the Bureau, will give the exact dates for the interviews.

Please accept, Distinguished Governor, the assurances of my highest consideration.

Yours sincerely

A handwritten signature in black ink, appearing to read "Chileshe Mpundu Kapwepwe".

Chileshe Mpundu Kapwepwe
SECRETARY GENERAL

CC H.E. Mr Amandin Rugira
Rwanda High Commissioner & Permanent Representative to
COMESA
Plot No. 10818
Lake Road, Kabulonga
LUSAKA, Zambia
Tel: +260 961 606 697
Email: arugira@minaffet.gov.rw

Ms. Josiane Ingabire,
jingabire@bnr.rw

Utembinema Germaine,
gutembinema@bnr.rw

Ms. Uwizeramariya Jeanne d'Arc,
juwizeramariya@bnr.rw

Attachment: Call for applications for the posts of Executive Secretary of COMESA Clearing House and Director of COMESA Monetary Institute.

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Chileganyu
APPROVED 30.9.21

OFFICE OF THE SECRETARY GENERAL

CALL FOR APPLICATIONS FOR THE POSTS OF:

- I. DIRECTOR OF COMESA MONETARY INSTITUTE
- II. EXECUTIVE SECRETARY OF COMESA CLEARING HOUSE

I. DIRECTOR OF COMESA MONETARY INSTITUTE

The COMESA Monetary Institute is an arm of COMESA which is responsible for doing all preparatory work of COMESA Monetary and Financial Integration Agenda which will culminate in the Monetary Union. It was set up by the COMESA Committee of Governors of Central Banks at its 13th Meeting held in Cairo, Egypt in November 2008. The Institute started its operations in March 2011.

Post	- Director, COMESA Monetary Institute
Grade	- P5
Duty Station	- Nairobi, Kenya
Commencement Date (tentative)	- April 2022

1. Functions

The specific policy-oriented activities of the CMI, as decided by the COMESA Committee of Governors of Central Banks, are as follows:

- (i) Design of an appropriate Monetary Policy Framework;
- (ii) Design of an appropriate Exchange Rate Mechanism (ERM);
- (iii) Guide and provide policy and technical directions on the achievements of the work programme of CMI;
- (iv) Carry out research and analyses, utilising where appropriate, short-term technical expertise, on issues related to COMESA Monetary and Fiscal Policy Harmonisation Programme;
- (v) Liaise effectively with continental and regional integration organisations such as AU, EAC, SADC and SACU on

- macroeconomic policy issues;
- (vi) Liaise effectively with representatives of support agencies such as EU, UNECA, AfDB, OECD, USAID, IMF, World Bank etc on macroeconomic policy issues;
 - (vii) Ensure the delivery of high-quality regional capacity building seminars, workshops, short-term training, etc.
 - (viii) Preside over Institute's meetings; and
 - (ix) Undertake other activities as the Bureau may from time to time assign him.

2. Qualifications and Experience

The candidate must:

- Have at least a master's degree majoring in either Monetary Economics or Macroeconomics or Finance and Banking;
- Be a national of a COMESA Member State;
- Have at least 10 years proven and solid experience in monetary and fiscal policy issues and should have proven record and knowledge on Monetary Integration;
- Have proven record of research and publication; and
- Have at least 5 years' experience at Management level.

3. Languages

Fluency in English and a working knowledge of French and/or Arabic will be an added advantage.

4. Period of Appointment

The Director will be appointed for a period of 4 years. He/she shall be eligible for reappointment for one further term only.

II. EXECUTIVE SECRETARY OF COMESA CLEARING HOUSE

The Preferential Trade Area (PTA), COMESA's predecessor, set up a Clearing House in 1984 to facilitate trade by the use of national local currencies in the settlement of payments for trade conducted among the member States, thereby economising on the use of scarce foreign exchange resources in such trade. With the liberalisation of the foreign exchange market, however, cross-border payment in national currencies through the respective Central Bank could no longer be sustained.

The COMESA Clearing House (CCH) has introduced, inter alia, the Regional Payment and Settlement System, (REPSS) which allows member countries to transfer funds more easily within COMESA. REPSS is built on open standards and is also accessible to non-member States.

The main aim of REPSS is to stimulate economic growth through an increase in intra-regional trade by enabling importers and exporters to pay and receive payment for goods and services through an efficient and cost-effective platform.

Post - Executive Secretary, COMESA Clearing House
Grade - P5
Duty Station - Harare, Zimbabwe
Commencement Date (tentative)- July, 2022

5. Functions

The Executive Secretary is the Chief Executive Officer of the Clearing House and responsible for the following:

- (i) Day-to day operations of the Clearing House;
- (ii) Implementation of the decisions of the COMESA Committee of Governors of Central Banks and its Bureau relating to the Clearing House;
- (iii) Head of staff of the Clearing House;
- (iv) Preparation of the annual report and draft budget of the Clearing House;
- (v) Keeping under constant review the operations of the Clearing House and making proposals thereon, to the Committee for the purpose of promoting the Clearing House; and
- (vi) Any other activities related to the Clearing House, as directed by the COMESA Committee of Governors of Central Banks and its Bureau.

6. Qualifications and Experience

The candidate must:

- Have at least a master's degree in either Economics or Business Administration or Finance and Banking;
- Be a national of a COMESA Member State;
- Have at least 10 years' experience either in the economics or regional payment systems arenas;
- Have experience and exposure to regional conference procedures; and
- Have at least 5 years' experience at Management level.

7. Languages

Fluency in English and a working knowledge of French and/or Arabic will be an added advantage.

8. Period of Appointment

The Executive Secretary will be appointed for a period of 4 years. He/she shall be eligible for reappointment for one further term only.

9. Final Date of Receipt of Applications

Applications including Curriculum Vitae should be submitted to the applicant's Central Bank 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> and addressed to the Assistant Secretary General (Administration & Finance) of COMESA, at COMESA Headquarters in Lusaka, Zambia. The closing date for the receipt of applications by the Central Banks is 29th October 2021.

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH EMAIL AND ALSO IN HARD COPIES

The list of nominated candidates by respective Central Banks will be sent to COMESA Secretariat for further processing as per COMESA rules and procedures, by 22 November 2021.