



CALL FOR APPLICATIONS- BUSINESS POLICY PROGRAMS

REF : CBC/HR-AD/20(1120)003

POSITION	BUSINESS POLICY PROGRAMS MANAGER
Contract duration:	48 months (with one-year extension based on performance)
Grade:	Professional level 4 (P4)
Duty station:	Lusaka, Zambia
Travel:	COMESA countries
Eligibility:	Candidates from COMESA/AU countries
Deadline	13 th December 2020 at 2300hrs CAT

I Introduction

The COMESA Business Council (CBC) is the recognized Business Member Organization, established as a private sector institution of COMESA. We represent the interests of businesses sectors at a regional level. The services provided go beyond advocacy, to actively promote business participation in regional integration, investment and global trade. This is done by facilitating the growth of strong business synergies, the development of business opportunities, business alliances, legislative and strategic advocacy. We provide custom tailored services that are driven by both industry and enterprise interests.

Vision

Building regional, going global.

Mission

To be the leading private sector organization in Africa, that promotes competitive and interconnected industries to actively participate in regional and global markets through advocacy, business facilitation and enterprise development.

Values

The core values that guide our behavior and actions are:

- People: Adhere to the highest professional standards
- Integrity: Trust, transparency and accountability
- Ownership: For the members, by the members
- Collaboration: Shared vision, clarity of roles and responsibilities
- Service: representative and inclusive

Strategic Direction

The CBC five-year Development Objectives are:

1. Development Objective 1- (DO1) - Promote a continuous advocacy and dialogue for private sector at the national and regional levels to help create an improved business environment.
2. Development Objective 2 - (DO2) - To strengthen partnerships that will promote trade and investment in regional and global markets
3. Development Objective 3 - (DO3): To provide regional facilitation/ coordination to our membership and support operational efficiency of enterprises, including SMEs
4. Development Objective 4 - (DO4) Institutional sustainability by 2022.

The Business Policy and Programs Department

One of the main objectives of the CBC is to play a lobbying and advocacy role with a view to boost policy initiatives for a more conducive business environment, in order to enhance the vitality and competitiveness of the business sector in the region. CBC strategically influences regional policies and advocates for their ratification and implementation at the national level in order to promote a better business environment in the COMESA region.

Key Functions are;

- Addressing key obstacles to business growth, through diagnostic instruments that are flagships of the CBC.
- Ensuring private sector consultation on policy processes.
- Preparing evidence-based position papers.

- Ensuring political will to initiate, implement policy and institutional reforms for a more competitive business environment.
- Conveying private sector's concerns and issues in major policy areas.
- Drafting model policy bills based on position papers for intervention at policy level.
- Streamlining regulatory and administrative measures affecting entrepreneurial activity.
- Stimulating actions to improve the overall business environment.
- Leading public-private dialogues and partnerships.
- Establish programs of technical expertise as a business outreach scheme on addressing day to day challenges in doing business.
- Developing partnerships to sustain business policy programs aligned to the CBC strategy.

II Summary of Key Functions

The CBC is looking for a dynamic professional , with experience in management, with skillsets in trade policy advocacy, trade policy research and development of policy reports and publications , trade negotiations, programs/project management experience, strong communication skills, stakeholder management, policy analytical skills and ability to articulate the interests of the private sector at all levels of policy intervention and formulation in the public and private sector. The said candidate shall be part of the executive management team of the CBC and will directly input into the strategic direction and vision of the organization. The candidate should have a keen understanding in the following areas;

- Implementation of CBC's strategic and development objectives in line with the CBC Strategic plan
- Strong program/project management expertise to support the resource mobilization, design and implementation of CBC trade and business policy programs
- Team leadership
- Multi-stakeholder management
- Creation of strategic partnerships
- Strong communication expertise in trade policy, advocacy and negotiations
- Facilitation of knowledge building and sharing as part of overall management and team.

III Scope of Work

Under the direct management of the CBC Chief Executive Officer, and overall management of the CBC Board, the said candidate will carry out the following;

1. Business Policy and Advocacy

- Spearhead the activities of the Business Policy and Advocacy pillar with cross cutting elements of Business Facilitation in the areas of trade facilitation, market access, public private dialogues, industry positions, negotiations with the CBC stakeholders- public and private sector.
- Develop relationships and ensure coordination with the private sector Associations - NFPs and the other CBC members on trade consultations and advocacy agendas.
- Establish and manage industry workgroups, technical committee and networks for collaboration, advocacy and networking.

- Manage the development and implementation of advocacy strategies targeting decision-makers in the COMESA region, including participation in policy organs meetings and technical committees or negotiations.

2. Policy Research, Trade and Business Intelligence

- Undertake research and develop policy briefs or evidence-based studies on policy, regulatory and business environment to promote industrial development, private sector and regional trade and other issues to enhance business competitiveness.
- Based on the results of the research, explore and identify strategies and measures to be taken in order to improve the overall regional business environment and to foster intra-regional trade.
- Propose priority areas that CBC could initiate to address the issues identified as most critical.
- Contribute to the design, formulation and development of regional business advocacy programmes.
- Keep abreast of any evolution and challenge in the region as well as at the international level, that may impact on the trade development of the CBC and the needs of its members.
- Identify emerging opportunities and initiate new projects and initiatives.

3. Programs Implementation

- For each prioritized program, determine the required resources and assess constraints to effective implementation that need to be addressed to enable the successful implementation of related activities.
- Identify from the region specialists in the various competence areas required for the efficient implementation of the CBC programs, in order to assist the CBC Secretariat to build a regional expert roster.
- Prepare annual reports, and quarterly reports for the CBC in priority areas of the institution.

4. Program administration

- Management of all procurement requirements related to CBC technical and administrative logistics.
- Ensure program monitoring and evaluation (M&E), including through developing M&E schemes and related processes.
- Manage consultants; develop Terms of References, workplans, monitoring activities and reviewing reports of the external consultants. Prepare inputs and coordinate the preparation of the CBC periodical and annual activity report to be submitted to the Board and Annual General Meetings.

5. Stakeholder Dialogue and Events Management;

- Provide leadership and management to teams and departments, to ensure efficient and effective organization of private and public-private events through.
- Organization of workshops, seminars, and stakeholder dialogue meetings including making bookings for venues, accommodation, and transport.
- Technical documentation development in terms of policies, publication and other relevant research instruments.
- Engagement with high level stakeholder officials of event.

6. Management and Partnerships

- Manage teams towards desired goals.
- Identify and engage the beneficial partnerships and engaging stakeholders for the effective implementation business policy programs.
- Identify and develop partnerships with regional private sector Associations (East Africa Business Council and the SADC Business Council, African Business Council and others).
- Management and preparation of funding proposals and concepts for mobilization of resources for sustainability of the project - including substantive correspondence for a) resource mobilization, b) partnership building, c) reporting.
- Assist in development of the gender mainstreaming strategy and ensure the mainstreaming of gender into all project activities.

7. Any other duties as assigned by the CBC Chief Executive Officer.

IV Qualification Requirements

Education

Advanced university degree (Masters level) in International Trade, economics, law, international relations or related subject.

Professional Knowledge and Experience

- A minimum of six years' experience working in trade, advocacy, business management fields within private sector organizations and/or companies in Africa.
- Learnt or acquired experience in Programs/Project Management.
- Sound knowledge of results-based management systems as well as programme monitoring and evaluation processes.
- Knowledge of the COMESA region is desirable.

V Core Competencies

- Good analytical, and problem-solving skills.
- Ability to establish and maintain effective working relations in a multi-cultural environment with sensitivity and respect for diversity.
- Ability to plan and prioritize own work and to work well under tight deadlines.
- Excellent communication, presentation negotiation skills, stakeholder engagement and interpersonal skills.
- Good computer skills, conversant with tools like Outlook, Microsoft Word, Excel, and Power point.

VI Language Requirements

Excellent command of written and spoken English. French and/or Arabic is an added advantage. Knowledge of other language in use within the COMESA region will be an asset.

VII Submission of Applications:

Written applications should be submitted electronically to recruitment@comesabusinesscouncil.org on or before **13th December, 2020 at 2300hrs CAT**

Submissions should include the following:

- i. COMESA Business Council Application Form. The form should be downloaded from: <http://comesabusinesscouncil.org/job-application-forms/>
 - ii. Updated CVs including contacts, e-mail and telephone numbers.
 - iii. Cover letter detailing their understanding of the task and highlighting experience and expertise in similar works.
 - iv. Copies of academic qualifications.
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