



Background

The Common Market for Eastern and Southern Africa (COMESA) launched the alliance for Commodity Trade in Eastern and Southern Africa (ACTESA) on September 24, 2008. In June 2009, ACTESA was formally established by the COMESA Heads of State Summit (the COMESA Authority) as a Specialized Agency of COMESA.

ACTESA was developed as a broad, long-term framework for coordinated activities by programmes in the agricultural trade sector, supported by a variety of institutions and donors. It was designed to contribute to the Comprehensive African Agriculture Development Program (CAADP) Pillar III, on Food Security, and Pillar II, on Markets and Trade. ACTESA has a focus on integration of small farmers into national, regional and international markets.

The overriding objective of this work is to build a Regional Food Balance Sheet that comprehensively maps the region's food supply and demand situation more accurately and timely. This will provide a sound basis for policy analysis, informed decision making and information exchange between governments and relevant food security institutions needed to ensure food security at the regional level. It will also serve to provide vital information to stimulate the private sector and thereby promote growth in production and boost intra regional food trade.

In addition, the monitoring of informal cross-border food trade in Southern Africa will supplement the trade data required for constituting a regional food balance sheet. The informal cross border monitoring initiative focuses on capturing data of unrecorded trade in the major traded food commodities (maize, beans, rice) through key borders shared by the DR Congo, Malawi, Mozambique, South Africa, Tanzania, Zambia and Zimbabwe. This activity will be managed and led by the Alliance for Commodity Trade in Eastern and Southern Africa (ACTESA) from July 2011.

Description of the Position

The Data Entry Specialist will work to ensure that all data which are collected from the informal cross border monitors, Ministries of Agriculture and other relevant sources (in both soft and hard forms) are computerized and analysed. S/He will work with other people within and outside ACTESA to achieve the desired project goals which establishment of a regional food balance sheet and a database.

Roles and Responsibilities

1. Receiving data in either form (electronically or hard copy) from relevant institutions
2. Verification and cleaning of data before processing them.
3. Ensuring that all data collected have been properly computerised and coded.
4. Work under the supervision of the Trade analysts in collaboration with the Project Manager and other MIS team members to develop questionnaires and templates as per requirement.
5. Ensuring proper storage of all data collected (hard copies and electronic backup).
6. Assist data users and Trade Analysts and the Project Manager in analysis of some data, which will be used by the to evaluate regional food status.
7. Ensuring the safety of computers and other equipments used for keeping data.
8. Assist the IT Administrator, Trade Analysts in training the informal cross border monitors and others on various designed data collection.
9. Perform other duties as may be assigned by Project Manager or Trade Analysts from time to time.

Timing and Level of Effort

The period of this consultancy will be from June 1st 2011 for two years.

Supervision and Coordination

This activity aims to support the analysis of regional food security situation by ACTESA, stakeholders and its partners at both the national and regional level.

The overall supervisor of this work will be the Director Trade and Markets, based in Lusaka. The Director will be responsible for providing overall direction to the Specialist and for ensuring timely submission of high quality deliverables.

The Specialist will closely coordinate with FEWS NET and WFP Country Offices and relevant government institutions in Zambia, Zimbabwe, Tanzania, Mozambique and Malawi. All field work and in-country contacts will be coordinated through the relevant country representative.

Deliverables

The data entry specialist will ensure an updated database is maintained and easily accessible.

Duty Post

The Analyst will be based at ACTESA in Lusaka.

Required Skills

The Data entry clerk must have significant experience in agricultural trade issues, especially food balance sheets and informal cross border trade.

S/he should possess an advanced diploma qualification in computer or information technology. Have at least 2-3 years experience working as a data entry clerk in trade sector. Candidate must have the ability to work in a team and in a politically sensitive inter-cultural environment with minimal supervision. Advanced computer skills including knowledge of graphics, mapping and database programs, are desired. Fluency in English is required.

Deadline for application: 24th May 2011.

Application: Please send your application consisting of letter of intent, Curriculum Vitae, with names and addresses of two referees to Director Trade and Markets, Ms. Bridget Chilala (bchilala@actesacomesa.org) and Mr. Goodson Kalima (gkalima@actesacomesa.org). Only short listed candidates will be contacted.