



National Bureau of Malawi

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VACANCY ANNOUNCEMENT CHIEF PROGRAMME DIRECTOR OF THE YELLOW CARD SCHEME

Background

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of twenty one African States which have agreed to cooperate in the development of their respective economies through regional integration and trade development. COMESA's regional integration strategy is based on the setting up of regional policies aimed at transforming the region into a single market and facilitating the integration of its member states into the world economy. The Preferential Trade Area (PTA), COMESA's predecessor; established, by a Protocol a compulsory Third Party Motor Vehicle Insurance (Yellow Card) Scheme to provide at least a minimum guarantee, as those required by the laws enforce in the territories of the parties to the Protocol, when the vehicle insured are transiting the territories of other contracting parties. Thereby facilitating the smooth movement of vehicles in the Region and ensure payment of compensation to road accident victims injured by the transiting vehicles.

Applications are invited from suitably qualified and experienced professionals from Yellow Card Participating Member Countries for the position below:

JOB DESCRIPTION: CHIEF PROGRAMME DIRECTOR

Job Title	:	Chief Programme Director
Grade	:	P5
Duty Station	:	Lusaka
Report To	:	Secretary General
Basic Salary Scale	:	COM\$ 70,654 – COM\$83,375 per annum.

JOB PURPOSE

The Chief Programme Director shall carry out specific policy-oriented activities of the Yellow Card scheme as provided in the Protocol, and Yellow Card Strategic plan 2020- 2024 as follows:

- Direct and coordinate over the whole of the Yellow Card scheme, established by the protocol; and
- Propose changes in laws and regulations of the parties to the Protocol with a view to improving the functioning of the system of compensation for damages occasioned by road traffic accident and to improving accident prevention.

MAIN DUTIES AND ACCOUNTABILITIES

Under the overall authority of the Council of Bureaux on motor vehicle third party insurance (Yellow Card) Scheme, and supervision of the Secretary General, the incumbent of the post will perform the following duties:

- (i) Management of the day-to day operations of the Yellow Card Scheme;
- (ii) Implementation of the decisions of the Council of Bureaux of the Yellow Card Scheme and assist National Bureaux in the implementation of decisions and activities approved by the Council of Bureaux;
- (iii) Preparation of the annual report and draft budget of the Council of Bureaux;
- (iv) Keeping under constant review the operations of the Yellow Card scheme and the Reinsurance Pool; (v)
- (v) Initiate, coordinate and manage Yellow Card scheme programmers and activities;
- (vi) Make proposals to improve the operations of the Yellow Card scheme;
- (vii) Guide and provide policy and technical directions on the achievements of the work programmed Yellow Card Scheme;
- (viii) Provide Technical Assistance and support to National Bureaux and stakeholders;
- (xi) Liaise with Regional organizations/ Institutions such as EAC, SADC, Fuel Levy System and Insurance Regulatory Authorities on Regional Insurance card and on (x) Service the meetings of the Council of Bureaux; Management Committee and IT Subcommittee; and Undertake other activities as the Council of Bureaux may assign from time to time.

MINIMUM QUALIFICATIONS

Master's degree in either Economics or Commerce or Finance or Social Sciences. A holder of Internationally recognized professional Insurance qualification such as Associateship of Chartered Insurance Institute shall have an added advantage. Equivalent and internationally recognized qualifications will be considered.

PROFESSIONAL EXPERIENCE

A minimum of fifteen (15) years' experience in an insurance field; five (5) of which should be at Senior Management level. Experience in Regional Integration issues and exposure to Regional Conference Procedures will be an added advantage

LANGUAGES

Applicants must be fluent in English and have a working knowledge of French and/or Arabic. A combination of any two (2) or all these languages will be an added advantage.

PERIOD OF APPOINTMENT

The Chief Programme Director will be appointed for a period of four (4) years. He / She shall be eligible for re-appointment subject to satisfactory performance.

ELIGIBILITY FOR APPLICATION

The position is open to qualified applicants who are from Malawi.

MODE OF APPLICATION

All applications MUST be submitted to the National Bureaux of Malawi which is a respective Member COMESA Secretariat.

APPLICATION FORM which can be accessed at the following COMESA website:<http://www.comesa.int/>, Opportunities, COMESA Job Application Format.

Applications submitted directly to the Secretariat will not be considered and only shortlisted candidates by National Bureaux of the Member Countries will be contacted.

FINAL DATE FOR RECEIVING APPLICATIONS BY YELLOW CARD NATIONAL BUREAUX

All applications must reach the National Bureaux of the respective Member Country by **29th July 2022**.

All applications should be sent to the following address:

**The National Coordinator
National Bureau of Malawi
MPICO House formerly MDC House
Ground Floor
P.O Box 1021
Blantyre**

Or

Email: dcharles@insurancesecretariatmw.com