



BACKGROUND

The COMESA-EAC-SADC Tripartite is establishing a Project Preparation and Implementation Unit (PPIU) based in Lusaka, Zambia. PPIU will coordinate, manage and monitor Tripartite infrastructure projects in the region. Positions will be contracted by COMESA on behalf of the Tripartite, and funded by Trademark Southern Africa (TMSA). The following 3 positions are being advertised and applications are invited:

- PPIU Director
- Project Manager (Contract Supervision)
- Project Manager (Finance)

All applications should be lodged on PNet, who are managing applications on behalf of the Tripartite.

Please note that you will only be contacted if you are shortlisted

Further details and more information on the Tripartite work programme and regional infrastructure projects can be found at www.trademarksa.org and www.comesa-eac-sadc-tripartite.org.

View and apply for positions by clicking on the relevant link below:

[View and apply for the PPIU Director position by clicking here](#)

[View and apply for the Project Manager \(Contract Supervision\)](#)

[View and apply for the Project Manager \(Finance\)](#)

MORE INFORMATION ABOUT AVAILABLE POSTS

Post: PPIU Director [Click here to apply](#)
Location: Lusaka, Zambia
Contract duration: Up to 2 years

The PPIU Director will have had experience in regional and multilateral integration and in the structuring of financial deals in the infrastructure sector. The individual will have sufficient personal authority and standing in the Eastern and Southern Africa region that he/she will be able, through and with the authority of the TTF, to consult with Ministers, Permanent Secretaries and heads of institutions. He/she will also be able to demonstrate good personnel management skills and be able to work closely with DFI's IFIs and donors at a high level.

Responsibilities of the PPIU Director will include:

- Facilitation of the Tripartite Task Force (TTF) and TTF Infrastructure sub-committee to liaise with Ministers and Permanent Secretaries of Tripartite Member and Partner States to both brief them on the activities of the PPIU as well as to discuss priorities and targets in infrastructure development from Member and Partner States.
- Regular liaison with the main IFIs (such as the World Bank) DFIs (such as DBSA and AfDB) and project preparation facilities and private sector financiers to keep them informed of the pipeline of projects and to promote project financing;
- Regular attendance and reporting to the Infrastructure sub-committee meetings of the Tripartite Task Force and of the Investment Committee (IC) of the Tripartite Trust Account;
- Preparation, management and direction of the PPIU annual work programme and budget as part of the Tripartite work programme and budget
- Providing oversight and direction for the harmonisation and then implementation of the Regional Transport Master Plans, the Regional Energy Priority Investment Plans and the Energy Master Plans of the three RECs;
- Provide overall monitoring of the CNS/ATM systems project and prepare terms of reference and evaluation criteria for procuring the Consulting firms to provide the following services: (i) Legal and Institutional Framework; (ii) Technical and Financial feasibility; (iii) Transaction Advisory Services; (iv) Preparation of Harmonized Regulations; and (v) Audit services and other related consultancies necessary for the implementation of the project;
- Providing direction and oversight of the preparation of the Tripartite Infrastructure Master Plan and the GIS database and map;
- Overseeing preparation of Project Implementation Memoranda;
- Managing short-term contracts of consultants contracted by the PPIU;
- Organisation and management of Road Shows to international, development and private sector finance institutions, assisting with the preparation of Tripartite investment conferences, and other activities aimed at securing project financing;
- Overseeing preparation of tender documents and procurement procedures where necessary;
- Overseeing implementation of small projects;
- Collecting and maintaining a projects database and filing system of all records and information on all contractual documentation;
- Establishing a monitoring, evaluation, and reporting system satisfactory to the Tripartite Task Force.

The PPIU Director will prepare a monthly report on the activities and outputs of the PPIU for submission to the Secretary General of COMESA on behalf of the Tripartite Task Force as well as prepare and projects implementation progress reports for submission to the IC and TTF.

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Post: *Project Manager (Contract Supervision)* [Click here to apply](#)
Location: *Lusaka, Zambia*
Contract duration: *2 years*

The Project Manager (Contract Supervision) will report to the PPIU Director on a day-to-day basis. He/she will have had experience in the supervision of large infrastructure projects as well as contract procurement and negotiation. The Project Manager (Contract Supervision) will have led large project and contract supervision teams for large infrastructural projects as well as having experience of being part of a supervision team for large infrastructural projects as well as the management of contractors. He/she will be familiar and experienced in various international procurement procedures such as the EDF, FIDIC and COMESA Contribution Agreement Procurement Procedures. He/she will also have had experience in infrastructural project preparation work.

Responsibilities of the Project Manager (Contract Supervision) will include:

- Review of all infrastructural project documentation;
- Review of all project supervision procedures particularly recommendation for payments; variations and claims;
- Assisting with the preparation of the PPIU annual work programme and budget as part of the TMSA and Tripartite work programme and budget;
- Assisting with the harmonisation of the Regional Transport Master Plans, the Regional Energy Priority Investment Plans and the Energy Master Plans of the three RECs.
- Assisting with the preparation of the Tripartite Project Pipeline of priority surface transport and energy projects;
- Assisting with the implementation of the GIS database and map and ensuring that it remains up-to-date and is further developed as an infrastructure planning tool;
- Working with the Project Managers (Finance and Detailed Design) and short-term experts in preparation of Project Implementation Memoranda;
- Working with the Project Managers (Finance and Detailed Design), fund managers and project sponsors on:
 - Procurement and contract negotiation
 - Issuing Request for Expressions of Interest
 - Bidder pre-screening
 - Issuing Request for Proposals
 - Evaluating proposals
 - Negotiations with preferred bidder
 - Final contract award
 - Assisting with managing short-term contracts; and
 - Managing implementation of small projects.

The Project Manager (Contract Supervision) will be expected to manage site supervision projects in various southern African countries and therefore travel within the region will be required.

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Post: *Project Manager (Finance)*
Location: *Lusaka, Zambia*
Contract duration: *2 years*

[Click here to apply](#)

The Project Manager (Finance) will report to the PPIU Director on a day-to-day basis. He/she will have had experience in the design and preparation of large infrastructure projects, especially in preparing projects to a bankable stage and in preparing pre-feasibility studies and project implementation memoranda.

Responsibilities of the Project Manager (Finance) will include:

- Scoping project concepts and putting projects in order of priority;
- Research and advice on policy options in terms of private sector participation in the development of infrastructure and use of private capital and loans
- Working with the fund managers and project sponsors in structuring project financing, including PPP arrangements;
- Carrying out business case analyses of project financing including PPP affordability, value for money, etc.;
- Working with the fund managers and project sponsors to prepare bid documentation needed for PPPs;
- Working with the Project Manager (Detailed Design) and short-term experts in preparation of Project Implementation Memoranda;
- Research and advice on multi-country procurement arrangements;
- Working with the Project Manager (Detailed Design and Contract Supervision), fund managers and project sponsors on:
 - Procurement and contract negotiation
 - Issuing Request for Expressions of Interest
 - Bidder pre-screening
 - Issuing Request for Proposals
 - Evaluating proposals
 - Negotiations with preferred bidder
 - Final contract award

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