



CALL FOR APPLICATIONS FOR THE POSITION OF TRADE FACILITATION EXPERT (TA)

The Common Market for Eastern and Southern Africa (COMESA) is a Regional Economic Community comprising of 21 African states' which have agreed to promote regional integration through trade development and transport facilitation as well as development of their natural and human resources for the mutual benefit of all their people. Its vision is to be a fully integrated economic community that is prosperous, internationally competitive, and ready to merge into the African Economic Community. In order to realize its vision and objectives, COMESA has also established several semi-autonomous institutions based in different Member States to support integration agenda.

One of such semi-autonomous institutions is The COMESA Federation of National Associations of Women in Business (COMFWB) which is based in Lilongwe, Malawi. More information can be obtained from the COMFWB website www.comfwb.org and the COMESA website www.comesa.int.

The COMESA Federation of Women in Business (COMFWB), in partnership with **COMESA** and **Alliance for the Green Revolution in Africa (AGRA)** are embarking on a transformative project, **A Promoting Access to Markets for Women and Youth by Addressing Non-Tariff Barriers (NTBs) to Boost Intra-COMESA Agri-Food Trade**, focusing on the Malawi- Zambia- Zimbabwe – Mozambique trade corridors. project. The central component of the project is the Trade Facilitation component which aims to address persistent non-tariff barriers (NTBs), advocate for harmonise standards and technical regulations, and create a seamless cross-border trade environment for women and youth.

With support from AGRA, COMFWB is seeking to engage a Trade Facilitation Expert who will be based at COMFWB Secretariat in Malawi to spearhead the implementation of this interventions, focusing on the identification, monitoring, and resolution of NTBs, as well as advancing the harmonization of sanitary and phytosanitary (SPS) measures and technical standards across corridor countries. This role demands proactive engagement with national and regional institutions (Ministries of Trade, Customs, Standards Bodies, COMESA, and the SADC Secretariat), as well as close collaboration with the private sector and civil society and Cross border trader association to address real-world constraints to trade.

1. THE POSITION

Job Title: Trade Facilitation Expert

Duration: 12 Months (with possibility of extension)

Salary: US\$ \$2250 per month

2. JOB PURPOSE

The Trade Facilitation expert will provide technical expertise, operational support, and stakeholder coordination to ensure that NTB reduction efforts and standards harmonization translate into measurable outcomes, such as faster border crossings, reduced costs for traders, and increased competitiveness for small-scale traders, particularly women traders. S/he will work closely with COMFWB Programme department and other technical teams to ensure that the programme's objectives are achieved on time and to a high standard, while ensuring alignment with COMFWB 's Strategy.

3. ROLE AND RESPONSIBILITIES.

Under the direct supervision of the Director programmes, the incumbent will perform the following duties:

- Lead the design and implementation of activities that directly contribute to the reduction of NTBs along the Malawi- Zambia- Zimbabwe- Mozambique corridors.
- Facilitate structured dialogue mechanisms between public and private stakeholders to identify and resolve priority NTBs, leveraging existing platforms such as National Trade Facilitation Committees (NTFCs).
- Work with the COMESA NTBs division to strengthen existing digital NTB reporting and resolution systems, ensuring that they are accessible, transparent, and responsive.
- Provide technical guidance for the training and sensitization of small-scale traders, women entrepreneurs, and SMEs on compliance with quality and SPS standards, ensuring their inclusion in formal trade systems.
- Support the Programme department in preparing narrative and financial reports for submission to AGRA and other partners.
- Develop work plans, TORs, and technical specifications for consultancies and service providers related to NTBs and standards/SPS interventions.
- Ensure that project activities are informed by robust evidence and align with lessons learned from other COMESA and AGRA programmes across Africa.

- Maintain regular contact with key national stakeholders, including border authorities, ministries of trade, standardization agencies, border management committees, and private-sector associations.
- Coordinate and facilitate public–private dialogues to foster collaboration and policy development.
- Research, analyze, and produce policy briefs that inform decision-making and advocacy efforts. on NTBs, SPS.
- Contribute to resource mobilization efforts by identifying funding opportunities, preparing proposals, and engaging with donors and partners.
- Support program development by assisting in the design, planning, and implementation of initiatives aligned with organizational goals.
- Performing any other related duties as may be assigned by the Supervisor from time to time.

4. QUALIFICATIONS AND EXPERIENCE

- i. A post graduate degree in Trade policy, international Trade, Economics, Business Law, Business Management, Quality and Standards Management, or a related field.
- ii. A certification in trade facilitation, NTB management, or SPS/technical standards would be an added advantage.

5. PROFESSIONAL EXPERIENCE

- i. Candidates must have at least five (5) years of proven professional experience in trade facilitation and providing technical assistance for cross-border trade, preferably within regional or international organizations.
- ii. Demonstrated track record of working with national and regional institutions (e.g., border agencies, standards bodies, and private-sector stakeholders).
- iii. Experience in managing or supporting donor-funded programmes, preferably multilateral partners.
- iv. Experience in cross-border trade contexts, particularly involving SMEs and informal traders, is highly desirable.

6. REQUIRED TRAITS, SKILLS, AND COMPETENCIES

- v. Must display and prove creativity in institutional strategic visioning; an appreciation of the vision, mission, and objectives of COMFWB, and the role of COMFWB in promoting good entrepreneurial and business linkages will be a definite advantage.

- vi. Must possess entrepreneurial acumen.
- vii. Must have excellent oral and written communication skills.
- viii. Must be a team player.
- ix. Must have proficiency in English.
- x. Must have good computer skills.

7. WORKING LANGUAGE REQUIREMENT

Applicants must be fluent in English. Speaking other COMESA languages (French and/or Arabic (speaking and writing) will be an added advantage.

8. ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member countries and aged below fifty-five (55) years at the time of submitting the application.

9. MODE OF APPLICATION

Applications MUST be submitted to the COMFWB on the prescribed COMESA APPLICATION FORM which can be accessed at the following COMESA website: <http://www.comesa.int/>, Opportunities, COMESA Job Application Format.

only short-listed candidates will be contacted.

COMFWB is an equal opportunity employer. Qualified women, with the requisite experience, are strongly encouraged to apply.

10. FINAL DATE FOR RECEIVING APPLICATIONS BY COMFWB SECRETARIATE

All applications must reach COMFWB secretariate by **5th December 2025, 5 pm CAT** by email to Jmasanche@comesa.int and a copy to comfwb@comesa.int .