



Zimbabwe House, 1st Floor
P O Box 1499
City Centre
Lilongwe, Malawi

Phone: +265 992 676 562
Web: imasanche@comesa.int
Web: www.comfwb.org

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CALL FOR APPLICATION FOR 2 GENERAL SERVICE POSITIONS: ICT SYSTEMS ASSISTANT(G7), GENERAL SERVICES ASSISTANT(G7) AND PROCUREMENT EXPERT

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 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

COMFWB was established in recognition of the critical role women play in economic development and the need to ensure their full inclusion in regional integration efforts. Its mandate is to champion the improvement of women's economic conditions and facilitate their equal participation in national and regional economies. COMFWB serves as a facilitative, coordinative, and catalytic platform, creating an enabling environment for women-owned enterprises to thrive within COMESA and beyond. It provides a forum for knowledge exchange and promotes enterprise growth through targeted interventions such as technical assistance, capacity building, access to finance, export promotion, market research, and investment facilitation.

To advance its strategic objectives, COMFWB is seeking to recruit **two qualified and experienced professionals** to join its Secretariat in Lilongwe, Malawi. These positions offer an opportunity to contribute to a transformative agenda that empowers women entrepreneurs and strengthens regional economic integration. Applications are sought of qualified and experienced professionals for the 3 below vacant positions:

S/N	NAME OF VACANT POST	GRADE	NO. OF POSTS
1	ICT Systems Assistant	G7	1
2.	Internal Compliance General Services Assistant	G7	1
3	Procurement expert	Professional	1

1. JOB VACANCY ONE: ITC SYSTEMS ASSISTANT

JOB TITLE:	ITC Systems Assistant
GRADE:	G7
INSTITUTION:	COMFWB, COMESA Federation of Women in Business
SALARY SCALE :	From COM\$8,299.00 to COM\$12,031.00 per annum
DUTY STATION:	Lilongwe, Malawi
CONTRACT DURATION:	Five (5) years with the possibility of extension upon satisfactory performance. Includes six (6) months probationary period.
REPORTING TO:	Digital Communication Officer

1.1. SCOPE OF WORK

The ICT Systems assistant will be responsible for supporting, maintaining, and enhancing the organization's ICT infrastructure to ensure reliable, secure, and efficient operations. The assistant will work under the supervision of the Digital Communications Officer / Chief Executive Officer and will carry out the following tasks:

1.2. KEY RESPONSIBILITIES

Under the direct supervision of the Digital Communication Officer will perform the following functions:

I. ICT Strategy, Policy, and Documentation

- Policy Development: Develop the organizational policy on ICT.
- System Design & Coordination: Design, develop, implement, and coordinate ICT systems, policies, and procedures.
- Planning and Evaluation: Plan, organize, control, and evaluate IT and electronic data operations.
- Documentation and Asset Management: Maintain ICT documentation, asset inventories, and incident logs.

II. System and Network Management

- System Oversight: Manage information technology and computer systems across the organization.
- Hardware and Software Maintenance: Install, configure, and maintain hardware, software, and network equipment.
- Network Infrastructure: Support and maintain the LAN/WAN infrastructure, including switches, routers, firewalls, and wireless access points.
- Web and Platform Management: Manage the COMFWB Website and ICT Platforms.
- IP Telephony: Support and maintain internal IP telephone systems, including configuration, troubleshooting, and call routing.

- Monitoring and Availability: Monitor system and network performance, ensuring high availability and security.
- Project Support: Support ICT-related projects, upgrades, and system improvements.

III. Data Security and Compliance

- Security Implementation: Enhance security of data, network access, and backup systems.
- Data Protection: Preserve assets, information security, and control structures.
- Backup and Recovery: Manage system backups, data recovery, updates, and patch management.
- Auditing: Audit systems and assess their outcomes to ensure effectiveness.
- Cybersecurity & Policy Enforcement: Assist with cybersecurity measures and ensure compliance with ICT policies.

IV. Technical Support and User Training

- Technical Support: Provide first-line and second-line technical support to users across the organization.
- Remote Support: Provide IT support through VOIP and video conferencing tools.
- User Education: Provide user training and guidance on ICT tools and best practices.
- Audio/Visual Support: Operate audio/visual equipment on any promotional activities.
- General Duties: Carry out any other duties as may be assigned to support the secretariat and chapters.

1.3. QUALIFICATIONS AND EXPERIENCE

- **Qualification**

- Minimum Diploma in ICT, Information Systems, computer science or a related field.
- Degree in a relevant field will be an added advantage.

- **Experience**

- 5 years of proven experience in ICT systems support, website management, network administration, or similar roles,
- Strong knowledge of Windows Server, Active Directory, and Microsoft 365.
- Experience with network configuration (routers, switches, wireless APs).
- Knowledge of internal IP telephone systems, VoIP technologies, and PBX configurations.
- Familiarity with virtualization, backup tools, and ICT security best practices.
- Excellent troubleshooting, communication, and customer service skills.
- Ability to work independently and handle multiple tasks under minimal supervision.
- Experience working with the private sector and women entrepreneurs will be an added advantage

1.4. PROFESSIONAL SKILLS AND COMPETENCIES

The candidate should also have the following Preferred Competencies and experience:

- Flexible and independent thinker, creative and interpersonal skills
- Able to troubleshoot and support COMFWB team with all technology solutions.
- Ability to work in a fast-paced environment and handle multiple tasks concurrently.

- Proficiency in designing IT websites and VOIP systems, technology and technical support in the office and linking to COMESA secretariat and chapters.
- Excellent communication skills

2. JOB VACANCY TWO: INTERNAL COMPLIANCE ASSISTANT /GENERAL SERVICES ASSISTANT

JOB TITLE:	Internal Compliance Assistant/General Services Assistant
GRADE:	G7
SALARY SCALE :	From COM\$8,299.00 to COM\$12,031.00 per annum
INSTITUTION:	COMFWB, COMESA Federation of Women in Business
DUTY STATION:	Lilongwe, Malawi
CONTRACT DURATION:	Five (5) years with the possibility of extension upon satisfactory performance. Includes six (6) months probationary period.
REPORTING TO:	Chief Executive Officer

2.1 SCOPE OF WORK

Support the office of CEO in undertaking the following:

1. Roles & Responsibilities

- I. **Financial processing and verification.** Verify all payments and expenditure for completeness and compliance with COMFWB financial rules and regulations.
- II. **Procurement processing and verification.** Verify all procurement processes for completeness and compliance with COMFWB/COMESA procurement rules and regulations.
- III. **Internal Control Monitoring.** Assist in monitoring compliance with financial policies, procedures, rules and regulations across COMFWB Secretariat.
- IV. **Policy implementation and support.** Help implement financial compliance initiatives and provide procedural guidance to management and staff regarding COMFWB financial rules and regulations.
- V. **Budget support.** Assist in preparations of budgets, monitor expenditure to ensure they remain within authorized levels, and update budget utilization plans.
- VI. **Record keeping and reporting.** Maintain proper records of books of accounts and ensure all financial documents and data are safely stored and managed. This will also involve assisting with the preparations of financial statements and reports.
- VII. Assist in monitoring revolving fund implementation and provide quarterly report to Management

VIII. Assist in the following up of outstanding internal and external audit recommendations.

2.2 MINIMUM QUALIFICATIONS AND EXPERIENCE

The applicant should have the following qualifications:

- Minimum Diploma in Business Administration, Public Administration, accountancy or Social Sciences from a recognized university.
- At least five (5) year experience in administrative support at a management or human resource level; and
- Experience in providing administrative support to executives and their teams.
- A Degree in the relevant field will be an added advantage.

2.3 PROFESSIONAL SKILLS AND COMPETENCIES

- Ability to work in a fast-paced environment and handle multiple tasks concurrently.
- Proficiency in the use of Microsoft Office suite (which includes, Word, Access, PowerPoint, Excel, publisher and outlook);
- Managerial, organization and administrative competencies.
- Good communication skills
- High degree of professionalism, integrity and reliability, and teamwork.

3. JOB VACANCY 3: Procurement expert

JOB TITLE:	Procurement expert
GRADE:	Professional level
SALARY	US\$24000 Per annum – All inclusive
INSTITUTION:	COMFWB, COMESA Federation of Women in Business
DUTY STATION:	Lilongwe, Malawi
CONTRACT DURATION:	Two (2) years with the possibility of extension upon satisfactory performance.
REPORTING TO:	Director of Programme Management

2.1 SCOPE OF WORK

Support the office of COMFWB in undertaking administrative services such as procurement, management of office assets and liaison with the Government of the Republic of Malawi on any pertinent emerging issues.

Key Tasks

- (a) Manage the procurement process in line with established procedures whilst ensuring economic, efficient, transparent, fair, accountable, and competitive process from inception up to contract completion, providing the needed procedural and technical guidance in all stages of the procurement cycle.
- (b) Develop and update the COMFWB procurement plans and the COYWA /BIAYWE procurement plan on a regular basis and implement the plans.
- (c) Prepare documentation required to facilitate programme operations, including request for expression of interest, procurement notices, bidding documents, tender evaluation reports, contracts and other related documents.
- (d) Act as Secretary to the Procurement Committee and prepare reports of procurements.
- (e) Analyse questions from bidders, suppliers and contractors on bidding and award issues
- (f) Oversee Logistics, Transport and Fleet Management
- (g) Record of all purchase transactions in the SUN Accounting System.
- (h) Maintain an organized filing and documentation system that ensures all procurement documents are well filed and in safe custody.
- (i) Match Purchase Orders, Goods Received, Notes and Invoices prior to these documents being reviewed by the Head of Procurement.
- (j) Ensure contract Management by putting in place contract implementation tracking tools and review mechanisms.
- (k) Take the lead on all aspects of procurement for the project and for the requirements specified in the project documents including ensuring that all publications and approvals for all stages of the project are obtained and documented.
- (l) Arrange Conference Services
 - (i) Identifying and compiling database of freelance translators.
 - (ii) Providing interpretation services from the database of compete freelance translators.
 - (iii) Ensuring that invitations and documentation are timely sent to meeting participants.
 - (iv) Compiles and circulates calendars of conferences and other events.
 - (v) Participates in planning and coordination of meetings with Member States; and

(vi) Oversee the production of documents for conferences and ensure timely delivery to Member States and Chapters during meetings.

2.2 MINIMUM QUALIFICATIONS AND EXPERIENCE

The applicant should have the following qualifications:

- Minimum of bachelor's degree in Procurement, Commerce, Business Administration, Economics, Purchasing and Supplies or any other related field;
- A professional qualification in Procurement such as Chartered Institute of Purchasing and Supply (CIPS-UK) or other similar national/international professional qualifications is a must if the undergraduate degree is not in a procurement or supply chain field; and
- Possession of a Master's degree in any of the above fields or related fields will be an added advantage.

2.3 PROFESSIONAL SKILLS AND COMPETENCIES

- Ability to work in a fast-paced environment and handle multiple tasks concurrently.
- Proficiency in the use of Microsoft Office suite (which includes, Word, Access, PowerPoint, Excel, publisher and outlook);
- High degree of professionalism, integrity and reliability, and teamwork;
- Knowledge of, and proficiency in, the use of an application of Public Sector procurement Regulations and Administrative systems particularly of the COMESA Region member Countries especially those whose procurement laws have been crafted based on the UNITRAL Model laws;
- Demonstrating in-depth knowledge and proficiency in the use of the Public Procurement Regulations and procurement administrative systems of any of these bodies or for Government with particular experience in procurement of consulting services is required;
- Ability to carry out end to end competitive procurement of goods, non-consultant services and selection of consultants and the required contract management ;
- Able to work with minimum supervision in multicultural, multi-ethnic settings in teams; and
- Proficiency in report writing and use of online procurement systems.

4. WORKING LANGUAGE REQUIREMENT FOR THE POSITIONS

Applicants Must be fluent in either English or French or Arabic (speaking and writing). A combination of any two or all these languages will be an added advantage.

5. ELIGIBILITY FOR APPLICATION

- Applicants for the positions of Internal **Compliance Assistant** and **IT Assistant** must be citizens of a Malawi or any COMESA Member country resident in Malawi and should not more than 55 years of age at the time of submitting the application. Qualified female candidates are highly encouraged to apply.
- Applicants for the position of **Procurement expert** must be citizens of any COMESA member State.

6. MODE OF APPLICATION

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

Applications should contain the applicant's Curriculum Vitae, present and permanent address, telephone and fax numbers, e-mail and details of the applicant's motivation for applying for the position and other information that the applicant considers appropriate including when he/she is available to assume duties. It shall also include details (including contact addresses and telephone numbers) of at least three (3) references.

All applications must be sent electronically to jmasanche@comesa.int with the position being applied for in email subject line. Only short-listed candidates will be contacted.

All applications must reach COMFWB secretariate electronically by 18:00 on 4th FEBRUARY , 2026, and addressed to following.

Chief Executive Officer

COMFWB SECRETARIAT

OAK House 1, Third Floor

P.O. Box 1499

Lilongwe

Malawi

Email: jmasanche@comesa.int