

## JOB DESCRIPTION

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| <b>JOB TITLE</b>         | : | <b>Public Relations Officer</b>                          |
| <b>GRADE</b>             | : | P3   |
| <b>BASIC SALARY</b>      | : | COM \$ 42,239 – COM \$ 51,916 per annum, plus allowances |
| <b>DEPARTMENT</b>        | : | Secretary General's Office                               |
| <b>LOCATION</b>          | : | Lusaka, Zambia   |
| <b>COMMENCEMENT DATE</b> | : |  |
| <b>REPORT TO</b>         | : | Secretary General  |

### KEY TASKS

Under the direct supervision of the Secretary General, the incumbent of the post is responsible for the following:-

1. Initiate and design annual public relations strategic plans for COMESA;
2. Monitor and implement the plan once approved by the Secretary General;
3. Liaise with local and international media for news releases on COMESA;
4. Compile and edit the COMESA Journal on a quarterly basis as well as any other COMESA bulletins;
5. Initiate and prepare promotional and information packages on COMESA;
6. Prepare press releases;
7. Operate video camera and audio equipment on any promotional activities;
8. Undertake research or surveys and report on COMESA activities;
9. Chief liaison officer with journalists and the media;
10. Co-ordinate the preparation of speeches, appointments with the public and external media;
11. Arrange and co-ordinate information on all official functions, engagements and press conferences;
12. Carry out any other duties that may be assigned from time to time.

### EDUCATION

Degree in Mass Communications minimum.

### EXPERIENCE

At least 7 years in Mass Communications or Public Relations.

### LANGUAGE

Excellent knowledge of English, French or Arabic, a working knowledge of the other official languages would be an advantage.

## JOB DESCRIPTION

**JOB TITLE** : **Senior Transport Economist**  
**GRADE** : P4  
**DIVISION** : Infrastructure Development  
**REPORTING TO** : Director of Infrastructure Development

### PURPOSE OF THE JOB

**Assisting** in formulating and developing policies and programmes affecting the transport sector

### TASKS

Under the guidance of the Director, the incumbent of the post will perform the following duties:

1. Developing programmes for transport sector and monitoring implementation of transport instruments aimed at easing the flow of trade and transport services;
2. Initiating and formulating transport programmes covering roads, railways, airports and sea-ports in the region;
3. Formulating proposals for financing and implementing transport programmes;
4. Establishing mechanisms for monitoring of transport programmes;
5. Developing Road and Rail Safety programmes;
6. Preparing plans to promote investment in road and rail sectors;
7. Drawing road and railway maps and revising/updating them appropriately;
8. Institutionalising policy reforms for management and financing of various infrastructure;
9. Designing appropriate commercialisation strategies for the railways, roads, seas and airports;

10. Undertaking studies for adoption of common technical standards for roads and railway;
11. designing and uniform road and railway transit charges throughout the COMESA region;
12. Introducing new road and railway management technologies;
13. computerising transport logistics management information systems;
14. Designing and reviewing traffic facilitation measures,
15. Designing a mechanism for the gradual elimination of air traffic restrictions for airline operators in the region;
16. Formulating regulations governing the carriage of dangerous goods along inland waterways, road, rail and other bodies in the region;
17. Formulating policies on road safety and setting safety standards for all modes of transportation.
18. Preparing common goods data base in road and rail sector and programmes for the improvement of road safety in the COMESA Region;
19. organizing seminars on rail and road safety; and
20. Any other related duties that may be assigned by his/her superiors from time to time.

#### **DECISION MAKING**

To offer advice on road and railway engineering matters and determining the scope and implementation stages of programmes in this sector.

#### **CONSEQUENCE OF ERROR**

Errors may lead to disillusionment of the member States for whom the programmes are designed.

#### **EDUCATION**

Minimum of Masters degree in transport planning management, transport economics, transport/road/rail engineering or equivalent qualifications. A Ph.D in the relevant field would be an added advantage.

## **EXPERIENCE**

Minimum of ten (10) years working experience in the management of infrastructure in similar or higher capacity with national regional or international organizations

## **LANGUAGES:**

Fluency in English or French or Portuguese. Working knowledge of one of the other two would be an added advantage.