



COMESA
COUR DE JUSTICE

محكمة العدل



COURT OF JUSTICE

CALL FOR APPLICATIONS

1. INTRODUCTION AND BACKGROUND:

The Common Market for Eastern and Southern Africa (COMESA) is a regional economic community of 21 African States which have agreed to promote regional integration through trade development and transport facilitation. 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. More information can be obtained from the COMESA Court of Justice website www.comesacourt.org.

The following positions are being advertised and applications are invited from suitably qualified and experienced individuals.

ADVERTISED POSITIONS

S/N	NAME OF VACANT POST	GRADE	NO. OF POSTS
1	DRIVER	GS 5	1
2	CLEANER	GS 1	1

POSITION NUMBER (1) DRIVER

POST TITLE – DRIVER GRADE: GS5

DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION

REPORTS TO: GENERAL SERVICE AND PROCUREMENT OFFICER

1.1 JOB PURPOSE

To provide safe, secure, and highly reliable transportation services to diplomats, CCJ staff, and official visitors, while protecting confidentiality and maintaining the professional image of the Court.

1.2 MAIN DUTIES AND RESPONSIBILITIES

Under the direct supervision of the General Service and Procurement Officer and the overall supervision of the Manager Human Resource and Administration, the Driver will perform the following:

- (a) Drive CCJ Staff and Delegates safely to their intended destinations.
- (b) Maintain vehicles in a clean state all the time.
- (c) Conduct daily vehicle checks and report any issues to Supervisor.
- (d) Monitor and report vehicles service mileage when due.
- (e) Complete vehicle log books.
- (f) Deliver mail and any other documents as required.

- (g) Perform other messenger duties as required.
- (h) Assist in the maintenance of general cleanliness of CCJ premises.
- (i) Perform any other duties as required by the supervisors.

1.3 REQUIRED QUALIFICATIONS AND ELIGIBILITY

- (a) Professional endorsed Class C1/C Driving Permit.
 - (b) More than 10 years' driving experience with experience working in an international organization, with Hands-on experience in driving VIPs/Delegates/Officials.
 - (c) Must have:
 - (i) Effective planning and coordination skills;
 - (ii) High level of etiquette and is punctual; and
 - (iii) Good Listening and communication skills.
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POSITION NUMBER (2) CLEANER

POST TITLE – CLEANER: GS1

DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION

REPORTS TO: GENERAL SERVICE AND PROCUREMENT OFFICER

1.4 JOB PURPOSE

To maintain the image/ambiance of the CCJ premises, ensuring that the environment is clean and comfortable for various users.

1.5 MAIN DUTIES AND RESPONSIBILITIES

Under the direct supervision of the General Service and Procurement Officer and the overall supervision of the Manager Human Resource and Administration, the Cleaner will perform the following:

- (a) Perform all the necessary Housekeeping/Domestic Services to maintain a clean, safe and comfortable work environment.
- (b) Lock and unlock offices and ensure windows are closed after work.
- (c) Clean CCJ premises and offices.
- (d) Request cleaning materials, equipment and detergents for use.
- (e) Maintain the grounds.
- (f) Ensure that the generator and Solar System is working and ready to be used in the in the event of a power cut.
- (g) Report any maintenance and repair works observed.

- (h) Ensure fire detectors, fire extinguishers and lights are working.
- (i) Ensure Fumigation of offices periodically.
- (j) Perform any other duties as required by the supervisors.

1.6 REQUIRED QUALIFICATIONS AND ELIGIBILITY

(a) Must have completed secondary education and at least 6 months of relevant experience, preferably in similar premises.

(b) Must have:

- Effective planning and coordination skills;
- Attention to detail;
- High level of etiquette and is punctual; and
- Good Listening and communication skills.

1.7 ELIGIBILITY FOR BOTH POSITIONS

- (a) Applicants must be fluent in English and/or French and/or Arabic (spoken and written). A combination of any two or all these languages will be an added advantage.
- (b) Applicants must be nationals of COMESA Member States and must have legal status to work in the Republic of Zambia.
- (c) Applicants must not be more than fifty-five (55) years of age at the time of submitting their applications. They must be of high integrity and excellent character.

1.7 TERMS OF APPOINTMENT

- (a) **Type of contract:** These posts are under the COMESA Court of Justice regular establishment and remuneration will be in accordance with the COMESA Court of Justice conditions of service for established General Service Staff.
- (b) **Location of performance of the Contracts:** The Permanent Seat of the Court is in Khartoum, Sudan. However, the Court's Registry is currently temporarily located in Lusaka, Zambia where this position will be performed until the Registry returns to Khartoum, Sudan.
- (c) **Duration of appointment:** The successful applicants will be offered an initial contracts of four (4) years, of which six months will be on probationary basis. However, the contracts will be subject to termination when the Court relocates back to Khartoum, Sudan. Therefore, such applicants will only be entitled to benefits up to the time the contract is terminated.

(d) **Final date for receipt of applications:** Applications **MUST** be submitted **directly to the COMESA Court of Justice** on the COMESA APPLICATION FORM which can be accessed at the following COMESA website: <https://comesacourt.org/comesa-job-application-forms/>, **COMESA Job Application Format.**

(e) Applications must be sent to the Manager Human Resource and Administration, to the following address:

COMESA Court of Justice
Evexia Commercial Complex
Church Road, Lusaka

Or forwarded to following email address: recruitment@comesacourt.org.

(f) **Closing date for applications is 30 October 2026, by 5PM Lusaka Time. Only short-listed candidates will be contacted.**

Websites: <http://www.comesacourt.org>; <http://www.comesa.int>