



## **SOUTHERN AFRICAN DEVELOPMENT COMMUNITY**

### **VACANCY ANNOUNCEMENT**

The Southern Africa Development Community Secretariat (SADC) is seeking to recruit highly motivated and experienced professionals who are citizens of Member States of the SADC to fill the following regional positions to its Organization Structure.

#### **1. Officer - Research and Statistics - Grade 6**

##### **Purpose of the job:**

- Responsible for processing, compilation, analysis, reporting and dissemination of data and statistics on all matters related to the SADC regional integration, with a primary focus on social statistics such as poverty, gender and labour.
- Responsible for the development and maintenance of an integrated regional statistical data, information and knowledge data base.

##### **Duties and Responsibilities**

###### **Research and Statistics**

- Liaise with Member States National Statistical Offices, Research and other key institutions to share and exchange statistical data and research information that are critical for analysis
- Conduct and / or commission studies and research to gain information and data
  - Supervise commissioned research and research consultants
  - Ensure use of appropriate survey design and data collection instruments for collection of primary and secondary data where required
  - Perform quality control to verify accuracy and integrity of data for analysis and reporting
- Harmonise standards and procedures for processing, compilation and analysis of data
  - Develop, document, maintain and implement methodologies, statistical tools and guidelines, standards, procedures and dissemination strategies
  - Advise Member States on data collection / analysis for specific regional indicators, and recommend where possible short term statistical training courses
- Perform specific analyses and reporting on regional integration data as required:
  - Apply statistical techniques and methods in the processing and analysis of data, and perform necessary statistical routines related to the collection, processing, compilation, analysis and reporting of statistical data
  - Prepare statistical tables and reports for internal analysis
  - Produce analytical reports to support the publication of regional statistics
  - Produce and disseminate regional statistical publications to key stakeholders

- Provide relevant, timely and quality data in response to both anticipated needs as well as specific requests from internal and external customers
  - Respond to local, regional and international organisations requesting relevant statistics from the unit
  - Provide Programme directorates sector data and statistics that will inform their planning, programming, monitoring and evaluation activities
- Explore and recommend new and improve methods and ideas of data processing, analysis, reporting and dissemination
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post.
- Perform any other duties as may be assigned by the supervising officer

### **Knowledge Management**

- Review and maintenance of standards and nomenclature for infrastructural design of an integrated regional statistical database.
- Feed data and statistics into the knowledge database, and maintain it up to date.
- Consult with ICT for technology enhancements to the database as and when required.
- Define and maintain access rights to database.

### **Position Requirements**

#### **Qualifications**

- At least a Master's Degree in Statistics or a related technical field from a recognised institution

#### **Specialised Knowledge**

- Knowledge of statistical methods, packages / systems, principles etc.
- Knowledge of research techniques for data collection, compilation, processing, analysis and reporting
- Knowledge of development and maintenance of statistical databases
- Proficient in the use of computers and computer software relevant to the position

#### **Experience**

- At least 7 years of experience in development and maintenance of statistical databases and development of standards and procedures for statistical data collection, processing and analysis in the field of social statistics

#### **Skills Requirements**

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

#### **Competency Requirements**

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

## **2. Re-advert - Systems Super User – Job Grade 6**

### **Job Purpose**

Responsible for supporting the Directorate of Finance in using the ERP system and implement adequate internal controls.

### **Duties and Responsibilities**

#### **User Support and Training**

- Day to day administration of finance owned systems, and provide timely first line support, on the job training and troubleshooting solutions on the systems to users with reported financial system issues, in consultation with the IT specialist.
- Draft, maintain and make available system documentation, instructions and manuals for reference by users and provide training.
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively.

#### **Reporting**

- Assist users with information needs, handling data from the system to produce tailor made reports.
- Understand and investigate accounting flows between reporting systems and the general ledger.
- Evaluate, implement, review and maintain major segments of accounting finance and reporting systems (user aspects).
- Assist users in continuously improving their business reporting and templates and attend to special information requests from management.
- Prepare, test (black box testing) and report on changes concerning reports.
- Design and use analytical reports for supporting the decision making cycle.
- Validate data integrity for reporting.
- Prepare mitigation reports and liaise with statutory auditors.

#### **Analytical Support**

- Review transactions log and report on any unusual user transactions.
- Perform analytical control procedure on log of transactions.
- Assist users to perform analytical review of accounting data and produce reports for management.

### **Internal Control**

- Ensure that systems controls are maintained in line with mandatory/statutory requirements.
- Understand internal controls which are system driven, work with solution provider to ensure these are embedded in the system.
- Analyse and document financial control processes to enable integration and consolidation across key systems where possible.
- Implement adequate control procedures to maintain data integrity.
- Continuously monitor the effectiveness of system controls and maintain adequate security to ensure users cannot tamper with the configurations.
- Review transactions logs as a back-up check to ensure system controls are operating as intended.
- Review of finance systems audit trail, follow up with users and take corrective actions.
- Implement auditor recommendation for improvements to system controls and liaise with solution provider accordingly.
- Implement adequate system backup procedures on site and off site and participate in recovery.
- Development and maintenance of the current and historical finance data warehouse.

### **Manage Access Rights**

- Manage user access rights to the accounting modules, ensure alignment with user duties and no conflicting access right, timely activation, change or deactivation of access rights.
- Develop and implement appropriate policies, procedures and templates for access rights control.
- Make recommendations to management for better internal control.
- Periodically extract user access rights report and submit to the Finance Director for review.

### **Data Integrity**

- Liaise with IT Specialists on corrupted data issues.
- Contribute to month/year end and full budget information requirements.
- Responsible for systems modification and data management.
- Validate data integrity for reporting.
- Review finance systems audit trail, follow up with super-users and take corrective action.

### **System Improvement/Development/Upgrade/Reconfiguration**

- Responsible for requesting and preparing systems modification (user requirements).

- Act as liaison between finance users and IT development team, including writing requirements for any system enhancements/new builds (user cases, not technical).
- Provide support regarding system configuration and code changes.
- Develop ideas for improving finance systems performance.
- Discuss with users, identify information needs and define new functional system requirements to serve users better.
- Oversee all system upgrades/modifications, reconfiguration undertaken by the solution provider or new finance system implementation and data migration and perform user acceptance testing.
- Review system performance and report to management and solution provider.
- Analyse and document financial control processes to enable integration and consolidation across key accounting systems where possible. In this regard and under the control of the Director (Budget and Finance), the systems accountant shall contribute to accounting structural issues in other accounting systems (e.g. accounting aspects of VIP), providing inputs into the general ledger.
- Ongoing development of finance data warehouse by storing and analysing current and historical data (user requirements).
- Research and adopt best practices in your own area of work, and maintain a high level of knowledge to effectively undertake the post's duties.
- Make recommendations on improvements to procedures.
- Design and implement process improvements to data flow, integrity and reporting to maintain data integrity and quality within agreed design principles.

### **Position requirements**

#### **Qualifications**

- Bachelor's Degree in Computer Science/ Information Systems/ Technology with a major in Computer Science/ Information Systems/ Technology and a minor in Accounting/Finance, or relevant equivalent degree.

#### **Professional Certification**

- Professional certification in an ERP or Accounting Software.

#### **Specialised Knowledge**

- Knowledge of an Enterprise Resource Planning (ERP) system and accounting system and related modules.
- Knowledge of accounting and related principles/concepts.
- Knowledge of system controls.

#### **Experience**

- Minimum of 7-10 years of similar work experience in the administration of an ERP system/ accounting system.

#### **Skills Requirements**

- Communication and presentation skills
- Interpersonal skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills
- User of report writing softwares

### **Competency Requirements**

- Capable of maintaining quality whilst working under pressure and adhering to deadlines.
- Conceptual and practical thinking.
- Customer focused.
- Decisive.
- Demonstrate ability to work independently and largely unsupervised.
- Maintain confidentiality and respectful of sensitive situations.
- Methodical and organised, with a high level of attention to details.
- Organisational awareness with an understanding of how to engage the organisation to get things done.
- Professionalism and adherence to good work ethics.
- Question conventional approaches and encourage new ideas and innovations for progress.
- Resilience and personal drive, self-motivation.
- Results and performance driven
- Team player