



**MARITIME ORGANISATION FOR EASTERN, SOUTHERN AND NORTHERN AFRICA  
(MOESNA)**

**VACANCY ANNOUNCEMENT**

**POSITION:  
PROGRAMS OFFICER, TRADE FACILITATION**

Applications are invited from suitably qualified Botswana to fill the post of **Programs Officer, Trade Facilitation** at the Maritime Organization for Eastern, Southern and Northern Africa- MOESNA.

MOESNA is a regional specialized Intergovernmental Maritime Organization operating across the three sub-regions of Eastern, Southern and Northern Africa and mandated with the promotion, protection and coordination of the shipping and maritime interests of its Member States.

MOESNA's mandate is anchored on five strategic pillars, namely: facilitation of international and intra-regional maritime trade; capacity building, maritime education and training; research and technical advisory services; maritime safety, security and environmental protection; and the development of partnerships to support maritime industrial growth. Through these pillars, MOESNA provides a collaborative platform through which both coastal and land-linked Member States, principally connected through the Indian Ocean and its adjoining water bodies can collectively develop and harness their maritime economic potential, while advancing shared interests in an increasingly competitive global maritime sector. The Organization's Headquarters are hosted by the Republic of Kenya at the Coastal city of Mombasa.

**a) Particulars of the Appointment**

- **Position Title:** Programs Officer, Trade Facilitation
- **Directorate:** Trade Facilitation and Policy Harmonization
- **Grade: Professional Staff** – Entry Level P3
- **Duty Station:** MOESNA Secretariat Headquarters, Mombasa, Kenya
- **Appointed by:** Coordination Committee
- **Reporting To:** Programs Manager, Trade Facilitation

**b) Job Purpose**

The Programs Officer, Trade Facilitation supports the implementation of MOESNA programmes aimed at enhancing regional maritime trade efficiency, port performance, and logistics connectivity within the Eastern, Southern and Northern Africa region. The position contributes to analyzing maritime trade trends and supporting the development of programmes and policies that facilitate the efficient movement of

imports and exports across regional transit routes as well as monitoring port and corridor performance. Through research, stakeholder engagement, and technical support, the role helps strengthen regional shipping participation, improve logistics efficiency, and reduce the cost of doing business in the MOESNA region.

**c) Key Duties and Responsibilities**

- i. Assist in collecting, compiling and analysing data on regional trade patterns, port performance, shipping connectivity, maritime logistics systems, and inland transport corridor costs.
- ii. Contribute to research and analytical studies on maritime trade, shipping services, port efficiency, logistics costs, and regional transit corridors within the MOESNA region.
- iii. Assist in preparing technical reports, policy briefs, research papers, concept notes and knowledge products that support evidence-based decision-making on maritime trade facilitation and shipping development.
- iv. Support the development and review of regional policies, strategies and regulatory frameworks aimed at improving maritime trade facilitation, shipping participation, and regional maritime integration.
- v. Contribute to the design and implementation of regional programmes and initiatives that enhance maritime logistics efficiency, port performance and shipping connectivity.
- vi. Support advocacy initiatives and stakeholder engagement aimed at promoting efficient maritime transport systems, improved port performance, and favorable shipping and logistics policies.
- vii. Assist in organizing and delivering capacity-building programmes for shippers, shippers' councils, freight forwarders and other maritime stakeholders, including training in freight negotiations, shipping practices and policy advocacy.
- viii. Support monitoring and evaluation of port efficiency and cargo movement along regional transit corridors, identifying operational bottlenecks and recommending measures to improve logistics efficiency.
- ix. Provide technical and administrative support to MOESNA technical committees, stakeholder consultations, regional meetings and workshops, and assist in maintaining databases and information systems on maritime trade and shipping costs.
- x. Assist in monitoring the implementation of departmental programmes, fostering collaboration with member states and regional stakeholders, and contribute to periodic programme performance reporting.
- xi. Carry out any other duties that may be assigned to you by the Programs Manager/Director or Secretary General.

**d) Qualifications and Experience**

- i. Bachelor's degree in Economics, Transport Economics, Maritime Studies, Shipping and Logistics, Statistics, International Trade, or a related field from a recognized university.
- ii. Postgraduate qualifications in Port Administration, Shipping Management, Maritime Transport, Trade and Customs Administration, Maritime Law, or International Trade.
- iii. At least three (3) years of relevant professional experience in maritime transport, shipping, port operations, logistics, trade facilitation, or regional economic integration within a reputable institution.
- iv. Familiarity with regional maritime and trade facilitation frameworks within Eastern, Southern and Northern Africa will be desirable.
- v. Experience working with regional organizations, government institutions, or maritime sector stakeholders will be an added advantage

**e) Core competencies**

**i. Technical**

- Strong research, analytical and data interpretation skills.
- Knowledge of maritime transport systems, logistics chains, port operations and trade facilitation frameworks.
- Ability to prepare technical reports, policy briefs and programme documentation.

**ii. Professional competencies**

- Excellent written and verbal communication skills.
- Strong interpersonal and stakeholder engagement skills.
- Ability to work effectively in a multicultural regional environment.

**iii. ICT Competencies**

- Proficiency in Microsoft Office applications.
- Familiarity with data analysis and statistical software will be an added advantage.

**f) Salary and Benefits**

In addition to an attractive and competitive salary, the successful candidate shall enjoy several benefits which include Housing allowance, Spouse allowance, and Gratuity on separation equivalent to 25% of the basic salary earned during the period of service.

Other benefits include a Medical Insurance cover for self, spouse and 4 children aged below 23 years, limited education allowance for a maximum of 4 children aged below 23 years, 36 working days of leave per year, and paid home leave. MOESNA is an equal opportunity Employer.

**g) Contract Period**

The successful candidate will sign a 5-year contract with MOESNA renewable upon satisfactory performance and within the age of 60 years.

**h) Mode of application**

Interested candidates who meet the above requirements and qualifications can submit their applications alongside their CVs, copies of their relevant certificates and testimonials as well as the names and addresses of three referees. Please include a day telephone contact and address your application to:

**The Permanent Secretary  
Ministry of Transport and Infrastructure  
Fair Grounds, Private Bag 007  
Gaborone  
REPUBLIC OF BOTSWANA**

Applications should be sent only by registered courier or delivered by hand in properly sealed envelopes clearly marked **“Application for the position of Programs Officer, Trade Facilitation at MOESNA”**. Deadline for submission of applications is **20<sup>th</sup> April 2026, 17:00HOURS**.