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READVERTISEMENT

CALL FOR APPLICATION FOR APPLICATION FOR 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 and COMESA under the Creating opportunities for Youths and Women in Africa (COYWA) programme and is seeking to recruit **a qualified and experienced professional** to join COMFWB Secretariat in Lilongwe, Malawi. This position offers 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 below vacant position:

S/N	NAME OF VACANT POST	GRADE	NO. OF POSTS
1	Procurement expert	Professional	1

1. JOB VACANCY 3: Procurement expert

JOB TITLE:	Procurement expert
GRADE:	Professional level
SALARY	US\$ 34,080 Per annum – All inclusive
INSTITUTION:	COMFWB, COMESA Federation of Women in Business
DUTY STATION:	Lilongwe, Malawi
CONTRACT DURATION:	Twelve months (12 months) with the possibility of extension upon satisfactory performance.
REPORTING TO:	COYWA Project Coordinator

2.1 SCOPE OF WORK

Support the COYWA project with procurement processes and office of COMFWB in undertaking administrative services such as procurement, management of office assets.

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.

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 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 setting in teams; and
- Proficiency in report writing and use of online procurement systems.

2. 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.

3. ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country and not more than 55 years of age at the time of submitting the application. Qualified female candidates are highly encouraged to apply.

4. 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 comfwb@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 hours Malawi time, on 22nd July 2026, and addressed to following.

Chief Executive Officer

COMFWB SECRETARIAT

OAK House 1, Third Floor

P.O. Box 1499

Lilongwe

Malawi

Email: comfwb@comesa.int