

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA  
(COMESA) SECRETARIAT**



**COURT OF JUSTICE**

**RE-ADVERTISEMENT**

**VACANCY ANNOUNCEMENT OF FOUR (4) ESTABLISHED/REGULAR GENERAL  
SERVICE POSTS AT THE COMESA COURT OF JUSTICE**

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of 19 African States which have agreed to promote regional integration through trade development and transport facilitation. More information can be obtained from the COMESA website.

The COMESA Court of Justice (the Court) is the judicial organ of the Common Market. Established in 1994 under Article 7 of the COMESA Treaty, its primary mandate is to uphold the rule of law in the interpretation and application of the COMESA Treaty.

Applications are invited from suitably qualified Sudanese Citizens and Nationals of COMESA Member States resident in Sudan for the following vacancies at the seat of the Court in Khartoum, Sudan:

- (1) SENIOR FINANCE ASSISTANT, GS9 (ONE POST)**
- (2) SENIOR ADMINISTRATIVE ASSISTANT, GS9 (ONE POST)**
- (3) GENERAL SERVICES ASSISTANT, GS9 (ONE POST)**
- (4) ADMINISTRATIVE ASSISTANT, GS8 (ONE POST)**

**(1) JOB TITLE: SENIOR FINANCE ASSISTANT**

**GRADE: GS9**

**SALARY SCALE: COM\$ 10,912 - COM\$ 15,829 per annum plus allowances**

**REPORTING TO: THE REGISTRAR**

**KEY TASKS**

Under the overall supervision of the Registrar and the immediate supervision of the Administrative and Finance Officer, the Senior Finance Assistant will perform the following main duties:

**(a) Receive and deposit funds by:**

- (i) Ensuring that a record exists for each amount received giving a brief description of the nature of the transaction;
- (ii) Ensuring that the receipt is correctly drawn and the amount on it tallies with the actual funds received;
- (iii) Raising a bank deposit slip for funds to be deposited and banking the funds; and
- (iv) Filing the deposit slip and receipt before it is posted to the ledger.

**(b) Make payments by:**

- (i) Drawing cheques/preparing electronic payment instructions and payments vouchers based on payments authorized;
- (ii) Presenting the cheques /electronic payment instructions and vouchers for independent checking to ensure correctness and approval of payment being made;
- (iii) Presenting the certified cheques/ electronic payment instructions and vouchers for signature by the authorized signatories; and
- (iv) Making the actual payment to the beneficiary if payment is by cheque.

**(c) Prepare periodic financial statements by:**

- (i) Capturing transactions data into the accounting system using payment vouchers, receipts and journal vouchers;
- (ii) Generating transaction listings which are checked for accuracy and then certified;
- (iii) Posting transactions; and
- (iv) Generating reports.

**(d) Reconcile monthly bank statements by:**

- (i) Comparing cash book balance and bank statement balances;
- (ii) Checking all receipts and payments that have gone through the bank;
- (iii) Adjusting the cash book balance with bank charges, interest, etc.; and
- (iv) Preparing the bank reconciliation statements.

**(e) Preparation of monthly payroll by:**

- (i) Ensuring that new employee details are picked from the contract and entered in the payroll system;
- (ii) Ensuring that approved inputs to salaries such as overtime, education refund claims are picked and posted to the payroll system;
- (iii) Processing the payroll and printing the pays lips;
- (iv) Submitting pay slips and supporting inputs for independent checking to ensure correctness of salaries being paid;
- (v) Effecting corrections for errors detected;
- (vi) Preparing payment vouchers for salaries; and
- (vii) Initiating electronic transfer of salaries to staff bank accounts or drawing salary cheques where necessary.

**(f) Perform any other duties as may be assigned by the Registrar and/or the Administrative and Finance Officer.****QUALIFICATIONS**

An internationally recognized professional accountancy qualification at second level such as ACCA Level 2, CIMA Level 2 or CPA level 2.

Membership of an internationally recognized accountancy body will be an added advantage.

**EXPERIENCE**

- (i) A minimum of eight (8) years in an accounting environment.
- (ii) Knowledge of Sunsystems and Microsoft packages such as Microsoft Word, Microsoft Excel, Power Point and Publisher is an added advantage.

**LANGUAGE**

Must be fluent in written and spoken English. A working knowledge of Arabic and/or French will be an added advantage.

**(2) JOB TITLE: SENIOR ADMINISTRATIVE ASSISTANT (ONE POST)**

**GRADE: GENERAL SERVICES, LEVEL 9 (GS9)**

**SALARY SCALE: COM\$10,912 - COM\$15,829 per annum plus allowances**

## **REPORTING TO: THE REGISTRAR**

### **KEY TASKS**

Under the overall supervision of the Registrar, the Senior Administrative Assistant will perform the following main duties:-

#### **(a) Run the day-to-day administration of the Registrar's Office by:**

- (i) Screening all incoming and outgoing mail and determining those which require the attention of the Registrar;
- (ii) Replying to routine correspondence;
- (iii) Classifying incoming correspondence and flagging those which require immediate attention;
- (iv) Discussing with the Registrar daily assignments;
- (v) Assisting in preparation of court files and monitoring progress;
- (vi) Assisting in managing individual court files, maintaining and updating detailed 'docket sheets' and ensuring that all related correspondence and other documentation are appropriately filed, registered and followed up;
- (vii) Providing assistance with recording of court proceedings and tracking the status and calendar deadlines for pending matters;
- (viii) Coordinating meetings and hearings, ensuring timely receipt and distribution of requisite documentation;
- (ix) Supervising and guiding Administrative Assistants, Secretaries and other support staff in the registry;
- (x) Maintaining records of leave, attendance and meetings;
- (xi) Following up with relevant officers for repair of computers, furniture and equipment when necessary;
- (xii) Ensuring the safekeeping of confidential matters;
- (xiii) Taking dictation, transcribing and typing correspondence and documents; and
- (xiv) Ensuring that documents are free from errors of grammar or typing and that they are well bound and presentable.

#### **(b) Perform the functions of a personal assistant to the Registrar by:**

- (i) Handling personal mail;
- (ii) Scheduling personal and official appointments;
- (iii) Arranging travel (such as visas) for her or him and her or his family;
- (iv) Facilitating banking arrangements and transactions;
- (v) Replying to some personal correspondence as directed;
- (vi) Arranging receptions and hospitality; and
- (vii) Keeping constant contact with her/him while on mission or leave.

**(c) Carry out logistical functions by:-**

- (i) Booking the necessary conference facilities well in advance;
- (ii) Checking that such bookings remain valid until the meeting is held;
- (iii) Liaising with the service providers to ensure that the facilities are adequately and properly equipped;
- (iv) Moving equipment to and from the place of conference when necessary;
- (v) Providing or ensuring the provision of support staff to the meeting;
- (vi) Supervising such staff during the meeting; and
- (vii) Briefing the Registrar and drawing her/his attention to any issue(s) which may require her/his intervention.

**(d) Make travel arrangements for Judges, staff and participants of meetings by:-**

- (i) Contacting airlines to find out flight availability and work out proper itineraries;
- (ii) Working out the cost of travel;
- (iii) Ensuring that travel is made by the most direct and economical route taking account individual entitlements under the applicable rules;
- (iv) Preparing and seeing through the finalisation of the travel authorisation form; and
- (v) Maintaining up to date records.

**(e) Follow-up on the implementation of the instructions of the Registrar by:**

- (i) Clearly communicating the instructions to the office or division concerned;
- (ii) Communicating/setting deadlines;
- (iii) Checking stages of implementation;
- (iv) Discussing problems with the concerned heads of division(s); and
- (v) Briefing her/him and reporting on any problems.

**(f) Provide conducive environment by:**

- (i) Ensuring that the surroundings are clean, comfortable and properly decorated;
- (ii) Arranging for the proper and constant supply of stationery, equipment and furniture;
- (iii) Maintaining a friendly atmosphere through personal diplomacy and enlightened management of support staff;
- (iv) Seeing to it that there is proper lighting, space, circulation of fresh air etc; and
- (v) Controlling noise of equipment and other disturbing sources in order to ensure calm and serenity;

**(g) Perform any other duties as may be assigned by the Registrar.**

**QUALIFICATIONS**

A Personal Secretary's diploma and a diploma in any management field are required. A degree in any management field is an added advantage.

**EXPERIENCE**

(i) A minimum of eight (8) years of relevant professional secretarial and/or administrative experience with regional or international organizations. Familiarity with concepts of office management, records management and public relations is desirable.

(ii) Knowledge of Microsoft packages such as Microsoft Word, Microsoft Excel, Power Point and Publisher is an added advantage.

**LANGUAGE**

Must be fluent in written and spoken English. A working knowledge of Arabic and/or French will be an added advantage.

**NOTE: Only persons with secretarial training and experience should apply.**

**(3) JOB TITLE: GENERAL SERVICES ASSISTANT (ONE POST)**

**GRADE: GS9**

**SALARY SCALE: COM\$ 10,912 - COM\$ 15,829 per annum plus allowances**

**REPORTING TO: THE REGISTRAR**

**KEY TASKS**

Under the close supervision of the Administrative and Finance Officer and overall supervision of the Registrar, the General Services Assistant shall perform the following duties:

**(a) Ensure that Court properties are always in a good state of repair by:-**

- (i) Carrying out regular inspection of the properties to identify faults and recommend appropriate action; and

- (ii) Supervising repairs when contractors are appointed and ascertaining that repairs are done in accordance with the terms of contracts.

**(b) Maintain records of properties by:-**

- (i) Preparing and updating lists of properties; and
- (ii) Maintaining records of stocks such as building and repair materials and equipment.

**(c) Ensure security, external cleanliness of properties and landscaping by:-**

- (i) Contracting Security Hiring firms and supervising the hired Security Personnel;
- (ii) Contracting cleansing services and supervising the Cleaning Personnel; and
- (iii) Liaising with the City council in the keeping of the interior and exterior landscaping according to the required standards of the city.

**(d) Supervise Artisans and General workers by:-**

- (i) Assigning work to Electricians, Carpenters, Plumbers and Refrigeration Technicians (for the office air conditioners) and ensuring that the work has been completed satisfactorily; and
- (ii) Assigning work to the general workers and ensuring that the gardens and lawns are tendered and are growing properly to give a beautiful landscape.

**(e) Assist in procurement of goods and services by:**

- (i) Providing support on procurement of goods, services, works and supplies including but not limited to reviewing procurement plans and supporting evaluation processes in line with COMESA Court Procurement rules and regulations;
- (ii) Ensuring that all procurements are approved and executed in accordance with applicable COMESA Court Procurement Rules and Regulations;
- (iii) Preparing Procurement Reports for Procurement and Contracts Committees;
- (iv) Preparing and facilitating the implementation of the COMESA Court annual procurement Plan in a timely and efficient manner;
- (v) Updating and maintaining divisional records and filing system;
- (vi) Coordinating with the Finance Division and applicable staff, as needed, to resolve supplier issues concerning invoicing and payments;

- (vii) Preparing specifications for works to be carried out from time to time and monitoring progress;
- (viii) Assisting the Administrative and Finance Officer in preparing budget of estimates;
- (ix) Ensuring that Service Contracts of a long term nature are competitively tendered on annual basis in order to obtain high quality and competitive prices; and
- (x) Ensuring that at least three (3) quotations for Service Contracts of normal/ordinary nature are obtained.

**(f) Supervise the office cleaners by:-**

Carrying out regular inspection of offices, toilets and surroundings to ensure that the office cleaners, clean according to expected standards of cleanliness.

**(g) Carry out any other duties as assigned from time to time by the Registrar and/or Management.**

**QUALIFICATIONS**

- (i) A Diploma in building services engineering or construction management or related field;
- (ii) A Degree in any management or engineering field will be an added advantage;

**EXPERIENCE**

- (i) A minimum of eight (8) years' relevant experience with regional or international organizations;
- (ii) Familiarity with concepts of procurement, office management and records management is desirable; and
- (iii) Knowledge of Microsoft packages such as Microsoft Word, Microsoft Excel, Power Point and Publisher is an added advantage.

**LANGUAGE**

Must be fluent in written and spoken English. A working knowledge of Arabic and/or French will be an added advantage.

**(4) JOB TITLE: ADMINISTRATIVE ASSISTANT (ONE POST)**

**GRADE: GENERAL SERVICES, LEVEL 8 (GS8)**



**SALARY SCALE: COM\$8,876 - COM\$12,867 per annum plus allowances**

**REPORTING TO: THE REGISTRAR**

**TASKS/DUTIES**

Under the direction of the Registrar, the Administrative Assistant shall perform the following main duties:-

**(a) Assist the Registrar in the day-to-day Administration of the Court by:-**

- (i) Maintaining records of leave, attendance, meetings etc.;
- (ii) Ensuring that documents are free from errors of grammar, typing etc. and physically attractive in their presentation and binding;
- (iii) Distributing work to the secretaries and other support staff;
- (iv) Supervising and guiding the secretaries and other support staff;
- (v) Typing correspondence and documents; and
- (vi) Briefing the Registrar and reporting to her/him any discrepancies which may require her/his attention.

**(b) Carry out logistical functions by:-**

- (i) Ensuring the supply of stationery and office requirements such as pens, pencils, staples, punchers etc.;
- (ii) Ensuring office furniture and equipment are available, functional and appropriate;
- (iii) Ensuring that the offices, windows, doors, walls and corridors are cleaned and are in such state as to allow the proper circulation of air;
- (iv) Following up the repair of computers, furniture and equipment when necessary;
- (v) Providing rooms or space for heavy equipment such as photocopies; and
- (vi) Assisting the Registrar in allocating offices.

**(c) Make arrangements for meetings organised by the Court by:-**

- (i) Booking the necessary conference facilities well in advance;
- (ii) Checking from time that such booking remains valid until the meeting is held;
- (iii) Liaising with the conference service providers to ensure that the facilities are adequately and properly equipped;
- (iv) Moving equipment to and from the place of conference when necessary;
- (v) Providing or ensuring the provision of support staff to meeting;
- (vi) Supervising such staff during the meeting; and

(vii) Briefing the Registrar and drawing her/his attention to any problem(s) which may require her/his intervention.

**(d) Make travel arrangements for Judges, staff and participants of meetings by:-**

- (i) Contacting airlines, bus or train stations to find out flight, bus or train schedules and work out a proper itinerary in co-operation with the traveller;
- (ii) Working out the cost of travel;
- (iii) Ensuring that travel is made by the most direct and economical route taking account of individual entitlements under the applicable rules;
- (iv) Preparing and seeing through the finalisation of the travel authorisation form; and
- (v) Maintaining up to date records.

**(e) Perform any other duties as may be assigned by the Registrar and/or Management.**

**QUALIFICATIONS**

A Personal Secretaries diploma and a certificate in any management field are required. A diploma in any management field is an added advantage.

**EXPERIENCE**

- (i) A minimum of five (5) years of relevant professional secretarial and/or administrative experience with regional or international organizations. Familiarity with concepts of office management, records management and public Relations is desirable.
- (ii) Knowledge of Microsoft packages such as, Microsoft Word, Microsoft Excel, Power Point and Publisher is an added advantage.

**LANGUAGE**

Must be fluent in written and spoken English. A working knowledge of Arabic and/or French will be an added advantage.

**TERMS OF APPOINTMENT FOR THE POSTS:**

**1. TYPE OF CONTRACTS**

The posts are under the COMESA Court of Justice Regular Establishment.

## 2. DURATION OF CONTRACTS

The initial contracts shall be effective from the date of commencement of duties and will expire after three (3) years. General Service subsequent contracts are renewed for four (4) year terms up to the attainment of the retirement age of sixty (60) years subject to continued satisfactory performance by the incumbent.

## 3. FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications **MUST** be submitted on the prescribed **COMESA APPLICATION FORM** which can be accessed on the COMESA website: <http://www.comesa.int>. The applications together with copies of certificates and references should reach the address below by Thursday, 28<sup>th</sup> September, 2017. Please note that **ONLY** short-listed candidates will be contacted. **Those that had already submitted their applications need not re-apply.**

### **The Registrar**

COMESA Court of Justice

AL Tijani Almahi Street

No. 3-4-0-7

P.O. Box 12222

Khartoum Town

Khartoum - Sudan

**Phone:** +249 18376 0591/2/3/4

**Fax:** +249 18376 0595