The Division of Administration offers a key support service to the COMESA Secretariat. The mandate of the division is to provide Member States, Executive Management, Secretariat and other stakeholders with the Administrative services and advice they need. The Division is there to provide a high level of service and support on issues related to Human Resources, Conferencing, Procurement and General Services which will allow other Divisions and Units to efficiently and effectively execute their programmes and deliver on their mandates. The Division also ensures that all the resources, i.e. both budgetary and extra budgetary funds and human and physical assets, are properly accounted for in an efficient, secure and appropriately controlled Administrative environment. The specific focus areas are as follows:

HUMAN RESOURCES

**Objective:** To ensure that the Secretariat is adequately staffed with appropriately qualified, experienced and motivated personnel who are continuously developing their skills, knowledge and attitude to meet the challenges of Regional Integration. The Unit therefore plays the following role:

- Recruitment of staff under COMESA established & non established posts and the recruitment of staff under Projects
- Review and updating of job descriptions for the various posts, whenever necessary
- Preparation and Renewal of contracts for professional and general service staff in both established and non-established positions
- Implementation of Council decisions on all administrative and staff matters
- Implementation the approved staff development programmes
- Ensure implementation monitoring of the Performance Management System and the appropriate remuneration policy
- Improving the human resources record systems to ensure that the both the electronic and manual records are up to date
- Attend to staff welfare issues

CONFERENCES

**Objective:** To provide support services to the Secretariat and Member States in terms of organisation and management of meetings including logistics and procurement of services required for the same. It is their responsibility to ensure that all meetings conducted by the
Secretariat are properly organised and managed towards achieving the planned output of the meeting. This involves the following:

- Organizing appropriate venues for meetings
- Providing translation services for meetings
- Providing interpretation services for meetings
- Hiring of interpretation equipment
- Ensuring all technical facilities are in place and in good working order
- Providing documentation services for meetings

**PROCUREMENT AND GENERAL SERVICES**

**Objective:** To effectively and efficiently provide quality goods and services required by the Secretariat to successfully implement its projects at the right time within approved resources. The Procurement and General Services section ensures that all procurement of goods, services and works is based on sound economic and financial principles such as transparency, competitiveness and cost-effectiveness. In addition, the Unit performs other support functions such as arranging official travel, protocol duties including official functions, provision of communication and registry services, stores management and provision of official transport. The Unit performs the following key functions:

- Procurement planning;
- Advise requisitioning Divisions and Projects on the full range of procurement issues, providing support and guidance at all stages of the procurement cycle;
- Ensure procurement activities are processed in a timely and cost effective manner that best fulfils the requirements of the Secretariat;
- Make transport and travel arrangements for staff and delegates,
- Inventory management

**ESTATES**

**Objective:** The Estates Unit is responsible for the maintenance of all the Secretariat’s fixed assets. These include the COMESA Centre and the Executive residences as well as all the movable and immovable assets. In pursuit of providing the Secretariat with a pleasant, safe and secure environment the Unit ensures that COMESA properties are well managed and maintained. This is done by the following activities:
1. Constant maintenance of the buildings and repair of any defects,
2. Housekeeping of public areas of the Secretariat both inside and outside the buildings,
3. Provision and maintenance of office space, furniture, fixtures and fittings,
4. Provision of Security services at the COMESA properties,
5. Responsible for capital developments