ALLIANCE FOR COMMODITY TRADE IN EASTERN AND SOUTHERN AFRICA

CALL FOR PROPOSALS

Human Resources/Organizational Development Consultancy

The Alliance for Commodity Trade in Eastern and Southern Africa (ACTESA) is a specialized agency of the Common Market for Eastern and Southern Africa (COMESA) working with member states, farmers’ organizations, donors, NGOs and the private sector for improved agricultural development targeted at resource poor farmers to reduce hunger and poverty in the COMESA region. The ACTESA is integrating smallholder farmers into domestic, regional and international markets through an improved policy environment and expanded market facilities and services. The ACTESA operates in nineteen COMESA countries and has its headquarters in Lusaka, Zambia at the COMESA secretariat.

ACTESA is seeking Human Resources/organizational development services from an exceptional, results-oriented, dynamic and experienced individual Consultant to provide these services over a period of two (2) months on contractual basis. The consultant will be based in Lusaka, Zambia reporting to the ACTESA Chief Executive Officer. The Consultant will work with members of the senior management team of ACTESA, especially the Director of Markets and Trade, and Chief Financial Officer to design, and develop a requisite organization structure in support of implementation of high impact projects and activities in the strategy.

Responsibilities & Deliverables:

The Consultant will be responsible for leadership in the process of designing, developing and operationalizing the new organogram with the objective of improving ACTESA’s performance and delivery in an efficient, equitable and sustainable manner. Given that improving ACTESA’s delivery has strong, Policy, Technical and Management decisions implications, the Consultant will shoulder ombudsman responsibilities between staff and management that revolve around harnessing the transition to operationalization of the new structure. Additionally where need be the consultant will be expected to work closely with the ACTESA Management in identifying opportunities for continuous improvement.

Specific Deliverables:

Within this context, the Human Resources/OD consultant will be responsible for:

- Review ACTESA’s current organization structure, job descriptions/Terms of Reference and workflow systems and processes
- Design/recommend workflows aimed at achieving work efficiency in the organization
- Determine the current level of capacity in ACTESA to deliver on its mandate, and objectives.
- Design a new organization structure for ACTESA
- Write Job descriptions for all positions in the new structure
- Establish the scope of technical and managerial assistance required to strengthen ACTESA’s Human Resource Planning Framework and capacity building
- Identifying opportunities for ACTESA’s support towards improving its delivery
- Ultimately, make relevant recommendations for ACTESA’s effective and efficient delivery to ensure that targets and milestones and indicators are achieved in a manner that is consistent with the mission and objectives of ACTESA and its partners.
Key qualifications and attributes:

- At least an MSc in Human Resources Management/Organizational Development/General Management or General MBA with a minimum of 10 years working experience in a senior management position – potentially someone who has worked and managed Human Resources Department in a public/private institution for at least 10 years and is very familiar with organizational restructuring and/or change management.
- In order to deliver on the above listed responsibilities/deliverables, a suitable candidature for this consultancy would require someone with extensive human Resources/organizational development experience. The Consultant will also need to have relevant knowledge and experience in strategic management as well.
- Demonstrated ability in developing and implementing high impact business strategies; effectively, working with various partners in Africa;
- Strong interpersonal and relationship-building skills with the ability to work both with autonomy and with a team having diverse cultural contexts; and
- Outstanding written and oral communication skills in English. Working knowledge of French or Arabic will be considered a plus.

An attractive remuneration package commensurate with the individual’s qualifications and experience will be negotiated with the right candidate. If you believe you can clearly demonstrate your abilities to meet the relevant criteria for this assignment, please submit your proposal outlining how you will undertake the assignment and clearly demonstrating your previous experience in similar assignments and attach a detailed CV, stating your current position, e-mail and telephone contacts, quoting the reference number ACTESA HRCONS 01 on both the proposal and envelope. Qualified women candidates are encouraged to apply. To be considered your application must be received by 6th September, 2013 by 12 hours (CAT) addressed to:

The Secretary General
COMESA SECRETARIAT
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Att: Procurement Unit
Email: procurement@comesa.int