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**COMMON MARKET FOR EASTERN AND**

**SOUTHERN AFRICA**

**JOB OPPORTUNITIES UNDER THE PROGRAM FOR INCLUSIVE DIGITALIZATION IN EASTERN AND SOUTHERN AFRICA (IDEA).**

**JANUARY 2025**

**IDEA/COM/HR/SS**

1. **PROJECT BACKGROUND:**

Inclusive Digitalization in Eastern & Southern Africa (IDEA) is a regional Multiphase Programmatic Approach (MPA) for Eastern and Southern Africa (AFE), funded by the World Bank. It includes three focus areas of : (i) building the foundations for affordable and quality broadband connectivity, data hosting capability, enabling access to digital technology and digital services including (ii) interoperable and safe data platforms and trusted online transactions at national and regional level; (iii) advancing high-impact digitally-enabled applications in priority sectors (with an initial focus on social protection and financial services), digital skills and competencies to increase productive digital usage and enhance economic and social activities.

The MPA sets out an ambitious agenda towards achieving universal digital access in AFE through a programmatic approach comprising key pillars and ‘menu of options.’ The first phase of the IDEA project will also include a COMESA regional component and operations in Angola, DRC and Malawi.

The Project Development Objective (PDO) for the COMESA operation is to enhance enabling environment for increasing access to and inclusive usage of the Internet and digitally enabled services in Eastern and Southern Africa.

The proposed IDEA Program will build further on the World Bank’s existing engagement with COMESA under the RIFF Project (P171967) and ASCENT Program (P180547), through which COMESA is strengthening the enabling environment for private sector participation in infrastructure and coordinating with countries to enable infrastructure planning and knowledge sharing. It will also leverage and support the downstream implementation of other existing programmes at COMESA and will be able to support all IDEA participant countries—both COMESA members and non-COMESA members (through a collaboration agreement).

The COMESA Secretariat, the proposed implementing agency will set up a Regional Project Coordination Unit (PCU) to (i) coordinate with participating countries; (ii) validate and report on the Program's results framework and (iii) oversee the implementation of the regional grant to COMESA, including fiduciary, Environmental and social aspects and other functions.

The COMESA Secretariat intends to recruit staff for the Project Implementation Unit as described in the job descriptions below:

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| --- | --- | --- |
| **No.** | **POSITION** | **No of Positions** |
| 1 | Project Coordinator | 1 |
| 2. | Digital Infrastructure Planning Expert | 1 |
| 3. | Digital Policy and Regulatory Expert | 1 |
| 4. | Monitoring and Evaluation Specialist | 1 |

1. **JOB DESCRIPTION POSITION ONE (01)**

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| --- | --- | --- |
| **JOB TITLE** | **:** | **Project Coordinator** |
| **GRADE**  **SALARY** | **:** | Professional Level  **USD 96,000** **per annum - all inclusive** |
| **PROGRAMME** | **:** | Inclusive Digitalization in Eastern and Southern Africa (IDEA) |
| **DUTY STATION** | **:** | COMESA Secretariat, Lusaka, Zambia |
| **REPORTING TO** | **:** | To the Director of Infrastructure and Logistics Division |

**3.0 OBJECTIVE OF THE POSITION**

The Project Coordinator will head the PCU under the Infrastructure and Logistics Division COMESA Secretariat located in Lusaka, Zambia. He/she would be responsible for planning, overseeing and coordinating the activities of the PCU. He/she would ensure that the project is implemented in accordance with the Financing Agreement with the Bank. He/she will have overall responsibility of monitoring, overseeing and guiding the implementation of the various components of the Project by the different stakeholders in all project locations.

1. **SCOPE OF WORKS**

Under the overall responsibility and direct supervision of the Director of Infrastructure and Logistics Division, the Project Coordinator will provide overall leadership, management and technical guidance to ensure the achievement of project objectives and delivery of COMESA activities in consultation with the Telecommunications Officer and the Director of Infrastructure and Logistics Division at the COMESA Secretariat, as well as other relevant divisions at COMESA. The specific responsibilities are to:

1. Coordinate and manage the PCU, including core staff, experts and specialists, ensuring appropriate performance management systems in line with the World Bank’s policies, procedures, and guidelines in place, as well as lead the supervision of other consultants/consulting firms, procured under the project. These include externally contracted firms/individual consultants.
2. Prepare and monitor the annual Work Plans and budget for IDEA COMESA activities.
3. Plan the recruitment and supervision of experts/consulting firms as required to undertake COMESA activities tasks in accordance with the procurement Plan.
4. Organize Project Steering Committee (PSC) meetings, regional workshops and other inter-country activities.
5. Maintain records, on technical and financial aspects of project operation, including monitoring of project activities and their outcomes, as well as minutes, decisions and recommendations of meetings and workshops for support and guidance of the PSC.
6. Prepare timely and quality project progress and implementation reports for submission to the COMESA secretariat and to the World Bank in accordance with reporting procedures.
7. Synthesize successful results and prepare and disseminate reports and guidance on best practices and approaches and incentive mechanisms for their wider replication and use.
8. Monitor and report on the programme implementation and performance following the programme’s results framework and advise on adaptation or adjustments where and when necessary; reports should highlight clearly the achievements (as per indicators) and any challenges faced and what mitigation measures were undertaken.
9. Working in collaboration with other Divisions at COMESA in the implementation of the programmes.
10. Ensure project activities adhere to the project’s environment and social safeguard frameworks and that the Grievance Redressal Mechanism is in place, in line with the World Bank’s requirements.
11. Oversee the organization of Multi Stakeholder workshops at regional level to validate the studies and developed frameworks.
12. Ensure effective liaison and maintain good communication with regional partners and other stakeholders including NGOs.
13. Provide technical guidance to the Project Implementation Units (PIU) at the national level for IDEA countries as needed, and their partners, identifying and addressing key issues, harmonizing technical objectives and approaches, formulating guidelines for the participatory identification, formulation, procurements and project management of IDEA projects.
14. Ensure documentation and dissemination of best practices and lessons learned from the programme implementation.
15. Ensure coordination of activities with cooperating partners both at regional and national to avoid duplication and ensure complementarity of activities and
16. Carry out any other duties which may be allocated by the Supervisor.
17. **RELEVANT QUALIFICATIONS AND EXPERIENCE**
    1. **Academic Qualifications**
18. Bachelor of engineering degree in Telecommunications, or ICT or related discipline, and
19. Master’s degree in Telecommunications, or Economics, or business administration or related discipline

**5.2 Relevant Experience**

1. At least 15 years’ proven experience in managing projects that aim to develop the digital economy, covering areas such as digital infrastructure and carrier networks, with at least 10 years’ experience in senior level management
2. Experience in interacting with and influencing senior stakeholders within an organization is highly desired.
3. Experience in managing cross-functional teams and collaborating with stakeholders
4. Extensive experience in the management of complex digital projects at national or regional levels
5. Relevant experience working in similar donor funded regional programmes in developing countries in general and in Sub-Saharan Africa in particular would be an additional asset;
6. Experience working in, and preferably originating from, the COMESA countries or a similar region in Africa
   1. **Technical Competences**
7. An in-depth understanding of policy and regulation aspects of ICT/ Telecommunication / digital economy.
8. Extensive knowledge and experience in project planning, budgeting, cost phasing and control from the project initiation to close out phases, utilizing computer-based systems within the framework' of an integrated project services function for the effective management of a wide range of concurrent projects, to meet the business plan objectives.
9. Proven track record of formulating, implementing, and monitoring policy dialogue on ICT, digital inclusion and/or digital trade and related infrastructure development operations.
10. Knowledge of national/regional organizations dealing with ICT sector policy and regulation and digital trade.
    1. **Leadership And Skills**
11. Proven expertise in programme management involving collaboration with public and private sector, technical partners and other stakeholders.
12. Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop workplans, and manage budgets and project expenditures.
13. Good multi-cultural and interpersonal skills will experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community-based organizations.
14. Proven written, analytical, presentation and reporting skills and demonstrated computing skills.
15. Fluency in spoken and written English
16. **JOB DESCRIPTION POSITION TWO (02)**

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|  | **JOB TITLE** | **:** | **Digital Infrastructure Planning Expert** |
|  | **GRADE**  **SALARY** | **:** | Professional Level  **USD 84,000** **per annum - all inclusive** |
|  | **PROGRAMME** | **:** | Inclusive Digitalization in Eastern & Southern Africa (IDEA) |
|  | **DUTY STATION** | **:** | COMESA Secretariat, Lusaka, Zambia |
|  | **REPORTING TO** | **:** | **To the Project Coordinator.** |

* 1. **SCOPE OF WORK**

Under the direct supervision of the Project coordinator, the Digital Infrastructure Planning Expert will provide technical assistance to accelerate implementation of the program through the planning and management of the implementation of Digital infrastructure projects and perform the following specific responsibilities.

1. Support the development of programme annual work plans and quarterly progress reports in line with the grant Agreement requirements, focusing on activities pertinent to integrated infrastructure planning and financing.
2. Monitor and report on implementation of the project results based on the programmes logical framework and annual work plan and advise on adaptation or adjustments where and when necessary; reports should highlight clearly the achievements (as per indicators) and any challenges faced and what mitigation measures were undertaken.
3. Ensure documentation and dissemination of best practices and lessons learned from relevant activities under the programme.
4. Provides strategic, technical and administrative advice to participating countries National Project Implementation Units (NPIUs) on the development, implementation and ongoing management of the digital infrastructure capital planning process, as needed.
5. Provides analysis and advice to Countries participating in the IDEA program on infrastructure issues, capital projects, trends and innovations that may be relevant and applicable, including recommended climate change mitigation measures.
6. Oversee the development of the GIS Infrastructure Planning Tool.
7. Evaluate, and forecast project progress and performance against the established accepted / amended schedule with critical milestones.
8. Preparation of terms of reference (TOR) for consultancies of the projects.
9. Ensure coordination of activities with Stakeholders partners at regional level to avoid duplication and ensure complementarity of activities and Participate in the Programme Management Meetings to ensure that the needs and issues of the programme Team are raised and addressed. and
10. Any other related duties that may be assigned to you by your superiors from time to time.
    1. **RELEVANT QUALIFICATIONS AND EXPERIENCE**

**6.2.1 Academic Qualifications**

1. Master’s degree in Telecommunications, ICT, Engineering, Public policy, Economics, law or related discipline.

**6.2.2 Professional Skills and Experience Requirements**

1. Minimum of 10 years’ experience in the ICT sector of which 3 years should be at managerial level.
2. Experience in digital infrastructure development across the broadband value chain.
3. Project management experience in planning, scheduling and cost engineering.
4. Relevant experience working in similar donor-funded regional programmes, preferably, in developing countries in general and in Sub-Saharan Africa in particular would be an additional asset.
   1. **Technical Competences**
5. Knowledge of national/regional organizations dealing on ICT sector policy, regulation.
6. Extensive knowledge and experience in project planning, budgeting for the effective management of a wide range of concurrent projects, to meet the business plan objectives.
7. Programme management skills and experience involving collaboration with public and private sector, technical partners and other stakeholders.
8. Conversant with planning Tools such GIS and other Computer aided planning and design tools.
9. Demonstrated knowledge and understanding of the dynamics of the regional and international ICT infrastructure markets and trends.
10. **JOB DESCRIPTION POSITION THREE (03)**

**JOB TITLE : Digital Policy and Regulatory Expert**

**GRADE :** Professional

**SALARY :** **USD 84,000 per annum - All inclusive**

**PROGRAMME** : Inclusive Digitalization in Eastern & Southern Africa (IDEA)

**DUTY STATION :** COMESA Secretariat, Lusaka, Zambia

**REPORTING TO** : Reporting to the Project Coordinator.

* 1. **SCOPE OF WORK**

Under the direct supervision of the Project coordinator. The role of the Digital Policy and Regulatory Expert will be to provide technical assistance to accelerate progress on implementation of regional policies, regulations and plans. The following are the main functions to ensure the overall delivery of the project on Digital Police and Regulations:

1. Provide inputs on the program’s annual work plans and annual narrative reports in line with the Grant Agreement.
2. Monitor and report on the programme implementation and performance following the project indicators l framework and advise on adaptation or adjustments where and when necessary; reports should highlight clearly the achievements (as per indicators) and any challenges faced and what mitigation measures were undertaken.
3. Develops digital and services related policy and regulatory qualitative information necessary for specified ad hoc assignments related to Digital Inclusion (financial, universal access, gender,).
4. Interprets, applies and, as necessary, adapts existing digital and services related policy and regulatory data to determine trends and patterns and to analyse the effects of alternative policies for digital inclusion, competition, e-commerce.
5. Provides quality assurance of consultancy outputs, technical papers and analytical studies on selected global, regional, national or sector aspects of digital and services policy and/or regulatory development covered in the project.
6. Participates in international, regional, and national meetings to collect information and to hold discussions with colleagues in other institutions and represents the PCU for consultations and validation workshops on digital inclusion as well as other regulatory areas covered in the project.
7. Assists in the organization and servicing of expert group meetings, seminars, etc. on digital and services policy and/or regulatory issues pertaining to topics covered in the project.
8. Manages and backstops the implementation of technical cooperation programmes and projects in relation to digital and services policy and/or support the development of regional policy and regulatory frameworks under COMESA and in line with the agreement to foster digital inclusion.
9. Ensure documentation and dissemination of best practices and lessons learned from the project implementation.
10. Preparation of Terms of References for consultancy procurements focused on regulatory advisory work and
11. Any other related duties that may be assigned to you by your superiors from time to time.
    1. **RELEVANT QUALIFICATIONS AND EXPERIENCE**

**7.2.1 Academic Qualifications**

1. Master’s degree in Telecommunications, ICT, Engineering, Economics, or or related discipline.

**7.2.2 Experien*ce***

1. Minimum of 10 years’ experience in the ICT sector of which 3 years should be at managerial level
2. Demonstrated experience in formulation of policies and regulations and or business plans for ICT utilities, government or Regulators
3. Demonstrated experience in working with government partners and other stakeholders in public sector development programs, especially in the area of capacity building and organizational development
4. Strong Experience in conducting scoping and studies of digital inclusion, e-commerce, Technology transfer and business transformation
5. Relevant experience working in similar donor funded regional programmes, preferably, in developing countries in general and in Sub-Saharan Africa in particular would be an additional asset.

**7.3 Technical Competences**

1. Knowledge of national/regional organizations dealing on ICT sector policy, regulation
2. Programme management skills and experience involving collaboration with public and private sector, technical partners and other stakeholder
3. An understanding of Women economic empowerment and working with disadvantaged groups or Communities with be added advantage
4. Excellent understanding of the evolution of the Internet and digital trade. A good understanding of web-based business models and Web 3.0, e.g., block chain, digital goods, Data Networks, Artificial Intelligence (AI), Internet of Things (IOT) machine learning, cyber security and user based smart applications. Experience of having worked in these areas and have delivered such outputs will be preferred
5. Excellent knowledge of the telecom/ICT environment and digital ecosystem, mainly in the Africa Region.
6. Ability to develop training content and deliver training.
7. Demonstrated knowledge and understanding of the dynamics of the regional and international ICT markets and trends.

**7.4 General Skills**

1. Strong team working, communication (including report writing) and interpersonal skills.
2. Strong facilitation, training and presentation skills as well as experience in organizing seminars and workshopsExcellent ability to coordinate activities and communicate.
3. Excellent editing skills and ability to produce high quality reports and documentation in English.
4. **JOB DESCRIPTION FOR POSITION FOUR (04)**

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|  | **JOB TITLE** | **:** | **Monitoring and Evaluation Specialist** |
|  | **GRADE**  **SALARY** | **:** | Professional Level  **USD 72,000 per annum all inclusive** |
|  | **PROGRAMME** | **:** | Inclusive Digitalization in Eastern & Southern |
|  | **DUTY STATION** | **:** | COMESA Secretariat, Lusaka, Zambia |
|  | **REPORTING TO** | **:** | Reporting to the Project Coordinator |

* 1. **OBJECTIVE OF THE POSITION**

The Monitoring and Evaluation Specialist will be responsible for designing and implementing the Monitoring and Evaluation activities of the Project; assisting the Project Coordinator in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the Management information systems (MIS) of the Project and will be responsible for the collection and analysis of different data in relation to the project activities.

* 1. **SCOPE OF WORKS**

The specific roles of the Monitoring and Evaluation Expert will be to:

1. Undertake effective monitoring and evaluation of the IDEA COMESA Project in order to assess performance and propose intervention measures.
2. Develop monitoring and evaluation tools and systems in order to facilitate implementation of appropriate interventions, including the Monitoring and Evaluation Platform to collect and monitor Program-wide results.
3. Develop and review monitoring and evaluation procedures, actions and record them in the Project Operations Manual.
4. Prepare and implement the Project Monitoring and Evaluation Plan, including production of the overall Monitoring and Evaluation Manual for the programme.
5. Coordinate with country Monitoring and Evaluation teams to receive data and reports in order to consolidate data into the program-wide Monitoring and Evaluation system. This will require the consolidation of data from each country team to analyse and calculate indicators for the program-level Results Framework.
6. Provide capacity building of Monitoring and Evaluation Specialists at country level in regards to standardisation of methodologies and measurement timing.
7. Regularly follow-up on projects implementation progress as per the key performance indicators and agreed targets, and inputs into the quarterly reports.
8. Facilitate feedback on project performance to Project Steering Committee (PSC);
9. Undertake development and implementation of quality improvement interventions in order to enhance delivery of project deliverables.
   1. **QUALIFICATIONS AND EXPERIENCE**

**8.3.1 Academic Qualification**

Master’s Degree in a development-related field, i.e. International Relations, Statistics, Economics, Finance, Social Sciences or Public Administration**.**

**8.3.2 Experience**

1. Minimum of 7 years directly applicable experience, of which at least 5 is at the international level, in providing management advisory services, hands-on experience in design of monitoring and evaluation tools at the systemic level in development contexts.
2. Proven experience with statistical applications and data analysis; familiarity with both qualitative and quantitative information analysis tools.
3. Demonstrated experience working with results frameworks and performance monitoring
4. Demonstrated experience in working with global, regional and country partners and other agencies in planning of monitoring activities.
5. Experience with international donors and/or development NGOs, will be an added advantage.
6. Experience in developing Monitoring and Evaluation tools and policies for digital sector will be an added advantage.

**8.3.3 Competencies**

1. Statistical skills for analysing data and ensuring program design has statistical rigor
2. Ability to organize and lead project-wide activities
3. Willingness to learn from and consult with colleagues for inputs and information sharing
4. Ability to lead implementation of new systems (monitoring and evaluation area), and affect attitudinal change
5. Research capability will be an advantage

**8.3.4 General Skills**

Excellent knowledge of the English language and proficient written and oral communication skills. Written and oral proficiency in French and/or Portuguese will be an added advantage.

1. **CONTRACT DURATION FOR ALL THE POSITIONS**

Three (3) years contracts with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period.

1. **WORKING LANGUAGE REQUIREMENTS FOR ALL THE POSITIONS**

Excellent knowledge of the English language and proficient written and oral communication skills. Written and oral proficiency in French and/or Portuguese will be an added advantage.

1. **LOCATION OF THE ASSIGNMENT**

The duty station for all positions is COMESA Secretariat, Lusaka, Zambia with frequent travels within the Eastern and Southern African region.

1. **ELIGIBILITY FOR APPLICATION**

Applicants must meet the eligibility requirements for selections and contracts funded by proceeds from a World Bank funded project. Citizens of COMESA Member states are encouraged to apply.

1. **FINAL DATE FOR RECEIPT OF APPLICATIONS**

Applications MUST be submitted electronically through email on the prescribed **COMESA APPLICATION FORM** which can be accessed at the following COMESA website: <http://www.comesa.int/>, Opportunities, COMESA Job Application Format. Applications without the COMESA Job Application Format will not be considered.

1. **ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

**Application should reach the address below not later than Friday 28 February 2025 at 17:00 hours Lusaka, Zambia Time.**

The Director of Human Resources and Administration

Common Market for Eastern and Southern Africa

COMESA Centre

Ben Bella Road

P. O Box 30051

LUSAKA, Zambia

Email: [recruitment@comesa.int](mailto:recruitment@comesa.int)