



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. Director Human Resources and Administration - Job Grade 2

Under the supervision of the Deputy Executive Secretary- Finance and Administration, the incumbent will carry out the following functions:

Main Duties

- To direct, coordinate and lead the development and implementation of Corporate Services Strategies, Policies and Systems relating to Human Resource Management, Conference Management, Records Management, Administrative and Logistical Support Services.
- To develop human resources strategies and ensuring that the Secretariat has the skills, knowledge and competencies in employees to meet strategic goals of the Secretariat.
- To provide strategic and discipline expert contribution into the formulation of SADC Secretariat's business strategy.
- To develop and implement human resource strategies aligned to the overall SADC Secretariat's strategy.
- To provide leadership in the building and ensuring sound relations and engagement with stakeholders to ensure a harmonious working relationships
- To direct, lead and manage the provision of cost effective office administrative and logistical support services.
- To direct lead and manage the development and maintenance of records Management policies, procedures and standards.
- To oversee and manage facilities maintenance management services.
- To build win – win partnerships and relationships with key stakeholders

- Organise the provision of the following Human Resource Management services to the Secretariat;
 - Human Resource Planning.

- Recruitment, Selection and Appointment
- Remuneration Management
- Performance Management
- Training and Development, and
- Employee Relations

- Ensure the provision of the following institutional administrative services;
 - Asset Management and Disposal
 - Facilitation of Consular Services
 - Safety health and environment (OSHE)
 - Logistics, Transport and Fleet Management,
 - Records Management.
 - Compliance with SADC Administrative Rules and Procedures.
 - Common understanding of issues concerning the Community by providing documents for meetings in all SADC working languages and by providing interpretation services at meetings.
 - Effective planning of SADC meetings/conference and;
 - Adequate provision of conference facilities at all SADC policy meetings

Position Requirements

Qualifications

- MA/MSc Human Resource Management/ Development, Industrial Psychology, Industrial Engineering, MPA or MBA

Experience

- 10 years' experience in Human Resources with a minimum of 5 years at senior management level

Competences

- Strategic orientation
- Influence and Impact
- Leadership
- Budgeting and Resources Management, and
- Teamwork

2. Senior Legal Counsel - Grade 4

Purpose of the job:

- Lead the Legal Services Unit, and ensure that quality advice, assistance, support and inputs are provided on all legal matters.
- Coordinate preparations of the meeting of Committee Ministers of Justice / Attorney General, and implements and oversee implementation of decision of the Committee
- Manage the performance of the legal team
- Act as Secretary to the Management of the SADC Secretariat

Duties and Responsibilities

Legal Services

- Manage an array of corporate legal services to the Secretariat
- Provide legal inputs in the development implementation and review legal instruments developed to assist SADC Member States and the Secretariat to discharge of its Treaty/Protocol based functions in line with the SADC Treaty
- Provide interpretation of the SADC Treaty, Protocol and legal instruments as and when required
- Advice on the needed legal framework aimed at improving the implementation and monitoring of the SADC Treaty and Protocols
- Coordinate and service the meetings of Ministers of Justice/Attorneys-General.
- Coordinate the work of external legal advisors hired to assist the SADC Secretariat as and when required
- Act as Custodian for legal documents of SADC (e.g the SADC Treaty, Protocols, Agreements, Memoranda of Understanding, Depository Instruments).
- Be Secretary to Management of the SADC Secretariat and provide legal advice on matters discussed.

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of mandate of the Legal Unit
- Participate in the formulation of Institutional polices, strategies and guidelines
- Develop long-term plans and budgets for the Unit, monitor implementation, and evaluate performance on a regular basis and in a timely manner and take corrective measures as required.
- Manage the Unit's budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the SADC Executive Secretary in line with SADC rules and procedures.
- Ensure compliance with Secretariat values, policies and standards, and statutory requirements.

- Work towards building a positive workplace and team culture, and a climate that reserve the dignity of the Organization, and that attracts, retains and motivates quality personnel.
- Plan the Unit's activities and maintain oversight on its operations and the performance of staff in terms of work scheduling, and estimating resource and staffing needs, allocating and delegating tasks, and develop, mentor and motivate staff under the Unit
- Research and adopt best practices in area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Executive Secretary

Position Requirements

Qualifications

Degree in Laws (LL. B), and Master of Laws (LL.M), from a recognised Institution. Expertise and experience in regional integration, International Law, and International negotiations will be an added advantage

Specialised Knowledge

- Proficient in one of SADC working languages or
- Knowledge of legislation and the legal systems in the SADC Region
- Proficient in the use of computers and computer

Experience

- At least 10-15 years of legal experience, in similar assignments
- This includes a minimum of 5 years in a Senior Position

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Ability to work well in a multi-cultural and political environment (internal and external)

- Apply interpersonal styles/methods to motivate and develop, individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and manage of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Professionalism and adherence to good work ethics
- Conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

3. Head Civilian - Grade 4

Purpose of the job:

- Facilitating the operationalization of the Civilian Component of the SADC Standby Force
- Oversee and coordinate all activities of the Civilian Component and ensures interoperability of functions across all components of the SADC Standby Force.

Duties and Responsibilities

Operationalization of the Civilian Component

- Co-ordinate the operationalization of the Civilian Component of the SADC Standby Force (SADC SF);
- Build the integrated mission planning task force at the Secretariat;
- Set up all the integrated civilian planning teams at the Secretariat;
- Co-ordinate, in collaboration with the heads of the military and police components, the operationalization of the unified Planning Element of the SADC Standby Force;
- Nurture the development of civilian skills base within the Planning Element and across the region; and
- Co-chair the Planning Element with the heads of military and police components.

Managing the Civilian Component

- Oversee the Civilian Component functions across the two main sub-units of Planning and Mission Support and Training and Rostering
- Manage the Civilian Component experts at the Planning Element and assist in the planning of their functions
- Manage the mid-term and short-term planning for the Civilian Component;
- Manage the budgeting process for the Civilian Component
- Manage the performance management system for the civilian component at the Planning Element

Contributing to the success of the Organ Directorate

- Contribute to the achievements of the objectives of the Organ Directorate, as a team player
- Participate in joint Organ activities such as servicing the MCO
- Establish working linkages with other relevant units within the Organ Directorate such as Politics and Diplomacy, Public Security and Disaster Risk Reduction
- Provide all the necessary support to the Director and other colleagues
- Report to the Director of the Organ Directorate

Provide working link with relevant external partners

- Participate in activities of the Civilian Dimension of the African Standby Force (ASF)
- Co-operate and collaborate with the civilian components of other Regional Economic Communities (RECs) and Regional Mechanisms (RMs) of the African Continent
- Establish exchange programmes for information and expertise sharing with UNDPKO, AU-PSOD and other RECs and RMs
- Contribute to the operationalization of the ASF, with a focus on civilian dimension

Enhancing the expertise of the Civilian Component at the Planning Element and Member States

- Work with the SADC Regional Peacekeeping Training Centre (RPTC) to develop civilian courses on Peace Support Operations (PSOs)
- Ensure that the Civilian Component training courses are appropriately standardized and in alignment with similar ones provided at AU and UN levels (AU Training Directives)
- Participate in regular evaluation of the Civilian Component training courses to ensure their relevance to the political landscape of PSOs in Africa
- Pursue the development of the civilian specialist courses on planning and co-ordination, training and rostering and mission support for PSO and have the courses conducted to build regional capacity for future civilian component office bearers at the Planning Element and in future missions

Develop policies and strategies to improve the civilian component and the Planning Element as a whole

- Build a strong working link for a successful multidimensional setup for the PLANELM
- Develop standard operating procedures (SOPs) for multi-dimensional PLANELM operations with meaningful civilian contribution
- Contribute to the development of policies, procedures and strategies for the establishment of SADC missions and the role of the Secretariat therein
- Pursue the acquisition of the operation room for the PLANELM and rearrange the working culture in order to maximize the utilization of the facility
- Be an integral part of the leadership of the PLANELM and attend the meetings that determine the direction of the SADC Standby Force
- Be a principled and disciplined planner and manager with the ability to perform under stressful circumstances

Position Requirements

Qualifications

- Minimum of a Master's Degree in International Relations, Political Science, Social Sciences, Security Studies, Conflict Management, Planning or a related discipline ideally focused on thematic areas such as conflict prevention and resolution, peace and security or any other alternative qualifications as may be deemed acceptable by the SADC Secretariat

Professional Certification:

- Training in Peace Support Operations up to Senior Mission Leaders (SML) course
- Training in Conflict Resolution, Mediation, Conciliation or arbitration
- Training in Diplomacy or related discipline

Specialised Knowledge

- Fair knowledge of SADC legal frameworks such as the SADC Treaty, Organ Protocol, Mutual Defence Pact, and Memorandum of Understanding Establishing the SADC Standby Force
- Appreciation of the evolution of SADC from the days of the Frontline States to present

Experience

- At least ten (10) years of managerial experience, five (5) of which must have been from government service at the level of director and above
- Experience in PSO missions or exercises

Competency and Skills Requirements

- Managerial, organizational and administrative competences.
- Excellent report writing skills
- Fluent in spoken and written English or French or Portuguese
- Willingness to work for long hours and under stressful conditions
- Willingness to work within a multidimensional environment

4. Senior Officer - Disaster Risk Reduction - Grade 4

Purpose of the job

- Provide leadership in strengthening of coordination capacity of the DRR Unit and the implementation of the SADC Disaster Risk Reduction (DRR) Strategy and Programme
- Manage the efforts and performance of the DRR team

Duties and Responsibilities

Disaster Risk Reduction

- In collaboration with the other technical programmes and projects involved in DRR at the Secretariat, and in liaison with SADC Member States, partners and stakeholders, take the lead in the development and sustainability of the regional DRR programme for the SADC region, and its implementation strategy
- Liaise with the Member States and strategic partners/ stakeholders on the implementation of the SADC DRR Strategic Plan, including facilitation of its approval processes through the SADC structures and the mobilisation of resources for the formulation and implementation of appropriate programmes and projects;
- In cooperation with the other agencies, facilitate, organise, coordinate and ensure DRR Unit participation in regional and national training programmes, workshops, seminars and post-disaster analysis activities with a focus on natural disaster reduction, response and identification of gaps at regional and national levels
- Liaise with Procurement in drafting terms of reference for service contracts
- Coordinate, facilitate and monitor policy and Protocol adoption, harmonisation and implementation in Member States and stakeholders
- Monitor implementation of the SADC DRR programme in consultation with Member States
- Coordinate/ facilitate the financial and technical management of the DRR Programme and meet all the reporting obligations of the Programme
- Facilitate the timely production of regular Progress Reports, all other relevant reports and bulletins, studies and background papers, situation analyses, publications, presentations etc., as required by the DRR Programme and in line with the SADC reporting requirements

- Ensure that monitoring systems and operational procedures are in place, functional and are instrumental in meeting the targets set under the Programme
- Liaise closely with other Directorates involved in DRR
- Support Member States in the development, coordination and harmonisation of national practices and capacities in disaster risk reduction and management, in line with the African Regional Strategy for Disaster Risk Reduction, the Sendai Framework for DRR, and the SADC Disaster Risk Management Strategy
- Take the lead and coordinate the Secretariat participation in multiagency disaster assessment missions to provide specific technical assistance to the national disaster management offices of affected Member States in damage and needs assessment, information management, response planning, coordination of relief operations, resource mobilisation and preparation of appeals to the international community
- Establish and maintain high-level contacts, collaboration and partnerships with key officials in governments and partner organisations in Africa, and internationally
- Build partnerships and support joint programmes with regional and international partners and stakeholders, such as the UN, AUC and other Regional Economic Communities on the implementation of the African Regional Strategy for DRR, the Sendai Framework for DRR, and the SADC Disaster Risk Management Strategy
- Represent the SADC Secretariat on disaster risk management and response matters, and serve as an effective spokesperson contributing to SADC public information and communication strategies on DRR issues
- Convene regular programme meetings to monitor the implementation of agreed decisions
- Identify gaps in programme funding and facilitate resource mobilisation for any additional activities

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff

- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Executive Secretary and/or the Deputy Executive Secretary

Position Requirements

Qualifications

At least a Master's Degree in Natural, Environmental or Social Sciences, with emphasis on development and risk management issues from a recognised institution.

Professional Certification:

Exposure to emergency training

Specialised Knowledge

- Knowledge of SADC peace and security, regional economic and integration issues
- Knowledge of disaster risk management and climate change
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10-15 years of work experience in in disaster risk management or humanitarian programmes in the SADC region, within a public or private sector, regional or international organization. This includes a minimum of 4 years in a line management position.

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management
- skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement
- of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to drive for results in political and diplomatic environments at the highest levels
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically

5. Senior Programme Officer - Health and Nutrition - Grade 4

Purpose of the job:

Primary Purpose of the Job

- Facilitate and coordinate the development and implementation of policies and programmes in Health and Nutrition in order to enhance the achievement of the objectives of Regional Integration;
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer;
- Provide expertise to support strategic decision-making within and across strategy portfolios, across the global programs, with partners, and to programmatic initiatives with analytical needs;
- Provide technical support in all health and nutrition activities;
- Lead the implementation and development of strategic multi-sectoral plan to prevent and respond to maternal and child undernutrition.

Duties and Responsibilities;

Policy Development and Harmonization

- Coordinate the development, strengthening and harmonization of policies, regulations and standards in areas of Public Health and Nutrition
- Coordinate the approval and adoption of policies, regulations and Minimum standards
- Facilitate the domestication and implementation of the policies, regulations and standards by Member States
- Coordinate the implementation of the relevant Protocol falling under the purview of this unit

Research and Information Dissemination

- Commission and coordinate research/studies to identify the policy gaps in relation to Health and Nutrition in the region
- Manage the collection of information and data relevant to Health and Nutrition
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralized database in Health and Nutrition
- Manage the dissemination of Reports through the SADC website or through existing SADC Institutions

Strategic Planning and Programming

- Identify key areas of regional interventions to foster regional cooperation, harmonization and integration in Health and Nutrition
- Coordinate the development of long-term, medium and short strategic plans/programme of Action
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Identify new Health and nutrition interventions in line with emerging priorities and relevant evidence
- Prepare Strategic Plans Annual Business Plan for the Health and Nutrition cluster
- Facilitate and coordinate implementation of the capacity building interventions Initiatives at Member States level;
 - Monitor and evaluate the success of the Health and Nutrition interventions (Manage and refine the programme portfolio in order to increase its contribution to improvements in Health and nutrition in the SADC Region)
- Develop Bankable projects/programmes to implement the Strategic Plan
- Support resource mobilisation for programme implementation as and when required by PPRM in line with the SADC Resource Mobilisation Frameworks.
 - Provide technical support to colleagues managing health and nutrition interventions (including collaboration with the agriculture and livelihoods sector as well as Social Protection and Resilience)

- Support the coordination of preparedness and response plans that address emergencies such as disease outbreaks, natural disasters etc that impact on human health and nutrition including establishing partnerships with International cooperating partners, military health that can provide support to member states
- Identify opportunities across existing programmes for greater nutrition programming, including but not exclusively within maternal and child health, social protection and food security.
- Support the development of relevant research actions as appropriate to inform decision making to improve SADC's direct and policy impact regarding maternal and child health.
- Prepare Annual Plans and Budget for Health and Nutrition Programme

Programme Implementation

- Facilitate implementation of the programmes/projects
- Manage project staff and consultancies
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of projects by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates and units to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI, Education and Skills Development, etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records and resolutions of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC Health and Nutrition programme

- Organise strategic dialogue on key policy issues with stakeholders in the region

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Health and Nutrition Agenda in these forums
- Work closely with Communication and Public Relations unit to promote Health and Nutrition programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

- Undergraduate Degree in either of the following: Human Biology, Physiology, Pharmacology, Human Nutrition, or related Sciences
- A relevant professional qualification in a related field (e.g. Master of Science in Epidemiology, Nutrition, Master of Public Health, Development Studies)
- At least a Master's Degree in Epidemiology or Public Health.
- Policy or any health related discipline from a recognised institution

Specialised Knowledge

- Knowledge and strong understanding of integrated professional programme planning, budgeting, development, administration and monitoring for Health and Nutrition in the SADC region;
- Strong verbal, written and presentation - skill
- Proficient in the use of computers and computer software relevant to the position;

- Practical experience of project cycle management processes and systems;
- Evidence of effective networking; including influencing policy and processes;
- Demonstrated capacity to monitor results, as well as an understanding of funding flows and an ability to interpret and provide feedback on financial reporting data generated by large scale complex programmes and aid modalities with Government Partners

Experience

- At least 10-15 years of similar health and nutrition sectors related experience within either a regional or international organisation or in the public or private sector,
- This includes a minimum of 4 years at Management level

Skills Requirements

- Application of skills in nutrition related data collection, analysis and interpretation to inform decision making and programming
- Ability to analyze population datasets using biostatistics and interpret results in accordance with Regional ethical code of conduct.
- Participates in research activities, special investigations and descriptive and analytic studies relating to specific diseases; interprets results and adapts to epidemiology programs and related programs.
- Ability to prepare technical reports and scientific articles and participates in grant writing activities.
- Ability to determine and utilize appropriate statistical methods to evaluate and interpret data.
- Ability to Interact with the media and convey information to the public.
- Ability to provide Lectures on diseases, injuries, or conditions; prepares educational materials for public distribution.
- Interprets data to determine risks from exposure to chemicals or biological agents.
- Diagnose and investigate health problems and health hazards in the community.
- Inform, educate, and empower people about health issues.
- Mobilize community partnerships and action to identify and solve health problems.
- Enforce Public Health laws and regulations that protect health and ensure safety.
- Assure competent public and personal health care workforce.
- Research for new insights and innovative solutions to health and nutrition problems.

Competency Requirements

- Leadership: Leadership roles in cross-functional, cross-organizational or project terms as well as conventional line or staff management positions
- Innovation: Analytical and conceptual abilities and ability to formulate a practical plan with positive impact. This competency is not only focused on having visionary ideas or conceptual thinking, but also involves turning ideas into action
- People management: Develop the capabilities of the organization by development of their team

- Communication: Able to effectively work with peers, partners, and others who are not in the line of command, to positively impact business performance; and
- Delivery: drive for continuous improvement of business results and sustainable growth.

6. Senior Officer - Internal Audit - Grade 4

Purpose of the job:

- Plan, coordinate, manage and direct the Internal Audit functions of the Secretariat
- Plan and execute internal audit, special investigation, inspection, monitoring and evaluation of the adequacy and effectiveness of the internal control, financial management, accounting, administrative, data quality, computing and other operational activities of the SADC Secretariat
- Adopt a systematic and disciplined approach to evaluate and improve risk management, internal control systems and administrative processes compliant with relevant statutes, directives, guidelines, policies and governance standards.
- Provide the Audit Committee and Management with an independent and objective assurance regarding good corporate governance
- Quality review of the work of Internal Auditors including audit planning, field work, reporting and documentation.
- Manage the efforts and performance of the internal audit team

Duties and Responsibilities;

Internal auditing

- Facilitate meetings with other directorates and units to determine the audit scope, auditable activities and design detailed plans
- Prepare comprehensive risk based audit programme covering inspection and operational audits at the Secretariat and submit to Director for approval
- Define the scope for operational, information technologies and financial audit projects and select/develop appropriate audit steps necessary to promote effective audit coverage and delivery of risk assessment and internal audit services and solutions
- Focal person for the directorate of Internal Audit and Risk Management on issues of planning and budgeting, and quarterly reporting on internal audit budget utilisation
- Lead the development of internal control policies, processes and systems for effective governance
- Implement the annual audit programme to ensure an effective control environment in all operational, financial and systems environment of the Secretariat
- Organise and undertake special assignments as assigned by the Director, including investigation of fraud or other irregularities (forensics), and report to Director outcomes of such assignments

- Recommend way of improving the economy, efficiency and effectiveness of operations based upon findings from an impartial and objective examination.
- Review audit reports, and present recommendations and conclusions of audit reviews to the Director.
- Identify and analyse risks that may hinder the achievement of the Secretariat's objectives and recommend how those risks should be addressed through proper internal control systems and procedures
- Analyse effectiveness and efficiency of operational and management processes and system controls
- Report any weaknesses in internal controls and processes to the Director, and participate in the development of new systems to ensure that efficient and effective controls are incorporated
- Oversee and monitor progress in the implementation of audit recommendations through follow up audits to ensure that proper corrective actions are taken.
- Provide periodic reporting on the status of implementation to the ES Ensure adherence to international audit standards
- Coordinate with and support the activities of the external auditors
- Provide support to the Audit Committee

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Director.

Position Requirements

Qualifications

Professional qualification (e.g. CPA, ACCA, ACA, CA, Masters in Finance, Accounting, Management etc.) from a recognised institution

Professional Certification in Auditing

Must also be a Certified Internal Auditor and a member of a recognized institute / association of internal auditors is desirable

Specialised Knowledge

- Knowledge in Auditing standards, techniques, activities, and processes
- Knowledge in Risk management and risk assessment
- Knowledge in accounting and financial rules, laws, standards, and practices
- Knowledge in Fraud investigation and detection criteria and strategies
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background
- Experience in conducting or supervising all types of audits (operational, performance, financial and IT), preferably in a regional organisation
- This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management
- skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Ability to work well in a multi-cultural and highly political environment (internal and external)

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
Visionary, thinks and acts strategically

7. Senior Officer – ICT - Grade 4

Purpose of the job:

- Responsible to harness ICT to support the objectives and effective and efficient operation of the SADC Secretariat
- Manage the efforts and performance of the team

Duties and Responsibilities

Management of information systems and provision of IT support

- Lead the long term planning for ICT use in the Secretariat, and ensure implementation of the ICT plans and programmes to support its operation.
- Ascertain that all ICT network infrastructure, services and applications are operational
- Ensure that IT needs of users are identified and transmitted to developers, and that appropriate systems are implemented
- Supervise the development of IT systems
- Manage the IT architecture of the organisation
- Guide the development of the asset replacement plan for ICT
- Monitor systems utilisation and recommend relevant corrective measures
- Supervise the drafting of tender documents for sub-contracting services and oversee the procurement process to hire IT contractors

- Manage IT projects and outsourced IT providers and ensure compliance with terms of the service level agreements
- Oversee on-going maintenance and support of networks and services, databases and information systems
- Provide guidance to IT staff regarding solutions to address hardware and software related problems
- Coordinate the provision of end user training
- Direct development and implementation of IT security practices/standards
- Lead the development and implementation of a IT disaster recovery plan
- Direct subordinates to maintain up-to-date and accurate inventory of technology hardware, software and resources
- Direct on-going update and upgrade of the Secretariat's website/portal
- Collaborate with auditors for audit of information systems
- Advise or work with Programme directorates in the implementation of ICT related projects for socio-economic development and regional integration

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and
- delegating tasks, and (d) recruiting, training, developing,
- supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and
- maintain high level of knowledge in order to effectively undertake
- the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least a Masters Degree in a computer-related field (computer science, information technology) from a recognised institution

Professional Certification:

- Professional certification in IT governance
- Professional certification in project/programme management.
- Professional certification in IT Service management (desirable)

Specialised Knowledge

- Knowledge of the IT governance, IT Service management,
- project/programme management and Enterprise resource planning (ERP) systems.

Experience

At least 10-15 years post-graduate work experience in IT, preferably within a public or private sector, regional or international organization. This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well in an international, multi-cultural and highly political environment

- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically

8. Senior Officer – Learning, Development and Performance Management - Grade 4

Purpose of the job:

- Plan, coordinate and manage the following HR operations: performance management, learning and development, change management, organizational design, employee engagement, succession management
- Support senior management by providing human resources advice, counsel, and decisions in the areas of performance management, learning and development, change management, organizational design, employee engagement, succession management
- Manage the efforts and performance of the team

Duties and Responsibilities

Performance Management

- Guide the implementation of performance management system that creates a large performance creative within the Secretariat
- Oversee the development and implementation of core competencies, core values, and key performance measures for the PMS
- Develop and communicate the PMS framework and goals, and ensure organisation-wide understanding, buy-in and consistency in the application of the PMS
- Coordinate the development and periodic review of the PMS implementation manuals and tools
- Conduct presentations and training to management and staff on the PMS
- Ensure alignment of the PMS with the organisational goals and strategies
- Prepare analytic reports on performance results at organisational, directorate and unit levels, in liaison with PPRM Directorate
- Initiate and make recommendations for the adoption of performance related reward interventions to improve productivity and employee morale

- Identify employees with high potential and develop interventions for their retention
- Provide on-going oversight and support to ensure that performance measures are being used effectively
- Monitor the effectiveness of the PMS in enhancing productivity and rewarding performance through annual PMS audits
- Coordinate with ICT unit or external service providers the design of an appropriate IT infrastructure to support the PMS

Learning and Development

- Facilitate organizational training needs assessments based on core competencies, performance related, succession, talent retention
- Manage and coordinate the preparation and implementation of learning and development plans based on training needs and priorities
- Coordinate and validate regional and local surveys of training providers, based on appropriate criteria i.e. supply, price etc. and recommend the adoption of supplier list of reputable providers
- Negotiate partnerships with training providers and funding partners
- Coordinate and facilitate the implementation of structured training and development for the SADC Secretariat staff
- Supervise the conduct of post training evaluations
- Carry out employee induction training programme for new employees

Change Management

- Develop and maintain a Code of Conduct and Ethics for the Secretariat
- Facilitate organizational change and transformation within the Secretariat
- Create an environment conducive to high motivation, engagement, productivity and excellence
- Inculcate the desired corporate culture among staff
- Assess and improve the effectiveness of the HR function

Employee Engagement

- Develop employee engagement strategies and interventions for the Secretariat
- Conduct employee engagement surveys and facilitate implementation of appropriate recommendations.

Policy Review

- Conduct policy review, research and adopt best practices in own area of work, and maintain high level of knowledge and exposure

Advisory Services

- Provide advisory services on all aspects of the unit

Organisational Development

- Carry out organisational design and reviews as appropriate
- Conduct organisational structure reviews and updates in line with the SADC RISDP

- Conduct Job Evaluation reviews and updates provided by policy and organisational changes
- Manage the organisation's Job Evaluation system and ensure its regular review, updates and relevance.

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Research and adopt best practices in own area of work, and maintain high level of knowledge and exposure
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

- At least a Master's Degree in Human Resource Management or related qualification from a recognised institution

Professional Certification

- Membership of a recognised HR professional organisation
- Specialisation in PMS, training and development, change management, and or organisational design preferred

Specialised Knowledge

- Knowledge of labour laws, training laws and general legislations in Botswana
- Knowledge of best practices in HR policies, procedures, processes and strategies
- Proficient in the use of computer packages (Microsoft Office suite) and computer software relevant to the position

Experience

- At least 10-15 years' professional experience in human resource management, preferably within a public or private sector, regional or international organisation

- This includes a minimum of 4 years in a line management position with experience in budgeting, policy development, advisory services, employee performance, training

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills
- Report writing skills
- Analytical skills

Competency Requirements

- Stress tolerance
- Conceptual and practical thinking
- Customer focused
- Decisive
- Confidentiality
- Methodical and organized
- Professionalism
- Ethical
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience
- Results and performance driven
- Visionary
- Team Work

9. Senior Officer - Administration - Grade 4

Purpose of the job:

- Plan, manage and coordinate activities of the Administration unit, and ensure compliance with established legislation, regulations, policies and directives governing the administrative business of the Secretariat
- Support Senior Management
- Manage the efforts and performance of the team

Duties and Responsibilities;

Asset and Property management

- Acquisition, maintenance and disposal of assets (vehicles, furniture, copiers, fax etc)
- Periodic review and update of asset registers guided by the policy
- Overall security and insurance of assets

Office Space and Accommodation management

- Procurement, organization and maintenance of office buildings, recommendation for Secretariat (offices, residences and other)
- Scheduled maintenance of buildings
- Contract management with service providers and landlords
- Lease administration
- Access security provision

Transportation and Fleet management

- Provision of transportation solutions for the Secretariat
- Fleet Management and maintenance
- Transport contractor management
- Travel management policy and procedures

General Administration

- Office cleaning and upkeep
- Landscaping management
- Office supplies and stationary management
- General services provision i.e. refreshments

Contracts Management

- Manage contracts for all outsourced services
- Database management
- Liaison with Legal, Procurement and Finance

General Administration

- Plan for, direct and coordinate the provision of office services such as:
 - Acquisition, disposal and maintenance of office furniture and equipment (non-IT)
 - Organisation of office space, layout, internal meetings, seminars, training etc.

- Arranging regular testing for electrical equipment and safety devices
- Parking facilities
- Cleaning, landscaping and gardening services
- Office security, asset and property insurance and utility services
- Clerical, secretarial, messenger and mail handling services
- Telephone operator / receptionist services
- Provision of transport services and fleet management
- Review specifications for acquisition of non IT office related furniture, equipment and supplies
- Coordinate equitable distributions and optimal utilisation of office space
- Review and evaluate the performance of transport contractors' charters in the region to maximize services and value add to the SADC
- Liaise with Procurement unit for acquisition of non IT office related furniture, equipment and supplies
- Negotiate with outsourcing and contracting out partners for provision of services related to office support
- Monitor contractor performance and ensure compliance to SLAs
- Oversee contracts for building, renovation and maintenance works
- Oversee the management of the Secretariat's buildings and properties (lease, acquisitions, disposals, maintenance etc.)
- Manage the provision of services to the Secretariat and other Stakeholders, pertaining to privileges, immunities, ceremonial and consular services

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Research and adopt best practices in own area of work, and maintain high level of knowledge and exposure
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least a Masters Degree in Business Administration or related field from a recognised institution

Specialised Knowledge

- Knowledge of office administration laws, legislations, policies, procedures, processes and regulations etc.
- Proficient in the use of computer packages (MS Office) and computer software relevant to the position

Experience

- At least 10-15 years of experience in office administration, preferably within a public or private sector, regional or international organisation
- This includes a minimum of 4 years in a line management position with experience in contracts management, budgeting, assets, property management and policy development

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills
- Report writing
- Analytic

Competency Requirements

- Stress tolerance
- Conceptual and practical thinking
- Customer focused
- Decisive
- Confidentiality
- Methodical and organized
- Professionalism
- Ethical
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience

- Results and performance driven
- Visionary
- Team Work

10. Senior Officer Police / SARPCCO - Grade 4

Purpose of the job:

- Oversee the coordination and implementation of programmes, as well as close cooperation and coordination between law enforcement agencies of Member States to protect the region against instability arising from the breakdown of law and order.
- Assist the Organ Directorate with the coordination and management of the SADC police matters, activities, strategic planning and lesioning with SADC strategic partners in the sphere of Police
- Manage the efforts and performance of the team falling under the Senior Officer of the unit.

Duties and Responsibilities;

Strategic Planning, Programming and Implementation

- Coordinate the development of long-term, medium and short strategic plans
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual and quarterly plans
- Develop projects/programmes to implement the Strategic Plan
- Facilitate implementation of all programmes/projects
- Solicit funding for programme and project implementation
- Manage project staff and consultancies
- Develop and agree on indicators, systems and criteria for monitoring, and use these to monitor the implementation by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual and Quarterly Reports
- Share programme impact and lessons
- Identify and build relationships with external stakeholders that are critical to delivering the unit's objectives and programme
- Engage with key external stakeholders on a regular basis, and establish formal working relationships and collaborations with them
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Police / SARPCCO Sector Coordinate and facilitate

- Strengthening coordination among others with customs, immigration services, Counter Terrorism, SADC Law enforcement anti-Poaching and Wildlife Crime Prevention Coordinator Unit.
- Cooperation with law enforcement agencies in Member States in joint regional simultaneous operations related transnational organized and cross-border crime.
- Continues implementation of SADC supporting instruments: SADC Protocol on the Control of Firearms, Ammunition and other related materials; Protocol on Combating Illicit Drug Trafficking; Protocol on Mutual Legal Assistance in Criminal Matters, Protocol on Extradition; SARPCCO Constitution; Strategic Indicative Plan of the Organ on Politics, Defence and Security Cooperation (SIPO II); 10 Year SADC Strategic Plan of Action on Combatting Trafficking in Persons, especially Women and Children (2009-2019); Regional Strategy to Combat Illegal Migration, Smuggling of Migrants and Trafficking in Persons (2016-2020); and other global legislative frameworks to implement the UN Convention Against Transnational Organized Crime and related Protocols.
- Continuous exchange of crime intelligence on cross-border and transnational organised crime with the support of the International Police (INTERPOL), through RB-Harare.
- Exchange of information and sharing of experiences between police and state security and other law enforcement agencies
- Organise joint police training courses at the national and regional level.
- Strengthen the implementation of research and analysis on Regional Organised Crime Threats (ROCTA)
- Implementation of measures to combat trafficking in persons
- Strengthen the implementation of the established code of conduct of SARPCCO within the police services/forces.
- Strengthen coordination with Liaison Officer of the SARPCCO/SADC at RB Harare.
- Ensure proper coordination with SADC POLICE/SARPCCO Sector and SADC Standby Force Planning Element, and the Public Security Sector.
- Organize and undertake monitoring and evaluation of the police performance and review the reports prior to submission to decision makers, in line with the SADC Policy on Strategy Development, Planning, Monitoring and Evaluation.
- Research and knowledge management in collaboration with other Units in the Police Sector and Directorate of the Organ
- Servicing of Relevant Technical & Policy Committees, Meetings & Workshops
- Draft technical papers for discussion, dissemination and publication
- Liaise with Conference Services unit to
- (a) organise the logistics for the meetings and workshops, and
- (b) process/produce the necessary meeting and conference documents and presentations
- Facilitate the holding of committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Leadership

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation and development of the Organisational Strategy for the Secretariat
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress through the Organ Director to the Executive Secretary
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

People Management within the unit

- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive and compelling workplace and team culture
- Maintain a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of
 - work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Undertake any other duties as delegated by the Director or the ES

Position Requirements

Qualifications

- Degree in Police Science, Public Administration Science, Criminal justice System, Criminology, Law, Security studies, or any other relevant degree or police experience.
- Masters Degree will be an added advantage
- Proficiency in Portuguese, French and English will be an added advantage.

Specialised Knowledge

- Knowledge of law and order policy, planning and enforcement
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years similar experience in a public sector or regional organisation

- Minimum of 4 years in a line management position
- Rank of Assistant Commissioner of Police or equivalent

Skills Requirements

- Communication and presentation skills
- Computerised desktop publishing and production skills
- Conflict and crisis management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills
- Planning and Organizing

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused and Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- 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
- Visionary, thinks and acts strategically

11. Senior Officer - Research and Statistics - Grade 4

Purpose of the job:

- Lead statistical analysis and research, reporting and dissemination of statistical data and information on SADC regional integration agenda to support the policy-making, planning, programming and M&E work of the Secretariat
- Liase with National Statistical Offices and relevant Institutions for official statistics, data and information for use by the Secretariat
- Manage the efforts and performance of the team falling under the responsibility of the Senior Officer

Duties and Responsibilities

Research and Statistics

- Ensure that up to date, reliable and official statistics data and information is regularly collected from Member States and fed into the regional statistics database
- Oversee the review, editing, production and dissemination of statistical bulletins and reports to key stakeholders
- Review and quality assure reports and statistical analyses, and make presentations of research findings to relevant audiences /stakeholders
- Coordinate and supervise the conduct and commissioning of statistical studies and research to gain information on specific areas of regional integration pertinent for the conduct of the Secretariat's work
- Identify research areas or analyse requests into research on issues pertinent to Secretariat
- Supervise the development and maintenance of an integrated regional database and harmonization of regional statistics including:
 - Regular database update and maintenance;
 - Consultation with ICT for technology enhancements to the database and;
 - Definition of access rights to the database
- Review and advise on the appropriate methodologies and approach for research design, data collection, processing and analysis
- Review and advise on the development and implementation of standards, procedures and dissemination strategies for research and statistics
- Provide guidance on statistical tools and techniques to be applied
- Seek on-going improvements in methodologies used for research design and data analysis
- Build strong relationship with providers of data and statistics (at Member State level) that are critical for informing the regional integration agenda of the Secretariat; and ascertain that the information flow from these sources are smooth and continuous
- Coordinate capacity building of Member States for the production of regional statistics through organisation of training forums
- Ensure timely response to data and information requests from internal stakeholders

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least first Degree in Statistics or related technical field in statistics from a recognized institution

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

Specialised Knowledge

- Knowledge of statistical methods, packages / systems, principles etc.

- Knowledge of research techniques
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years' professional experience in statistics and research within a public sector, research or academic institution
- Experience of working with multiple stakeholders, including governments, non-state actors and regional or international organisations
- This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details

- 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
- Visionary, thinks and acts strategically

12. Senior Programme Officer - Education and Skills Development - Grade 4

Purpose of the job

- Facilitate and coordinate the development and implementation of policies and programmes in Education and Skills Development in order to enhance the achievement of the objectives of Regional integration
- Provide technical support in all education and skills development
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities;

Policy and Strategy Development and Harmonisation

- Commission and coordinate research/studies to identify the policy gaps in relation to education and skills development in the region
- Coordinate the development, strengthening and harmonisation of regional policies and strategies in areas of education and skills development
- Coordinate the approval and adoption of policies and strategies by the SADC Structures
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit
- Monitor the implementation of the approved regional policies, by Member States

Standards Development, Harmonisation and Adoption

- Identify areas that require standards development, harmonization and adoption in the region
- Coordinate the development, adoption and harmonisation of the standards in the relevant and priority areas such as certification, accreditation, quality assurance, education management, curriculum and teaching for all levels of the education sector
- Undertake consultations with key and relevant stakeholders on the development of regional standards
- Coordinate the sharing of developed standards in priority areas in the sector by Member States
- Facilitate approval and adoption of standards by the SADC Structures
- Facilitate the mobility and portability of qualifications in the region

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning and decision making process.
- Coordinate the development and maintenance of a centralized database / portal on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of regional interventions to foster regional cooperation and integration in education and skills development
- Coordinate the development of long-term, medium and short Strategic, or Business Plans/ programme of Action for the Sector
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare Education and Skills Development Annual Plan and Budget
- Facilitate and coordinate implementation of the capacity building interventions in Member States; monitor and evaluate the success of the interventions
- Develop projects/programmes to implement the Strategic Plan
- Support resource mobilisation for programme implementation as and when required by PPRM

Programme Implementation

- Facilitate implementation of the programmes/projects
- Manage project staff and consultancies
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of projects by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Health, Nutrition, Migration, Children and Youth, Employment, Poverty, ICT, STI etc.) into programme
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat
- Ensure continuous communication and engagement with key stakeholders in this programme

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC Education and Training programme

- Organise strategic dialogue on key policy issues with stakeholders in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Education and Skill Development Agenda in these forums
- Work closely with Communication and Public Relations unit to promote education and skills development programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least a Master's Degree in Education Planning and Management or Education Economies from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Education and Skills Development
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10-15 years of similar experience in education and skills development within a public or private sector, regional or international organisation.

This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Leadership: Leadership roles in cross-functional, cross-organizational or project terms as well as conventional line or staff management positions.
- Innovation: Analytical and conceptual abilities and ability to formulate a practical plan with positive impact. This competency is not only focused on having visionary ideas or conceptual thinking, but also involves turning ideas into action
- People management: Develop the capabilities of the organization by development of their team
- Policy development, Monitoring and Evaluation
- Strategic planning and evaluation
- Project and Programme Management
- Communication: Able to effectively work with peers, partners, and others who are not in the line of command, to positively impact business performance; and
- Delivery: drive for continuous improvement of business results and sustainable growth.

13. Senior Programme Officer – Transport - Grade 4

Purpose of the job:

- Facilitate and coordinate the development, implementation and M&E of policies and programmes in support of Regional Integration so as to ensure the availability and universal access to sufficient, integrated, efficient, and cost effective transport infrastructure systems as well as the provision of sustainable services in the region
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify transport strategy, policy and regulatory gaps in the region
- Coordinate the development, strengthening and harmonisation of transport strategies, policies, regulations, standards and systems
- Coordinate the approval and adoption of the transport strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the transport strategies, policies, regulations, standards and systems by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralized database on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions to foster regional cooperation and integration, and to facilitate inter-connectivity
- Coordinate the development of long-term, medium and short strategic plans/programme of Action, i.e. Regional Infrastructure Development Master Plan (RIDMP), Regional Corridor Strategic Plans etc.
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the transport infrastructure sector

- Facilitate and coordinate implementation of capacity building for the design, development, implementation, maintenance and operations of regional transport infrastructure networks, programmes and projects in Member States; monitor and evaluate the success of the interventions
- Develop projects/programmes to implement the Strategic Plan
- Support resource mobilisation for programme implementation as and when required by the Directorate of Policy Planning and Resource Mobilisation (PPRM)
- Undertake steps to promote and strengthen Public-Private Partnerships for transport infrastructure development, funding and operations

Programme Implementation

- Coordinate transport infrastructure project preparation to ensure availability of bankable projects
- Facilitate implementation of the transport infrastructure related programmes/projects aimed at:
 - The development, construction, maintenance and rehabilitation of regional transport infrastructure networks along the regional corridors
 - The establishment and/or strengthening of regional institutions and frameworks for coordination of transport infrastructure and services
- Manage project staff and consultancies
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of transport projects by the Member States
- Monitor implementation of transport programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share transport programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross cutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC Regional Transport Infrastructure programme

- Organise strategic dialogue on key policy issues with stakeholder's in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Transport Infrastructure Agenda in these forums
- Work closely with Communication and Public Relations unit to promote the regional transport infrastructure programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Director Infrastructure

Position Requirements

Qualifications

At least a Master's Degree in Transport Economics/Engineering/Planning from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Transport
- Proficient in the use of computers and computer software relevant to the Position

Experience

- At least 10-15 years of similar experience in transport infrastructure within a public or private sector, regional or international organisation

- This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations

14. Senior Programme Officer - Water - Grade 4

Purpose of the job

- Facilitate and coordinate the development, implementation and M&E of policies and programmes in support of water infrastructure development to contribute to industrialisation, Regional Integration and poverty eradication so as to ensure sustainable and universal access to water in the region
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate on-going research/studies to identify water strategy, policy and regulatory gaps in the region
- Coordinate the development, strengthening, harmonisation and adoption of water strategies, policies, regulations, standards and systems
- Coordinate the approval and adoption of the water strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the water strategies, policies, regulations, standards and systems by Member States
- Monitor and facilitate the domestication of the regional water instruments in national water legislations, policies, strategies and plans
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralized database on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions to improve access to water in the region
- Coordinate the development of long-term, medium and short-term strategic plans/programme of Action for water resource management in the region, i.e. the Regional Strategic Action Plan (RSAP) on the Integrated Water Resource Management and Development (IWRMD)
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the regional water infrastructure, governance and management.
- Facilitate and coordinate implementation of capacity building for the design, development, implementation, maintenance and operations of regional water infrastructure in Member States and River Basin Organisations; monitor and evaluate the success of the interventions
- Develop projects/programmes to implement the Strategic Plan
- Support resource mobilisation for programme implementation as and when required by the Directorate of Policy Planning and Resource Mobilisation (PPRM)

- Undertake steps to promote and strengthen Public-Private Partnerships for infrastructure development, funding and operations

Programme Implementation

- Facilitate implementation of water related programmes/projects aimed at:
 - Development, construction, maintenance and rehabilitation of regional infrastructure networks
 - Establishment and strengthening of regional institutions and frameworks for coordination of water infrastructure and services
 - Strengthening of institutional capacity of SADC river basin organisations
- Manage project staff and consultancies
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of projects by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC Regional Water Programme including Strategic Water Infrastructure programme

- Organise strategic dialogue on key policy issues with stakeholders in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present SADC's Water Infrastructure Agenda in these forums

- Work closely with Communication and Public Relations unit to promote the regional Water infrastructure programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Director Infrastructure
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Position Requirements

Qualifications

At least a Masters Degree in Integrated Water Resources Management or Water Resources Engineering or Hydrology or Hydrogeology from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Water
- Proficient in the use of computers and computer software relevant to the Position

Experience

- At least 10-15 years of experience in trans-boundary multi-country water resource management within a public or private sector, regional or international organisation
- This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically

15. Senior Programme Officer - Food Security and Agriculture - Grade 4

Purpose of the job:

- Facilitate and coordinate the development, implementation and M&E of policies, strategies and programmes aimed at increasing agricultural production, productivity and competitiveness, in order to ensure food security and contribute towards industrialisation, and promote trade and sustainable economic development of the region.
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify strategy, policy and regulatory gaps with regard to Agriculture Production, Food Security and Agro-Industry
- Coordinate the development, strengthening and harmonisation of the strategies, policies, regulations, standards and systems
- Coordinate the approval and adoption of the strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the strategies, policies, regulations standards and systems by Member States
- Coordinate the development, review and monitoring of the implementation of relevant Protocol for this focal areas

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralized database on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions for enhanced Agriculture Production, Food Security and Agro-Industry in the region
- Coordinate the development of long-term, medium and short strategic plans aligned to the RISDP and the RAP
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the sector
- Facilitate the development and strengthening of regional programmes on Agriculture Production, Food Security and Agro-Industry
- Support resource mobilisation for programme implementation as and when required by PPRM

Programme Implementation

- Coordinate the implementation of the Regional Agriculture Policy and the Regional Agriculture Investment Plan 2017-2022, and the regional programmes/projects resulting from these
- Coordinate and promote regional value chains and value addition for agricultural products (Crops and Livestock)
- Coordinate the enhancement of the application of agriculture science, technology and innovation to support the priorities of regional integration
- Coordinate the development of regional frameworks for reducing social and economic vulnerability as well as long term resilience and adaptive capacities for food and nutrition security
- Manage project staff and consultancies
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of projects by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC programme

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Agenda for agriculture and food security in these forums
- Work closely with Communication and Public Relations unit to promote the programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least a Masters Degree in Agricultural Economics, Crop Science, Agronomy or related field from a recognized institution.

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring in the specific context of agriculture and food security
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10-15 years of experience in agriculture and food security matters within a public or private sector, regional or international organisation. This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills

- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically

16. Senior Programme Officer - ICT - Grade 4

Purpose of the job

- Facilitate and coordinate the development, implementation and M&E of policies and programmes aimed at building a cost effective and integrated Telecommunications and ICT Infrastructure and achieving reliable services in the region
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify Telecommunications and ICT strategy, policy and regulatory gaps in the region
- Coordinate the development, strengthening and harmonization of Telecommunications and ICT strategies, policies, regulations, standards and systems
- Coordinate the approval and adoption of the Telecommunications and ICT strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the Telecommunications and ICT strategies, policies, regulations, standards and systems by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralized database on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions in the Telecommunications and ICT sector
- Coordinate the development of long-term, medium and short strategic plans/programme of Action for the Telecommunications and ICT
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the Telecommunications and ICT infrastructure sector
- Facilitate and coordinate implementation of capacity building for the design, development, implementation, maintenance and operations of regional Telecommunications and ICT infrastructure networks; monitor and evaluate the success of the interventions
- Develop projects/programmes to implement the Strategic Plan
- Support resource mobilisation for programme implementation as and when required by the Directorate of Policy Planning and Resource Mobilisation (PPRM)
- Undertake steps to promote and strengthen Public-Private
- Partnerships for infrastructure development, funding and operations

Programme Implementation

- Coordinate project preparation to ensure availability of bankable projects

- Facilitate implementation of the Telecommunications and ICT infrastructure related programmes/projects aimed at:
 - The development, construction, maintenance and rehabilitation of regional infrastructure networks
 - The establishment and strengthening of regional institutions (including CRASA, SATA and SAPOA) and frameworks for coordination of infrastructure and services
- Manage project staff and consultancies
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of projects by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. Development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat
- Liaise with SATA, CRASA and SAPOA on general implementation of the SADC Programmes, as and when required

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC Regional Telecommunications and ICT Infrastructure programme

- Organise strategic dialogue on key policy issues with stakeholders in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's
- Telecommunications and ICT Infrastructure Agenda in these forums
- Work closely with Communication and Public Relations unit to promote the regional Telecommunications and ICT infrastructure programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Director Infrastructure

Position Requirements

Qualifications

At least a Master's Degree in Telecommunications/ICT or related field from a recognised institution

Specialised knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Telecommunications, Broadcasting and ICT
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years of similar experience in Telecommunications, Broadcasting and ICT within a public or private sector, regional or international organization
- This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills

- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically

17. Senior Programme Officer - Macroeconomic Convergence - Grade 4

Purpose of the job:

- Facilitate and coordinate the development, implementation and M&E of macroeconomic policies, strategies and programmes in SADC countries

- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify gaps in macroeconomic policies across Member States
- Coordinate the harmonisation of macroeconomic policies across the region and their adoption and implementation by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralised database on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions and strategic stakeholders

Strategic Planning, Programming and Implementation

- Identify key areas of interventions needed for achievement of macroeconomic policy and convergence in SADC region
- Coordinate the development of long-term, medium and short strategic plans aligned to the RISDP
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the sector
- Facilitate the development and implementation of regional projects/programmes for macroeconomic policy and convergence in the SADC region
- Support resource mobilisation for programme implementation as and when required by PPRM
- Manage project staff and consultancies
- Oversee the facilitation and coordination of the following services in Member States: Advisory services on macroeconomic policy convergence, Capacity building in Macroeconomic Analysis, Modelling and Forecasting to facilitate review of macroeconomic convergence, Manuals and guidelines for macroeconomic policy development, reviews and implementation
- Supervise the development and review of indicators, systems and criteria for monitoring implementation of macroeconomic convergence programme by Member States
- Facilitate and participate in peer review process of the macroeconomic convergence programme

- Facilitate cooperation of Member States in taxation and related matters that are key to ensuring a stable macroeconomic environment in the region.
- Supervise the monitoring and evaluation of programmes/projects implementation
- Review reports, documents and annotated agenda before submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. Development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings Representation and Promotion of SADC programme
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Agenda for macroeconomic policy and convergence in these forums
- Work closely with Communication and Public Relations unit to promote the programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c)

allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff

- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least a Masters Degree in Economics or a related area from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring
- Knowledge of macroeconomic modelling, forecasting, policy-making etc.
- Knowledge of the structure and functioning of the economies of the SADC region
- Understanding and appreciation of socio-economic development trends and political events globally and in the region
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10-15 years of experience in macroeconomic policy-making within a public sector, regional or international organisation. This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically

18. Senior Programme Officer - Science, Technology and Innovation - Grade 4

Purpose of the job:

- Facilitate and coordinate policy, planning, programming and monitoring and evaluation work in order to harness science, technology and innovation (STI) in support industrial development and regional integration
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities

Policy Development and Harmonisation

- Coordinate the development, strengthening and harmonisation of STI policies, strategies, regulations, standards and systems
- Coordinate the approval and adoption of the STI policies, strategies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the STI policies, strategies, regulations, standards and systems by Member States to strengthen national and regional systems of innovation

- Coordinate the development, review and monitoring of the implementation / domestication of the Protocol on STI

Research and Information Dissemination

- Commission and coordinate research/studies in strategic areas of science, technology and innovation, to strengthen policy and regulatory gaps in the region
- Manage the collection of information and data in the area of STI
- Facilitate collection of STI data and indicators in the region to track progress in STI developments
- Manage and update the SADC Portal on STI in coordination with the Information Technology Unit
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions
- Regularly disseminate relevant information on STI developments in the region, continentally and internationally
- Produce Policy briefs on key STI issues

Strategic Planning and Programming

- Identify key areas of interventions to develop STI in the SADC region
- Coordinate the development of long-term, medium and short strategic and annual plans
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual plans and budgets for the STI sector
- Facilitate and coordinate implementation of capacity building initiatives in STI in Member States; and with relevant stakeholders and institutions and monitor and evaluate the success of the interventions
- Draft project/programme proposals for resource mobilisation to support implementation of regional STI programmes

Programme Implementation

- Facilitate implementation of STI programmes/projects in the region:
- Development, review and implementation of relevant strategies and plans
- Facilitate policy support for strengthening of regional STI capacities and the protection of Intellectual Property Rights (IPR)
- Promotion of public understanding, advocacy and awareness of science, technology and innovation
- Establishment of collaborative regional Research, Development and Innovation (R&DI) and technology transfer programmes in priority areas
- Facilitate establishment of regional Centres of Specialisation and Excellence in priority areas of STI and strengthening existing networks and centres
- Facilitate establishment of strategic regional partnerships to promote collaboration and networking on STI
- Promoting industrial development through Public Private Partnerships (PPP) investment in STI and Research and Development Infrastructures

- Facilitate resource mobilisation for programme implementation as and when required by PPRM
- Manage project staff and consultancies
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of projects by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy and statutory structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Forge strategic partnerships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Environment, ICT, Youth, Education, Energy etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy and statutory structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Forge strategic partnerships and representation and promotion of SADC STI policies and programmes at regional, continental and international fora

- Organise strategic dialogues on key policy issues with stakeholders in the region
- Participate, influence and position SADC in relevant strategic regional, continental and international meetings; to promote SADC's STI Agenda in these forums
- Work closely with Communication and Public Relations unit to promote the STI programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use

- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

A Masters Degree in Science and Technology Policy, Public Policy or Social Sciences or other related disciplines from a recognised institution

Specialised Knowledge

- Knowledge of the region's STI environment at both private and public sector levels
- Knowledge of STI frameworks, regional and national systems of innovation
- Knowledge and understanding of integrated STI programme planning, budgeting, policy and strategy development, administration and monitoring
- Proficient in the use of computers and computer software relevant to the Position

Experience

At least 7-10 years of working experience in science, technology and innovation policy environment at management level

Skills Requirements

- Strategy and policy development skills
- Knowledge of national and regional systems of innovation
- Strategic planning and strategic leadership
- Resource mobilisation and stakeholder management
- Diplomacy skills
- Communication and presentation skills
- Conflict management skills
- Decision-making skills

- International relations skills
- Interpersonal skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management
- skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically
- Team player and ability to work with diverse teams

19. AUC Liaison Senior Officer - Grade 4

Purpose of the job:

- Enhance and strengthen regional capacity as a mechanism to successfully facilitate continental integration through peace, security, stability and sustainable development as envisaged in the Agenda 2063 and other African Union legal and policy frameworks.

- Provide liaison between the SADC Secretariat and AUC on matters pertaining to peace and security and any other regional integration matters as SADC may decide from time to time
- Manage the efforts and performance of the AUC Liaison Office team.

Duties and Responsibilities

- Liaise with the AUC and create permanent communication network between the AUC and the SADC Secretariat
- Be the Focal Point for SADC within AU and a conduit for the implementation of its priority areas of work comprise Trade, Industry, Finance and Investment; Infrastructure and Services; Food, Agriculture and Natural Resources; Social and Human Development; and Cross –cutting issues of Gender and Development; Science and Technology; Information and Communications Technologies; and Environment and Sustainable Development
- Work with the AUC to ensure that SADC interests are satisfactorily represented in the meetings as convened regularly and undertaken within the framework of the peace and security agenda of the AU
- Provide Liaison between the SADC Secretariat and AU/AUC and AUC Departments. Develop close relationship with officials in all AUC directorates that play substantive role in the integration agenda, conflict prevention and resolution, in order to continuously update oneself with issues and developments, be able to submit flash points report to SADC Secretariat
- Work within the framework of AUC and APSA to ensure collaboration between the AU and SADC, other RECs/RMs, international organisations and civil society in areas such as, conflict prevention, conflict management, peacemaking and peacebuilding, human rights, constitutionalism and the rule of law.
- Examine policy issues and strategies, and facilitate SADC/AUC understanding, coherency, complementarity and promote harmonisation of the AU and SADC policies and programs in the areas of peace, security, governance, in order to create synergy in impact and contribute to sustainable continental integration and development
- Keep SADC fully informed of the activities and decisions in of the PS and other AUC Departments, and decisions and activities of SADC in all areas of cooperation shared with the AUC, AUC Departments and the PSC
- Sustain confidence between the AU and SADC by consistently engaging with the leadership and other stakeholders of the AUC.
- Promote joint initiatives between the AU, SADC and other RECs in election observation/management, conflict prevention and peace building.
- Attend AU/AUC meetings, meetings of intergovernmental Organisations (e.g. UN, EU), inter-agency and donor/partners consultations, meetings, seminars and workshops related to key policy issues in Africa, as organised by AU
- Assist in the organising and coordinating AU/SADC Statutory and any other Executive meetings, conferences and events. and follow-ups on priority issues and key policy processes to ensure that SADC participates actively in negotiations and implementation of respective policies and programmes

- Attend meetings of the PSC as an observer and other relevant meetings held within the AUC to provide the SADC Secretariat with up to-date information on matters of interest to SADC. Identify common positions and joint actions on issues of common interest and inform SADC Secretariat of potential alliances through which to re-enforce its position
- Keep SADC fully and continuously informed of the activities of the Peace and Security Council (PSC) and enable regular exchange of information between the AU and SADC on regional and continental peace and security actions, progress, negotiations, concerns etc.
- Ensure that the AUC is fully informed of matters of serious conflict in the region and facilitate its participation in regional meetings and deliberations on matters relating to regional peace and security
- Submit monthly reports to the SADC Secretariat DES and copy the ES programmes on peace and security as well as regional integration matters into AU Peace and Security Council (PSC) and other relevant structures.
- Flow of information between the AU and SADC (speed, frequency, relevance) through briefs, reports, etc.)
- Consultative missions to the SADC Secretariat to update ES on developments
- Management of the unit
- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of; (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least a Master's Degree in Social Sciences, Economics, International Cooperation and Development or Political Science, International Relations and Diplomacy from a recognised institution

Specialised Knowledge

- Knowledge of AU and SADC peace and security, regional economic and integration issues
- Knowledge of donor policy and programmes on development cooperation
- Proficient in the use of computers and computer software relevant to the Position

Experience

- At least 10-15 years of work experience in international cooperation, strategy development and implementation, and management; of which 4 years should be in line management position in the area of peace and security or regional integration.

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to drive for results in political and diplomatic environments at the highest levels
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment

- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically

20. Senior Programme Officer - Investment and Finance – Grade 4

Purpose of the job

- Facilitate and coordinate the development, implementation and M&E of policies, strategies and programmes for investment promotion and financial market integration in the SADC region
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities:

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify policy and regulatory gaps for effective management of financial markets and investment promotion in the SADC region
- Coordinate the development, strengthening and harmonisation of the policy and regulatory framework for finance and investment
- Coordinate the approval and adoption of the policy and regulatory frameworks by the SADC Structures in the area of finance and investment.
- Facilitate the implementation of finance and investment policy and regulatory frameworks by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the finance and investment related areas of the Protocol on Finance and Investment

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralised database on this focal area

- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions for effective management of financial markets and investment promotion in the SADC region
- Coordinate the development of long-term, medium-term and short-term strategic plans aligned to the RISDP
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the sector
- Facilitate the implementation of capacity building and training programmes to enhance capacity in investment promotion and financial market integration in the SADC region
- Facilitate the development and implementation of regional projects/ programmes for investment promotion and improvement of business environment (e.g. Regional Action Programme on Investment RAPI) and financial market integration.
- Support resource mobilisation for programme implementation in collaboration with the Directorate of Policy Planning and Resource Mobilisation.

Programme Implementation

- Oversee the facilitation of programmes/projects implementation:
- Development of a sound financial infrastructure in the region (covering the banking, non-banking, development finance, securities and insurance sectors)
- Development of regional financing mechanisms
- Development of anti-money laundering and combating of financing of terrorism mechanisms
- Financial inclusion in the region
- Integration of regional financial markets and the operationalisation of the Regional Development Fund.
- Manage project staff and consultancies
- Supervise the development of indicators, systems and criteria for monitoring implementation of programmes in the area of finance and investment.
- Supervise the monitoring and evaluation of programmes/projects implementation
- Supervise the development of reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC programme

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Agenda for effective investment promotion and financial market integration in these forums
- Work closely with Communication and Public Relations unit to promote the programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Supervisor
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Supervisor.

Position Requirements

Qualifications

At least a Masters Degree in Economics or Development Finance or any other related area from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for investment and finance sector
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10-15 years of experience in investment and finance area within a public or private sector, regional or international organisation. This includes a minimum of 4 years in a line management position.

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details

- 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
- Visionary, thinks and acts strategically

21. Senior Officer - Remuneration, Recruitment and Relations – Grade 4

Purpose of the job

- Plan, coordinate, manage and direct the following human resource operations: personnel, administration and payroll administration, compensation and benefits management, recruitment and placement, employee relations staff welfare and Health and safety
- Support senior management by providing human resources advice, counsel, and decisions in the areas of personnel and payroll administration, compensation and benefits management, recruitment and placement, employee relations and welfare
- Manage the efforts and performance of the team

Duties and Responsibilities;

- Develop and maintain a Code of Conduct and Ethics for the
 - Secretariat
 - Inculcate the desired corporate culture among staff

Recruitment and placement

- Develop manpower plans and forecasts using inputs from directorates, and submit to the Director for review and approval
- Coordinate the recruitment, selection and placement process, and ensure adherence to SADC recruitment procedures and HR strategy
- Facilitate the use of assessment centres for outsourcing part or all of the recruitment process
- Carry out employee orientation or onboarding programmes for new employees
- Review and approve selected staff recruitment, in line with the authorisation limits set in the delegation matrix
- Compensation and Benefits, and Personnel Administration
- Oversee the development and implementation (subject to review by Management) of an effective compensation and benefits strategy to successfully attract, retain and motivate the right people
- Guide the conduct of periodic salary reviews and
- Provide Management with critical analysis of the overall market competitiveness of the Secretariat with regard to compensation
 - and benefits; and advise Management on how to make compensation and benefit packages of the Secretariat more competitive
- Negotiate benefits programmes (health insurance and retirement plans)

- Participate, together with the Director HR and Admin in negotiations with employee representatives on issues relating to pay and benefits
- Review and validate salary/wage increments including performance related rewards in respect of all employees
- Coordinate closely with Finance to validate monthly staff payroll and ensure timely and accurate processing of salaries
- Manage the processing of employees salaries and benefits by checking, validating and authorising claims
- Coordinate the provision of personnel administration services

Employee Relations and Welfare

- Oversee the development, review and implementation of HR policies, procedures, and guidelines, contracts, conditions of service etc.; and provide advice on their interpretation
- Advise Secretariat Management and Staff on the interpretation of conditions of service
- Initiate, recommend and review employee relations strategies and policies to promote constructive relations between management and employees
- Advise Management on (a) effective ways of preventing and, when necessary, resolving employee relations' issues, (b) redeployment and redundancy matters, and (c) on disciplinary and grievance handling, to ensure adherence to Secretariat procedures and labour legislation
- Develop communication, consultative and negotiating machinery to promote positive relations within the SADC Secretariat
- Participate, with the Director of HR & Administration in collective bargaining agreement negotiations
- Seek legal advice and assistance on labour and industrial relations matters
- Attend hearings and procedures for termination, grievances, disputes, claims, and disciplinary actions, and review recommendations for action
- Lead discussions and negotiations with union representatives on industrial relations matters, and deal with senior officials of the Ministry of Labour as and when required
- Ensure implementation and adherence to Occupational Health and Safety policies and practices
- Direct the effective provision of staff welfare
- Coordinate organisational climate surveys and other mechanisms for identifying potential employee related problem areas which may result in grievances or disputes

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis

- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Research and adopt best practices in own area of work, and maintain high level of knowledge and exposure
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least a Masters Degree in Human Resource Management or related field from a recognised institution

Professional Certification:

Membership of a recognised HR professional organisation Specialised training in either compensation, employee relations or recruitment preferred

Specialised Knowledge

- Knowledge of labour laws and legislations in Botswana
- Knowledge of best practice in HR policies, procedures, processes and strategies
- Proficient in the use of computer[...] packages (MS Office, etc.) and computer software relevant to the
- position

Experience

At least 10-15 years professional experience in human resource management, preferably within a public or private sector, regional or international organisation. This includes a minimum of 4 years in a line management position with experience in recruitment management, compensation management and employee relations

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills

- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills
- Report writing
- Analytical

Competency Requirements

- Stress tolerance
- Conceptual and practical thinking
- Customer focused
- Decisive
- Confidentiality
- Methodical and organized
- Professionalism
- Ethical
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience
- Results and performance driven
- Visionary
- Team Work

22. Senior Programme Officer - Trade – Grade 4

Purpose of the job:

- Facilitate and coordinate the development, implementation and M&E of policies and programmes in support of Regional Integration so as to facilitate competitive and diversified trade in the region
- Provide policy guidance and facilitate regional goods and services market integration in particular the implementation of the SADC Free Trade Area through the Protocol on Trade and establishment of the SADC Customs Union
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify trade strategy, policy and regulatory gaps in the region
- Coordinate the development, strengthening and harmonisation of trade strategies, policies, regulations, standards and systems

- Coordinate the approval and adoption of the trade strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the trade strategies, policies, regulations, standards and systems by Member States
- Coordinate the development, review and monitoring of the implementation domestication of the relevant Protocol falling under the purview of this unit

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralized database on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions to foster trade in the SADC region
- Coordinate the development of long-term, medium and short strategic plans
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual plans for the trade sector
- Facilitate and coordinate implementation of capacity building initiatives in trade and trade related matters in Member States; monitor and evaluate the success of the interventions
- Develop projects/programmes to implement the Strategic Plan
- Support resource mobilisation for programme implementation as and when required by PPRM

Programme Implementation

- Facilitate implementation of programmes/projects related aimed at consolidation of the SADC FTA through the following, amongst others:
- Review of SADC Rules of Origin
- Elimination of non tariff barriers
- Implementation of the FTA tariff phase down schedules
- Accession by States not party to the SADC Trade Protocol
- Implementation of the SADC Customs Union Road Map
- Ensuring compliance and consistency of SADC trade regime with World Trade Organisation requirements
- Trade facilitation
- Liberalisation of trade in services
- Implementation of extra-regional trade arrangements (e.g.COMESA-EAC-SADC Tripartite FTA and Continental Free Trade Area)
- Manage project staff and consultancies
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of projects by the Member States

- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC Trade programme

- Organise strategic dialogue on key policy issues with stakeholders in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Trade Agenda in these forums
- Work closely with Communication and Public Relations unit to promote the trade programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs,

(c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff

- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least a Masters Degree in Economics, Development Economics, Management, Trade Law, International Relations or related technical field from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated trade programme planning, budgeting, development, administration and monitoring
- Knowledge of trade policy, legislations, regulations, agreement negotiation etc.
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10-15 years of similar experience in international trade within a public or private sector, regional or international organisation. This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically

23. Senior Programme Documentation and Information - SADC Plant Genetic Resource Centre (SPGRC) (Lusaka, Zambia) - Grade 5

Purpose of the job:

Plan, develop, install and coordinate a documentation system for PGR in SADC, and publicise SPGRC network

Duties and Responsibilities;

Installation and updating hard- and software

- Purchase and installation of hard- and software
- Maintenance and upgrading of LAN
- Ensuring an all-time availability of Internet access
- Developing, testing and installing in-house developed applications
- Develop, install and maintain documentation system (SDIS) and databases
- Develop, test and install of SDIS database at SPGRC and in Member State
- Training users
- Development of new databases required by SPGRC network users such as web-based databases that include such important features like GIS, strict anti-virus features, etc.

Coordination and support documentation activities in SPGRC network

- Technical backstopping missions to NPGRCs

- Organise, update and manage SPGRC library
- Supervision of cataloguing and classification of newly acquired publications
- Purchase of books, manuals and subscription of periodicals
- Acquisition and maintenance of electronic library management software

Publicise activities of the SPGRC network

- Designing, typesetting and editing annual report, newsletters, and other SPGRC network publications
- Organise and participate in annual agricultural shows
- Revising and reproducing promotional materials

Other

- Continually upgrade own knowledge in the specific work area
- Supervise the work of team falling under the senior officer

Position Requirements

Qualifications

At least a Masters Degree in Agriculture or Plant Sciences from a recognised Institution

Specialised Knowledge

- Experience and knowledge in computerised information management that include database development and management, office management software and GIS
- Good understanding of PGR management
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10 years relevant experience

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Supervisory skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Thinks and acts strategically

24. Senior Programme Officer Ex-Situ Conservation – SADC Plant Genetic Resources Centre (SPGRC) (Lusaka, Zambia) – Grade 5

Purpose of the job:

Responsible to develop ex situ conservation activities in SADC, to coordinate seed multiplication, rejuvenation and characterisation in SPGRC network, and to maintain base collections at the gene bank of SPGRC.

Duties and Responsibilities

Organise transfer of seed samples from NPGRs to SPGRC for Base Collection

- Maintain dialogue with NPGRs on issues of conservation and duplication to Base.
- Collaborate with Head of Plant Protection, Zambia for quarantine and phytosanitary matters
- Ensure freight/transport is arranged for seed transfer to SPGRC from NPGRs
- Organise for seed clearances and import permits
- Manage herbarium Coordinate on-farm activities and establishment of field genebanks in the region

Develop and maintain handling and storage standards for viable storage at SPGRC

- Oversee viability testing
- Oversee and supervise moisture tests and seed laboratory experiments
- Manage gene bank inventory
- Conduct routine monitoring activities to ensure seed is viable in gene bank
- Manage logistics to ensure germplasm received from NPGRC and seeds are kept
 - for long term in gene bank
- Advise on procuring right genebank facilities and equipment
- Carry out experiments to improve standards of work and attracting sustainable utilization through discovery of desirable traits from conserved materials

Coordinate multiplication, rejuvenation, characterisation and germplasm utilisation activities at SPGRC and NPGRCs

- Coordinate multiplication and rejuvenation activities and provide NPGRCs with necessary standard information on the same
- Avoid and normalise discrepancy between numbers of accessions that are held at NPGRCs and at SPGRC
- Coordinate germplasm characterisation activities
- Carry out preliminary evaluation activities
- Organise sharing for active and base collections and dispatch for germplasm multiplied at SPGRC farm
- Serve as secretary of some SPGRC Regional Crop Working Groups

Prepare work-plans/budget / reports for Ex- situ and ensure adherence to internationally accepted standards

- Prepare strategic plans for the section and annual work-plans,
- Prepare monthly, quarterly and annually reports
- Write reports on technical trips made to Member States
- Provide reports for adherence to and/or divergence from genebanking international standards
- Provide technical backstopping to NPGRCs
- Coordinate repatriation of SADC germplasm held outside the region
- Engage the Nordic Genebank, Bioversity International, and International Agricultural Research Institutes and Centres and represent SPGRC on technical and policy genebanking for a

Organise practical short courses in handling germplasm and participate in research activities related to Plant Genetic Resources conservation and utilisation

- Raise funds for training from different sources including self, donor, competitive grants, etc.
- Determine courses of relevance to the SADC region and host and run such courses
- Collaborate with other institutions in research in PGRFA in line with SADC strategy

Other

- Continually upgrade own knowledge in the specific work area

- Supervise the work of the team falling under the Senior Officer

Position Requirements

Qualifications

At least a Masters Degree in Agricultural or Plant Sciences with a bias towards Conservation of Plant Genetic Resources, Biodiversity, Crop Improvement or Plant Breeding.

Specialised Knowledge

Proficient in the use of computers and computer software relevant to the Position

Experience

At least 10 years of similar experience

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Supervisory skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural
- and highly political environment

- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Thinks and acts strategically

25. Senior Programme Officer In-Situ Conservation SADC Plant Genetic Resources Centre (SPGRC) (Lusaka, Zambia) – Grade 5

Purpose of the job:

Responsible for planning and coordinating activities involving germplasm collection, plant genetic resources inventory and in situ/on-farm conservation in the SADC region.

Duties and Responsibilities;

Organise, actively collect plant germplasm and train NPGRCs collectors in the region

- Plan and budget for the collection mission
- Liaise with the NPGRCs on the target species
- Formulate collection strategies
- Train the collectors
- Participate in the rescue and/or gap filling collection expeditions
- Coordinate identification, inventorying, classification of relevant flora and organize in situ preservation of plant genetic resources.
- Identification and classification of threatened/Red Listed plants
- Determine status of species occurrence
- Recommendations made for species protection and conservation measures in liaison with NPGRCs
- List of conserved species plus areas formulated and updated annually for the region

Coordinate on-farm activities and establishment of field genebanks in the region

- Identification of threatened farmers varieties
- Promote on-farm conservation and utilisation of indigenous crops,
- Facilitate commercialisation of preferred local varieties /quality declared seed systems
- Disaster preparedness to include restoration of lost crops
- Coordinate establishment of field genebanks for the conservation of root & tuber crops

- Update list of conserved vegetatively propagated material, threatened medicinal plants, fodder, wild ornamentals and any other useful plants in the region
- Sensitise communities on sustainable climate smart agriculture practices

Monitor SPGRC farm activities, arboretum and manage maintenance of farm equipment

- Coordinate farming activities
- Maintain the arboretum
- Monitor servicing and general maintenance of farm implements.

Conduct studies on wild edible and indigenous species in liaison with NPGRCs

- Identify regionally occurring species (occurring in at least 3 SADC countries)
- Determine possible study areas
- Prepare a research project proposal, mobilise research grants and implement activity in collaboration with NPGRCs where need arises.

Other

- Continually upgrade own knowledge in the specific work area
- Supervise the work of the team falling under the senior officer

Position Requirements

Qualifications

At least a Masters Degree in Agricultural or Plant Sciences with a bias towards Conservation of Plant Genetic Resources, Biodiversity, Crop Improvement or Plant Breeding.

Specialised Knowledge

Proficient in the use of computers and computer software relevant to the Position

Experience

At least 10 years relevant experience in germplasm collection, conservation and use, or similar work experience.

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Supervisory skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)

- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations

26. Senior Translator- French - Grade 5

Purpose of the job:

- Coordinate the tasks of internal and freelance translators, and revision of the translations of Secretariat materials done by the translators
- Coordinate the services provided by the translation team, including external freelance translators, and the sourcing of interpreters, and ensure the service is provided in a seamless and consistent way to meet the needs of the Secretariat and other stakeholders.

Reporting Line

- This position reports to the Senior Officer- Conference Services

Duties and Responsibilities

- Manage and allocate translation assignments and projects
- Coordinate and supervise the activities of the pool
- Translate documents
- Revise translations done by translators
- Provide training and guidance to translators as necessary
- Oversee the engagement of freelance translators and interpreters and coordinate the work thereof
- Coordinate and ensure the regular assessment and rating of external translators and interpreters

- Oversee the maintenance and updating of a database of freelance translators and interpreters as well as interpretation equipment providers
- Assist in ensuring the timely payment of service providers (translators/interpreters/interpretation equipment providers)
- Provide general language support in the servicing of the Secretariat and Policy Organs
- Research terminology and language by subject matter so that the most appropriate translations can be developed; and use this to populate the central terminology database / glossary and reference archive for translation
- Coordinate the maintenance of Trados Translation Memories and term bases for the Pool in collaboration with the Reviser
- Assist the Reviser in developing a harmonised SADC terminology database, in collaboration with translators
- Arrange training for translators, from time to time, and identify resource persons/institutions to that effect
- Perform any other duties as may be required by the supervising officer

Position Requirements

Qualifications

- At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution. A Master's degree would be an added advantage

Professional Certification:

- Certification in Translation
- Trados certification will be an added advantage

Specialised Knowledge

- Knowledge and fluency of French as language A and English as language B. The knowledge of Portuguese will be an added advantage.
- Working knowledge of the key terminology used in SADC
- Proficient in the use of computers and computer software relevant to the Position, especially Trados.

Experience

- At least 7-10 years' work experience in translation, including 2-3 years supervisory experience

Skills Requirements

- Communication skills
- Interpersonal skills

- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without much close supervision
- Be flexible and adaptable to change
- Maintain confidentiality and be respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

27. Reviser x 2 (French & Portuguese) - Grade 5

Purpose of the job:

- Provide accurate, timely and stylistically appropriate revisions and translations of texts for distribution to Member States and/or members of the Secretariat

Reporting Line:

- This position reports to the Senior Officer- Conference Services

Duties and Responsibilities

- Revise the translations done by other members of the Pool or by any external collaborators, ensuring that the meaning and style of the original texts are retained in the translations
- Assist the Senior Translator in overseeing all stages of the translation and interpreting processes

- Assist the Senior Translator in ensuring the regular assessment of the performance of freelance translators / interpreters
- Translate documents as and when required.
- Develop a harmonised SADC terminology database, using CAT Tools, especially Trados, in collaboration with the Senior Translator and Translators
- Guide new and existing freelance translators / interpreters on key concepts, terminology, style etc. used by the Secretariat
- Develop and implement quality assurance mechanisms, quality check translations / revisions and make document corrections as required
- Ensure that the translation / freelance interpretation team adheres to set quality standards, style guides and requester-specific instructions
- 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 required by the supervising officer

Position Requirements

Qualifications

- At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution. A Master's degree will be an added advantage

Professional Certification

- Certification in Translation
- Trados certification will be an added advantage

Specialised Knowledge

- Knowledge and fluency of French or Portuguese as language A and English as language B. The knowledge of a third SADC working language will be an added advantage.
- Working knowledge of the key terminology used in SADC
- Proficiency in the use of computers and computer software relevant to the position, especially Trados.

Experience

- At least 10-15 years' work experience in translation and revision of translations

Skills Requirements

- Communication skills
- Interpersonal skills
- 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
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without [...] close supervision
- Flexible and adaptable to change
- Maintain confidentiality and be respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

28. Finance Officer - Project Audits and Compliance - Grade 6

Purpose of the job:

- Ensure that projects administration is adequately controlled and executed in compliance with relevant rules, regulations and procedures
- Supervise the work of the team falling under the officer

Duties and Responsibilities

- Evaluate the soundness, adequacy, and effectiveness of operating policies, procedures, and controls, in the areas of Programmes, finance, HR, administration, and procurement and make recommendations for improvements in accordance with operational standards as expressed in the various policy documents, handbooks and other guidelines
- Monitor compliance in the implementation of International Cooperating Partner's policies, procedures, laws, regulations and controls through regular spot checks, field visits and in-depth reviews
- In collaboration with Programme and finance staff, develop a standard filing and referencing system that ensures that complete documentation exists for all transactions
- Develop annual audit calendar and communicate to Programme finance teams on key dates in submission of audit reports to the International Cooperating Partner
- Review and provide guidance in the preparation of in year financial report

- Conduct pre-audit planning through compilation of required documentation and scope analysis identifying audit objectives, priorities and deliverables in accordance with contractual requirements
- Supports external auditors by coordinating information requirements for all SADC Programmes
- Evaluate the adequacy and timeliness of management's response and the corrective action taken on audit recommendations
- Develop action plans to implement recommendations made in internal and external audits and evaluations; provide support and follow up on the implementation of the action plans
- Coordinate the post-audit analysis process, identify and summarize audit exposure and issues. Place an emphasis on maintaining a detailed audit trail with a high level of data integrity
- Communicate timely audit results to Director Budget and Finance and Senior Management
- Manage and provide expertise to assist auditors during the fieldwork process and work paper analysis.
- Approval of SADC International Cooperating Partner's financial statements for signing by management
- Conduct trainings on topics such as internal controls, fraud detection and reporting, anti-corruption and investigation. Develop or adapt training materials as necessary
- Provide in house training, on job and guidance (coaching and mentoring) to staff on compliance with donor funding applicable rules and regulations
- Provide fiduciary financial management to all project on start-up and after closure
- Review and approve set of audited AFS in accordance with the international financial reporting standards, the companies act and any other specific audited project for management signing
- Collaborate with the International Cooperating Partners during implementation and after closure of the project, ensure all contractual responsibilities are complied.
- Review and ensure that projects submits monthly management accounts
- Review and approve expenditure report and supplementary report for submission to Donors
- Effective participation and engagement with the on-going interventions to upgrade systems and processes
- At the direction of the Director of Budget and Finance, support in the investigation of allegations of suspected fraud or misconduct and produce required reports
- Any other duties as delegated by the Director or Controller Grants from time to time internal and external stakeholders
- Quality of support and assistance provided to auditors
- Quality of support provided to finance and project staffs on reporting

Supervision

- Prepare work plan, schedule work, allocate and delegate tasks to subordinates
- Supervise the subordinates and their work, and appraise their job performance
- Provide advice and guidance as and when required to subordinates

- Provide quality services as per service level agreements
- Consult with the Head of Unit on any staff related issues
- Provide inputs to the annual budget estimation for the unit
- Prepare regular progress reports for the Head of Unit, as and when required
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Senior Officer

Position Requirements

Qualifications

At least a Degree in a Finance related field from a recognised institution.

Professional Certification:

Professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent.

Specialised Knowledge

- Knowledge of IAS, IFRS and IPSAS
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years of work experience in a similar field, including supervisory Experience.

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills

Competency Requirements

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines

- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- 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

29. Officer - Research and Statistics x2 - 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
- Responsible for the maintenance of an integrated regional statistical data, information and knowledge database

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 First Degree in Statistics or related technical field from a recognized institution
- At least a Master's Degree in Statistics or 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 analysis within a public or private sector, regional or international organization

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

30. Programme Officer - HIV and AIDS - Grade 6

Purpose of the job:

Support the Senior Programme Officer in facilitating and coordinating the development, review, implementation and monitoring of the HIV and AIDS agenda of the SADC

Duties and Responsibilities

Provide effective support to the Senior Programme Officer on research and dissemination of HIV and AIDS information:

- Collate data and information relevant to the SADC HIV and AIDS programme of action, using primary and secondary research techniques
- Co-ordinate research projects to enhance SADC's response to the HIV and AIDS epidemic
- Analyse data and information from research commissioned on HIV and AIDS issues in the region
- Keep regional database on HIV and AIDS up to date
- Organise and coordinate the sharing of technical information and resources in HIV and AIDS among Member States and partners in SADC
- Prepare data for publishing on the SADC website and other forms of media
- Prepare regional annual report on the implementation of the SADC HIV, TB, Malaria, SRH Integrated Programs Strategy

Provide effective support to the Senior Programme Officer to facilitate and coordinate the:

- Implementation of approved policies and strategic frameworks
- Harmonisation of policies, strategies, regulations and standards
- Review, development and monitoring of protocol on HIV and AIDS
- Implementation of capacity building interventions for effective HIV and AIDS programming, planning and management
- Development, review and implementation of strategies and plans
- Harmonisation of integrated responses on HIV and AIDS
- Mobilisation of sustainable and scaled up multi-sectoral responses

Provide technical and administrative support to the Senior Programme Officer during programme / project implementation:

- Drafting of papers, concept notes, minutes of meetings, annotated agendas etc.
- Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
- Organisation of relevant Technical & Policy Meetings & Workshops
- Engagement with or presentations to various stakeholders / audiences on relevant sector issues
- Procurement of consultancies and supervision of consultants
- Monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
- Mainstream any cross cutting issues (e.g. gender and poverty) in the programmes of the unit
- Integrate cross cutting issues in all programme documents

- Facilitate the participation relevant stakeholders on these cross cutting issues in the key discussion meetings and workshops
- Monitor and draft a report on the extent of mainstreaming
- Maintain effective contact with Member States in all programme related matters for the sector
- Liaise with other programme directorates, as and when there is a need for joint /synergised programme implementation
- 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

Position Requirements

Qualifications

At least a Masters Degree in Sciences or related technical field from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for HIV and AIDS
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years of similar experience within a public or private sector, regional or international organisation.

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, 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
- Demonstrated ability to work well in a international, multi-cultural and highly political environment

- 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

31. Programme Officer - Gender Mainstreaming - Grade 7

Purpose of the job:

- Support the Senior Programme Officer in ensuring the mainstreaming of gender perspectives into all SADC policies, programmes, projects and activities at both national and regional levels and in monitoring the implementation of the Revised SADC Protocol on Gender and Development.
- Monitor, evaluate and report progress made in the implementation of all gender commitments of SADC Member States at the regional, continental and international levels.

Duties and Responsibilities

- Draft calendar of events for the year and maintain effective and efficient development and management of the coordinated Gender Mainstreaming Management Structures of Gender unit
- Provide effective support to the Senior Programme Officer in mainstreaming gender in all the Directorates and Units' 'policies and programs;
- Facilitate and coordinate the capacity building in mainstreaming gender into all SADC programmes, policies and activities;
- Continuously, review and update the SADC Gender Mainstreaming Toolkit and sectoral gender mainstreaming checklists and guidelines to be used to build the capacity of all SADC Institutions
- Promote the documentation and sharing of knowledge about current and emerging gender mainstreaming related concerns and trends, evaluate programmes, document lessons learned, best practices as well as replicable strategies and approaches in the SADC Region.
- Provide effective support to the Senior Programme Officer in women empowerment issues
- Develop framework and guidelines for scaling up women's participation in politics and decision-making positions
 - Facilitate the sensitization and capacity building of regional women parliamentarians caucus in advocacy, lobbying, leadership and

- management skills. Also, advocate for the critical importance of women's participation in politics and decision-making positions
- Facilitate the biennial reporting by the Member States on the implementation of the SADC Protocol on Gender and Development and the production of the SADC Gender and Development Monitor
 - Compile Bi-annual reports of Women In Politics and Decision making positions for submission to Council of Ministers and Summit
 - Facilitate and coordinate the regional Women In Business Trade Fairs
- Assist the Senior Programme Officer to facilitate and coordinate the:
 - Review, development and monitoring of the implementation of the relevant protocol/policies and its harmonisation / alignment
 - Development, review and implementation of the relevant strategies and plans
 - Support the Senior Programme Officer for improved quality programme/project delivery of the Gender Unit through:
 - Ensuring, facilitating and monitoring expenditure of the Gender Unit
 - Mainstreaming project funds and making budgetary allocations as per regular resources ceiling and funding sources
 - Supporting budgetary entries and requisitions/voucher approvals on SIMS
 - Participating in the Gender Unit Review Meetings and prepare monthly programme reports, quarterly and annual implementation progress reports
 - Contributing to the facilitation of mid and year end reviews of Gender Unit Operational Plan to assess progress of implementation
 - Drafting of papers, concept notes, minutes of meetings, annotated agendas etc.
 - Organisation of relevant Technical & Policy Meetings & Workshops
 - Engagement with or presentations to various stakeholders / audiences on relevant sector issues
 - Monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
 - Research and disseminate gender related information:
 - Promote evidence-based programming by regularly collecting data and information on sector status/profile in Member States, using primary and secondary research techniques
 - Co-ordinate research projects on the issues facing the sector in the region
 - Analyse the data and information from the research commissioned
 - Develop and regularly populate the regional database on the sector
 - Prepare data for publishing on the SADC website and other forms of media
 - Establish formal contacts with Regional Gender Advocacy groups
 - Maintain effective contact with Member States in all programme related matters for the sector
 - Liaise with other programme directorates, as and when there is a need for joint/ synergised programme implementation
 - 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

Position Requirements

Qualifications

- At least a Master's Degree in Social Sciences / Development Studies/ Gender or related relevant technical field from a recognised institution

Specialised Knowledge

- Knowledge; understanding and the application of gender and gender concepts, as well as integrated programme planning, budgeting, development, administration and monitoring from a Gender perspective
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7-10 years of similar experience within a public or Civil Society Organization (CSO), private sector, regional or international organization

Skills Requirements

- Communication and presentation skills
- Advocacy and lobbying skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, good writing, 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
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- 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

32. Translator x 2 (1 French & 1 Portuguese) - Grade 6

Purpose of the job:

- Translate written texts and materials required by the Secretariat, with French or Portuguese being language A, and English language B.

Reporting Line

- This position reports to the Senior Translator

Duties and Responsibilities

- Check original texts and discuss with originators/source of documents to understand translation requirements as well as the content and meaning of original texts
- Use appropriate computer assisted translation (CAT) tools / applications, especially Trados
- Translate and align SADC official documents into specified target languages (English, French or Portuguese)
- Refer to relevant reference materials (dictionaries, online terminology databases, etc.) as and when needed to ensure accuracy of translations
- Ensure that translations retain the content and meaning of original documents
- Revise and double-check translations of technical terms and terminology
- Prepare and continuously update a glossary/database of technical terminology used in translations, and make reference to it in future translations
- Proofread, edit, and revise translated materials before submission to the next level of review
- Produce and maintain folders of translated documents
- Interact with internal clients to ensure satisfaction and understanding
- Continuously increase specialist vocabulary both in English and the target language (French or Portuguese) in order to effectively undertake translation assignments
- Upload and maintain a record of all translated material in the Unit's Shared Folder
- Perform any other translation-related duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution.

Professional Certification

- Certification in Translation
- Trados certification will be an added advantage

Specialised Knowledge

- Knowledge and fluency of French as language A and English as language B. The knowledge of Portuguese will be an added advantage.
- Working knowledge of the key terminology used in SADC
- Proficient in the use of computers and computer software relevant to the Position, especially Trados.

Experience

- At least 5-7 years' work experience in translation

Skills Requirements

- Communication skills
- Interpersonal skills
- Mentoring and coaching skills
- 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
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without much close supervision
- Be flexible and adaptable to change
- Maintain confidentiality and be respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven

- Team player

33. Internal Auditor – Grade 6

Purpose of the job:

Execute the audit programme to (a) assess operational efficiency, risks, soundness of business practices, reliability of financial reporting and effectiveness of financial controls and procedures, and evaluate compliance with set procedures and applicable laws

Duties and Responsibilities;

- Check the soundness of controls for proper custody and safeguarding the assets of the Secretariat and to ensure appropriate and authorised use of assets
- Identify improper accounting or documentation, and make recommendations to improve policies or procedures accordingly
- Audit the accounting and financial data of directorates to ensure accuracy and compliance with relevant guidelines and applicable laws, and carry out internal audit checks of financial transactions on a random basis to test soundness of controls and accounting procedures
- Review and audit procurement processes to ensure that transparent procurement procedures are in place and are implemented at all times
- Undertake performance audit of various business units and SADC projects and report of economy, efficiency and effectiveness of operations.
- Carry out special audit assignments and investigations as directed by ES and / or Audit Committee
- Recommend way of improving the economy, efficiency and effectiveness of operations based upon findings from an impartial and objective examination.
- Review programs to ascertain whether the results are consistent with established objectives and goals, and whether the operations or programs are being carried out as planned.
- Review whether records are being properly maintained in accordance with SADC Administrative Rules and Financial Regulations
- Review governance practices and standards in line with IIA Standards and best practices;
- Execute the audit programme by:
 - Attending meetings with auditees to develop an understanding of business processes
 - Meeting relevant staff and obtaining documents and information from each directorate
 - Gathering data for internal audit through a variety of methods including interviews, desk research etc.
 - Documenting the results of the audit work
 - Researching, recording and assessing how well risk management processes are working

- Preparing reports to highlight issues and problems, and submitting to the Senior Officer – Internal Audit for review
- Review SADC systems, business process and operations recommend improvements.
- Update systems flowcharts and documentation to reflect changes in the control environment as and when they arise, and to evaluate their effectiveness on controls
- Assist the Supervisor in developing the annual audit programme and the audit recommendations, and in monitoring progress in the implementation of audit recommendations
- Liaise with the external auditors as and when required
- Follows up on audit findings to ensure that management has taken corrective action(s)
- Perform any other duties as may be assigned by the supervisor

Position Requirements

Qualifications

At least a Degree in Accounting or Finance or professional qualification (e.g.CPA, ACCA, ACA or CA or CIPFA) from a recognised institution

Professional Certification:

Certified Internal Auditor (CIA) is desirable

Specialised Knowledge

- Knowledge in Auditing standards, techniques, activities, and processes
- Knowledge in Risk management and risk assessment
- Knowledge in accounting and financial rules, laws, standards, and practices
- Knowledge in Fraud investigation and detection criteria and strategies
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background.

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Networking and relationship building skills, persuasion and advocacy skills
- Organisational skills (planning, budgeting, 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

34. IT Support Officer – SADC Regional Peacekeeping Training Centre (RPTC) (Harare, Zimbabwe) – Grade 6

Purpose of the job:

Under the supervision of Senior Officer, ICT, the incumbent will be responsible for planning, implementing and managing the ICT network and associated core infrastructure as well as development, installation, upgrade and maintenance of information systems.

Duties and Responsibilities

- Ensure the provision of IT Support to all users including facilitators and participants during training.
- Support the digitalization of the library and ensure all e-library products are in a form acceptable for learning.
- Supervise and ensure Conferencing equipment and other IT Support equipment is serviceable and correctly installed.
- Ensure the training material are produced and packaged in the prescribed form ready to be used in training.
- Supervise and ensure all IT equipment is free from threats posed by viruses and any software that may compromise the integrity of IT platforms.
- Support in the operation of any dedicated IT Platforms for the smooth running of the Centre.
- Ensure the smooth running of all ICT network infrastructure including post implementation evaluation and documentation

- Ensure that ICT converged network applications of IP telephony and network data (email, internet, network stored data and video) are maintained according to international best practices.
- Manage service providers and monitor Service Level Agreements pertaining to network service quality and availability
- Ensure the implementation of adequate security measures for ICT Network Infrastructure, applications and data, including business continuity planning (redundant network components and paths).
- Train end users in relevant ICT network based applications.
- Assist in the documentation and adherence to relevant policies, procedure and standards.
- Assess, evaluate and recommend technologies and applications relevant with the ICT Network requirements of SADC.
- Perform any other related duties as required to meet the needs of the SADC Secretariat

Position Requirements

Qualifications

- At least a Degree in Computer Science, Information Technology

Professional Certification:

- CISCO Certified Network Associate (CCNA) certification or equivalent.
- Professional Certification in Microsoft Applications
- Professional certification in IT Service Management applications
- Higher professional certification in Cisco Technologies, eg. Cisco certified Network Professional (CCNP) (desirable)

Specialised knowledge

Knowledge of Operating Systems, and Networking, Information systems and design

Experience

At least 5 years post graduate work experience in an ICT environment of which 2 years should be hands on experience in Networking and IT support.

Skills Requirements

- Communication and presentation skills
- Decision-making and Leadership skills
- Interpersonal skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised with high attention to details
- 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

35. Liaison Officer - Disaster Risk Reduction - Grade 7

Purpose of the job:

Establish, facilitate and strengthen strong links and collaboration with international, regional, national and sub-national programmes and institutions working in disaster risk reduction/management and humanitarian assistance

Duties and Responsibilities

DRR Liaison

Assist the DRR Senior Officer to:

- Prepare annual work programmes, procurement plans for human and short term technical assistance, and material resources and other relevant planning documentation for the DRR programme
- Improve the planning and coordination capacity of the DRR Unit
- Ensure that systems and procedures to support efficient and effective programme implementation are in place

- Develop and maintain a regional disaster risk reduction (DRR) information management system to support the implementation of the SADC DRR Strategy and Programme
- Provide substantive backstopping, secretarial and other support services to and facilitate the activities of the SADC Disaster Risk Reduction Technical Committee in the performance of its functions as may be outlined in the Programme and Strategy documents
- Establish an effective working relationship with international, regional, national and sub-national partners involved in disaster risk reduction, preparedness, response and relief efforts
- Maintain liaison with the African Union, other Regional Economic Communities (RECs), national governments, international development partners, the United Nations and its programmes and specialised agencies, inter-governmental institutions, major groups and other partners to support, promote and facilitate the activities and programmes aiming at the achievement of goals and objectives of the SADC DRR Strategy
- Facilitate incorporation and mainstreaming of disaster risk reduction approaches in on-going thematic/ sectoral SADC programmes at the Secretariat and harmonise implementation strategies in Member States
- Develop collaborative links with other thematic partners, in water, health, agriculture, food security, meteorology/climate, finance and economic planning
- Facilitate harmonisation of the implementation of DRR and climate change adaptation programmes
- Monitor implementation of partner and stakeholder DRR programmes and facilitate alignment with SADC programme
- Participate in joint disaster risk assessment and coordination missions to take stock of other complementary programmes and facilitate harmonisation of implementation
- Prepare regular reports, background papers, analyses, and studies on consultative and other meetings and conferences on DRR organised by the SADC Secretariat, Member States and partners
- Monitor and prepare regular reports on progress in implementing the Sendai Framework for DRR, Africa DRR Strategy and activities of DRR partners in the sub-region
- Timely submission of technical and progress reports and any other documentation as required under the contribution agreement or SADC oversight structures
- Organise and facilitate coordination meetings and workshops
- Organise best practices workshops/seminars to enable Member States to share experiences on implementation of programmes
- Liaise with other SADC Directorates to strengthen coordination of DRR thematic programmes at SADC Secretariat and harmonise implementation strategies
- Organise external visits to other Regional Economic Communities and international institutions
- Facilitate consultative meetings and workshops, including national and regional technical workshops

- Conduct training and capacity needs assessments of Member State institutions to identify training and capacity requirements
- Facilitate training workshops, seminars and post-disaster analysis activities with a focus on natural disaster risk reduction, preparedness and response, and identification of capacity gaps at regional, national and community levels
- Liaise with SADC and partner training institutions to identify facilities and courses for the Member States
- Assist in the preparation of the communication and visibility plan for the DRR programme
- Establish and operationalise the sub-regional DRR platform as a forum for the exchange of strategies and experiences
- Ensure visibility of the programme at national, regional and international consultation forums
- 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

Position Requirements

Qualifications

At least a Degree in Natural, Environmental or Social Sciences, Political Science, Development Studies, International Relations, Geography, or a suitably related Social Science or Management discipline from a recognised institution.

Professional Certification:

Exposure to emergency training

Specialised Knowledge

- Knowledge of SADC peace and security, regional economic and integration issues
- Knowledge of disaster risk management and climate change
- Familiarity with the operation of inter-governmental and international organisations and development partners
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years professional and practical experience in fields associated with the management and coordination of issues such as disaster risk management, early warning systems, sustainable development, humanitarian programmes or a related field, in the SADC region.

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

36. Elections and Good Governance Officer - Grade 7

Purpose of the job:

- Coordination and implementation of programmes on elections and good governance and the provision of advice on regional and international political developments

Duties and Responsibilities

Harmonisation

- Development, strengthening and harmonisation of electoral and good governance standards in the region
- Facilitate the approval and adoption of the normative standards by SADC Structures
- Facilitate the implementation of the standards by Member States

Research and Information Dissemination

- Conduct data collection on the state of electoral and governance systems in the region, using primary and secondary research techniques
- Identify research and academic institutions to undertake studies on specific priority areas, commission the studies, and use the findings to inform planning
- Development and maintenance of a database / observatory on elections and good governance
- Publish research and dissemination data through the SADC website, other media or through reports to SADC Institutions and Member States

Strategic Planning, Programming and Implementation

- Development of long-term, medium and short term strategic plans
- Formulate Strategic Plans for adoption by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual plans
- Implement projects/programmes from the Strategic Plan
- Implementation of all programmes/projects under the ISPDC, SEAC and other specialised committees, including amongst others:
 - Participates in and promotes dialogue and information exchange between SADC, AU, RECs, Non-State Actors on electoral, democracy and good governance;
 - Diplomatic initiatives to promote a culture of democracy, good governance, peace and tolerance in the region
 - Promotion of democracy and good governance activities such as awareness programmes
 - Work with Regional centres of excellence to ensure peer exchange and sharing of political and diplomatic experiences
 - Servicing of SADC Electoral Observation Missions; and providing technical support and assist with the development policy advisories;
 - Facilitate the training of SEOMs, including Short and Long Term Observations;
 - Facilitate the review and update of election manuals, curriculums and programmes to conform to regional, continental and international standards
 - Promotion of regular reporting on human rights in Member States;
 - Facilitate collaboration with other Units within the Sector such as the Mediation Support Unit (MSU) on research on election related conflict; and other interventions; as well as collaborate with Sectors in the Organ through joint planning and interventions;
 - Reviews and monitors political and electoral events in the SADC Region
- Advise the Senior Officer – Politics and Diplomacy on regional and international developments with an impact on the region's political stability

- Contribute to the development of good governance norms as part of the regional foreign policy in coordination with the SADC Early Warning Systems
- Requires an adequate knowledge and understanding and articulation of SADC relevant policies and specific statutory meetings decisions.
- Foster intersectoral/interdepartmental synergies and collaboration in particular with MRG/REWC/PLANELM
- Observe compliance of key institutional governance policies, such as financial; procurement and human resources regulations and procedures
- Efficient and proper usage of funding for programme and project implementation
- Work with project staff and consultants towards the realization of the sector's strategic objectives
- Monitor implementation of programmes/projects by Member States in line with developed indicators, systems and criteria and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders that are critical to delivering the unit's objectives and programmes
- Engage with key external stakeholders on a regular basis
 - Encourage a culture of consultation among political stakeholders.
 - Organise roundtable discussions to deliberate on the involvement of civil society in Organ activities.
 - Organise consultative workshop between the SIPO and the RISDP
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat
- Servicing of Relevant Technical & Policy Committees, Meetings & Workshops
- Draft technical papers for discussion, dissemination and publication
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Coordinate the holding of the Inter-State Politics and Diplomacy Committee (ISPDC), SADC Electoral Advisory Council / SEAC and Ministerial Committee of the Organ (MCO) meetings and workshops and service the meetings as required
- Prepare records of the meetings

Provision of technical advice and support

- Provide technical expertise, analysis of democracy, electoral and good governance trends, advice and support
- Provide technical support to members of the SEAC and ISPDC
- Participate in electoral processes as necessary and appropriate
- Update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives

- Participate in the formulation and development of the Organisational Strategy for the Secretariat
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Participate in the preparation of the unit's budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Senior Officer – Politics and Diplomacy
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Senior Officer – Politics and Diplomacy

Capacity Building on Elections and Good Governance

- Keep abreast with international evolution of global trends in the area of elections and good governance, adapt and disseminate these to members of SEAC, ISPDC, MCO and Member States as appropriate.
- Conceptualise, plan and coordinate the roll out of training programmes and seminars in the area of elections and good governance for relevant stakeholders

Position Requirements

Qualifications

- Master Degree in Political Science, International Relations, Law or related field from a recognised institution

Specialised Knowledge

- Knowledge of electoral and governance processes, frameworks and norms
- Proficient in the use of computers and computer software relevant to the position

Experience

- Experience in project coordination, management and networks / partnerships building would be desirable
- At least five (5) years work experience in the field of elections, democracy and governance in a public sector, regional organisation or other such institutions.

Skills Requirements

- Communication and diplomacy skills
- Computerised desktop publishing and production skills
- Conflict and crisis management skills

- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- 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
- Visionary, thinks and acts strategically

37. Mediation and Peacebuilding Officer - Grade 7

Purpose of the job

- Facilitate the Coordination and implementation of programmes on conflict prevention, resolution, mediation and peacebuilding and the provision of advice on regional and international political developments

Duties and Responsibilities

Harmonisation

- Work in Collaboration with the Electoral Support Unit and other Units within the Secretariat on interrelated interventions concerning conflict, elections, governance and human security.

Research and Information Dissemination

- Conduct data collection on the state of mediation and peacebuilding in the region, using primary and secondary research techniques
- Identify research and academic institutions to undertake studies on specific priority areas, commission the studies, and use the findings to inform planning
- Development and maintenance of a database / observatory on mediation conflict prevention, resolution, management, transformation and peacebuilding
- Publish research and dissemination data through the SADC website, other media or through reports to SADC Institutions and Member States

Strategic Planning, Programming and Implementation

- Enhance SADC's mediation and peacebuilding capacity
- Enhance the State of peace and stability in the region
- Development of long-term, medium and short term strategic plans for the SADC Mediation, Conflict Prevention and Preventative Diplomacy Structures
- Formulate Strategic Plans for adoption by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual plans
- Implement projects/programmes from the Strategic Plan
- Implementation of all programmes/projects under the ISPDC, MRG, POE and other specialised committees, including amongst others:
 - Communication and cooperation links within SADC countries, between SADC and the AU Commission / AU institutions
 - Diplomatic initiatives to promote a culture of peaceful co-existence, stability and tolerance in the region
 - Promotion of mediation and peacebuilding (DDR and SSR) activities such as awareness programmes
 - Regional centres of excellence for the exchange and sharing of political and diplomatic experiences
 - Rendering of professional services to SADC Peace Support Operations (PSOs)
 - Strengthening of institutions that promote peaceful co-existence and stability within Member States
 - Promotion of regular reporting on human rights in Member States
- Advise the Senior Officer – Politics and Diplomacy on regional and international developments with an impact on the region's political stability

- Contribute to the development of a normative framework for the promotion of a culture of peace as part of the regional foreign policy in coordination with the SADC Early Warning Systems
- Efficient and proper usage of funding for programme and project implementation
- Work with project staff and consultants towards the realization of the sector's strategic objectives
- Monitor implementation of programmes/projects by Member States in line with developed indicators, systems and criteria and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders that are critical to delivering the unit's objectives and programmes
- Engage with key external stakeholders on a regular basis
- Encourage a culture of consultation among political stakeholders.
- Organise roundtable discussions to deliberate on the involvement of civil society in Organ activities.
- Organise consultative workshop between the SIPO and the RISDP
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat
- Observe compliance of key institutional governance policies, such as financial; procurement and human resources regulations and procedures;
- Foster intersectoral/interdepartmental synergies and collaboration in particular with MRG/REWC/PLANELM/Defense Affairs

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Draft technical papers for discussion, dissemination and publication
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Coordinate the holding of the Inter-State Politics and Diplomacy Committee (ISPDC), Mediation Reference Group (MRG), Panel of Elders (POE) and Ministerial Committee of the Organ (MCO) meetings and workshops and service the meetings as required
- Prepare records of the meetings

Provision of technical advice and support

- Provide technical expertise, analysis of mediation and peacebuilding trends, advice and support
- Provide technical support to members of the MRG, POE and ISPDC

- Participate in SADC mediation and peacebuilding interventions as necessary and appropriate
- Update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation and development of the Organisational Strategy for the Secretariat
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Participate in the preparation of the unit's budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Senior Officer – Politics and Diplomacy
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Senior Officer – Politics and Diplomacy

Capacity Building on Elections and Good Governance

- Keep abreast with international evolution of global trends in the area of mediation and peacebuilding, adapt and disseminate these to members of the MRG, POE, ISPDC, MCO and Member States as appropriate.
- Conceptualise, plan and coordinate the roll out of training programmes and seminars in the area of mediation and peacebuilding for relevant stakeholders
- Coordinate efforts on peacebuilding and reconstruction (DDR; SSR and Socio-economic recovery and reconstruction)

Position Requirements

Qualifications

- Master Degree in Political Science, International Relations, Peace/Conflict and Security Studies, Law or related field from a recognised institution

Professional Certification:

- Political Studies, Security Studies, Peace and Conflict Studies or other related studies

Specialised Knowledge

- Knowledge of electoral and governance processes, frameworks and norms
- Proficient in the use of computers and computer software relevant to the position

Experience

- Experience in project coordination, management and networks / partnership building would be desirable
- At least five (5) years work experience in an institution relevant to the professional requirements outlined above.

Skills Requirements

- Communication and diplomacy skills
- Computerised desktop publishing and production skills
- Conflict and crisis management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- 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
- Visionary, thinks and acts strategically

38. Officer – Logistics - Grade 7

Purpose of the job

- To Plan and coordinate the logistics, medical support and as well as, when necessary, provide support in the Human Resources policy domain, in the context of internal coordination work of the Defense Affairs and Planning Unit

Duties and Responsibilities

- Ensure liaison and advise on the proceedings and programs of the Logistics Working Group
- Assist in logistical liaison and supervision of programmes and projects as those pertaining to Defence Affairs, including coordination of matters related to the Regional Logistics Depot (RLD)
- Initiate the development of quarterly action plans for the Defence and security function, including policy matters related to logistical support in furtherance of enhanced regional collective Defence
- Plan, monitor and report on the logistical dimension in cooperation with other line entities within the SADC Secretariat, including but not limited to the SADC Standby Force Planning Element, thereby enabling Secretariat's effective support to the regional collective Defence function, including in the planning and conduct of regional peace support and humanitarian operations and/or exercises
- Follow up, monitor and report regularly on regional logistical needs for joint and multinational operations capability and as related to running stocks in the context of the RLD
- Assist in ensuring the implementation of decisions of the Inter-State Defence and Security Committee (ISDSC) and service meetings as required
- Assist in ensuring liaison with authorized cooperating partners, including in the areas of sustainable resourcing of the region's logistical capacities and readiness for conduct of operations/exercises
- Provide support on Defence Affairs and Planning Unit related to the Human Resources policy domain
- Advise the Senior Officer Defense Affairs and Planning on any policy related matter which may require intervention
- Perform any other relevant duties and responsibilities as may be assigned by the Senior Officer from time to time

Position Requirements

Qualifications

- A bachelor's degree or equivalent in any of the following: Logistics, Procurement, Transportation, Public Administration, Public Policy, or other Humanities-related disciplines essential

- An active service military officer of a rank of Lieutenant Colonel or equivalent

Professional Certification:

- Must be Joint Senior Command and Staff College (PSC) certified

Specialised Knowledge

- Computer Literacy, including working familiarity with basic computer application packages and Report writing skills an essential requirement

Experience

- At least seven (7) years' working experience in a logistics command or staff position, of which a minimum two (2) years at formation or higher military headquarters

Skills Requirements

- Excellent organizational and communication skills
- Integrity and accountability in handling public resources.
- Ability to set priorities and complete tasks with minimum supervision to strict deadlines.
- Ability to take initiative, work well as a member of the team as well as having a flexible, friendly, co-operative personality, enabling the incumbent to work well in a multi-cultural and multinational environment.
- Ability to communicate effectively in written and spoken English is a core requirement; fluency in the other Official SADC Languages an added advantage.

39. Operation and Plan Officer - Grade 7

Purpose of the job:

- The Operations Officer of SADC POL PLANELM serves as the key person in planning and coordinating the SADC Police Operations and developing planning concepts in line with UN / AU Peace Support Operation systems.
- Be responsible for planning for upcoming missions as well as evaluation of lessons learnt from previous missions.
- To maintain and update documentation of the SADC POL PLANELM planning processes and procedures as well as the planning estimates.

Duties and Responsibilities

- To undertake fact finding missions as directed by the Chairperson of the SADC Chiefs of Police.

- Conduct geographic and logistic requirements appraisal for all possible missions operating conditions both in terms of.
- Prepare annual activities and work plans for implementation of police programs.
- Prepares training plans for approval by the SADC Chiefs of police committee.
- To undertake fact-finding missions as directed by the Chairperson of the SADC Chiefs of Police.
- Plan and negotiate with Member States for the execution of the SADCPol roster in consultation with Head of Police Component.
- Check on the readiness of resources and pledged capabilities by Member States.
- Participate in International or regional conferences, symposia and seminars that enhance the effectiveness of SADCPol.
- Perform any other Police related duties as may be assigned by Head of Police Component.

Position Requirements

Qualifications

A Masters Degree in Police Science, Criminal Justice, Criminology, Law, Security Studies, or any other relevant Masters with requisite Police experience.

Experience

At least 7-10 years of similar experience within a public or private sector, regional or international organization

Competency and Skills Requirements

- Oral and written communication skills in one of SADC working languages; viz English, French and Portuguese.
- Computer literacy
- Problem solving skills
- Planning and organizing
- Ability to work in a team
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking,
- Relationship building
- Organisational skills
- Analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

- Ability to draft major policy papers with limited guidance.
- Ability to articulate ideas in an understandable manner.
- Ability to work under pressure

40. Planning and Budget Support Officer x 2 - Grade 7

Purpose of the job:

- Responsible for providing planning and budget assistance, advice and technical support to the Programme directorates

Duties and Responsibilities

- Assist, support and advise the Programme directorates in the following:
 - Come up with a list of programmes and projects based on their plans
 - Ensure that the programmes and projects are aligned with the RISDP or existing Strategic and Operational Plan of the Secretariat
 - Sequence the programmes and projects, based on priorities
 - Resource the programmes in terms of staffing
 - Identify synergies and cross-cutting aspects between own programmes and projects, and those of other directorates
 - Harmonise / synchronise own programmes and projects with those of other directorates
 - Estimate an optimal budget particularly when programmes and projects are cross-cutting in nature and require multiple directorate involvement
 - Define the KRAs and KPIs in the most appropriate manner
 - Clarify and delineate the roles and responsibilities of each implementing partner in the programmes and projects
 - Estimate the budget
- Prepare appropriate templates with unit costs for budgeting by all concerned directorates
- Liaise with programme directorates to ensure that they comply with the approved budgeting deadlines
- Receive plans and budgets from all programme directorates and critically examine them for correctness, accuracy and completeness, and conformance with agreed criteria
- Consolidate the plans for review by the Head
- Assist in enhancing the integrated process of planning, programming, budgeting, monitoring and evaluation on SIMS
- 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

Position Requirements

Qualifications

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

Professional Certification

- Certification in planning, programming and budgeting or related field an added advantage

Specialised Knowledge

- Knowledge of integrated programme planning, budgeting, development, administration, monitoring and evaluation processes and systems
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7-10 years of similar experience within a public or private sector, regional or international organization

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, 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

41. Programme Officer - Multilateral Trade - Grade 7

Purpose of the job:

Support the Senior Programme Officer in facilitating and coordinating policy, planning, programming and M&E work aimed at increasing intra and extra SADC-trade on the basis of fair, mutually equitable and beneficial trade arrangements

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
- Facilitate and coordinate the following activities with regard to promotion of multilateral trade and trade in services liberalisation in SADC:
 - Review, development and monitoring of Trade in Services protocol
 - Finalisation of negotiations on schedules of liberalisation commitment under the Protocol on Trade in Services
 - Monitor developments and activities on trade at multilateral level and coordinate SADC's participation and input
 - Development, strengthening and harmonisation of policies, strategies, regulations, and standards
 - Development, review and implementation of relevant strategies and plans
 - Development and implementation of programmes/projects
 - Organisation of relevant Technical & Policy Meetings, Committees & Workshops; preparation of documentation and technical papers for the meetings, and participation
 - Procurement of consultancies and supervision of consultants
 - Monitoring and evaluation of the implementation of programmes and preparation of M&E reports
 - Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
- Assist the Senior Programme Officer to:
 - Maintain, register and monitor the implementation of decisions made by SADC Policy organs regarding the SADC Trade Policy regime
 - Monitor the implementation and compliance with provisions of the SADC Protocols on Trade and Trade in Services
 - Monitor notifications by Member States on all changes made to trade related laws, regulations, procedures and requirements

- Monitor existing and new bilateral agreements entered into or being negotiated by Member States with third parties to ensure consistency with the SADC trade policy regime
- Coordinate SADC's input and participation in Tripartite, Continental and other regional trade and economic integration processes, agreements and activities
 - Make presentations to various stakeholders / audiences on relevant issues pertaining to multilateral trade and trade in services
 - Coordinate research, analysis and dissemination of information on multilateral trade:
 - Regularly collect data and information on status/profile in Member States, using primary and secondary research techniques
- Co-ordinate research projects in the region
- Analyse the data and information from the research commissioned
- Regularly populate the regional database on multilateral trade
- Prepare data for publishing on the SADC website and other forms of media
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
 - Maintain effective contact with Member States in all matters related to the multilateral trade programmes
 - Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
 - 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

Position Requirements

Qualifications

A Masters Degree in Economics, Development Economics, Management, International Relations, Trade Law and/or in a related area from a recognized Institution

Professional Certification

Trade Policy Analysis, Trade Agreements and Trade Negotiation

Specialised Knowledge

- Knowledge of the region's economic and business environment as well as both private and public sector operations

- Knowledge of multilateral trade agreements, negotiations, and other trade related issues
- Knowledge of the political environment and its influence on trade and regional integration development
- Proficient in the use of computers and computer software relevant to the Position

Experience

At least 7 years of similar trade policy experience within a public or private sector, regional or international organization

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, 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
- Demonstrated ability to work well in a international, multi-cultural and highly political environment
- 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

42. Programme Officer - SQAM - Grade 7

Purpose of the job:

Assist the Senior Programme Officer in facilitating and coordinating the development, implementation and M&E of standards and quality policies, strategies and programmes

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
- Work with and assist the Senior Programme Officer in the following activities:
 - Development, strengthening and harmonisation of the standards, technical regulations, conformity assessment procedures and Quality Infrastructure at large
 - Development, review and monitoring of the implementation of the Technical barriers to Trade (TBT) Annexes of the SADC Protocol on Trade
 - Coordinate the development and review of strategic plans, annual plans and projects/ programmes aimed at developing infrastructures for quality and productivity in the SADC region
 - Facilitate implementation of regional SQAM programmes/projects linked to the TBT Annexes of the SADC Protocol on Trade
 - Facilitate capacity building in Member States
 - Promote and strengthen cooperation and collaboration with other SADC sectors and international organisations dealing in matters or having shared interest on development of SQAM and removal of Technical barriers to Trade (TBT)
 - Coordinate activities aimed at developing and negotiating a SADC Technical Regulation Framework
 - Provide quality and standards related support towards the implementation of the Industrialisation Strategy and Roadmap
 - Follow up on regional and international issues and developments affecting the implementation of the SQAM programme and the World Trade Organisation (WTO) TBT Agreement
 - Monitor implementation of the SQAM programme and the WTO TBT Agreement, and evaluate their impact
 - Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
 - Facilitate, meetings, conferences, workshops and seminars of the TBT Cooperation Structures meetings, conferences, workshops, seminars
- Coordinate research, analysis and dissemination of information:
 - Regularly collect data on relevant matters related to SQAM in Member States, using primary and secondary research techniques
 - Co-ordinate commissioned research projects on this aspect
 - Analyse the data and information from the research commissioned
 - Process the data and feedback into the planning and programming process for SQAM programmes
 - Produce information for dissemination on the SADC website or other media
- Supervise project staff and consultancies
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes

- Integrate cross cutting issues in all programme documents
- Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
- Monitor and draft a report on the extent of mainstreaming
- Liaise with other programme directorates, as and when there is a need for joint / synergized programme implementation
- 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

Position Requirements

Qualifications

At least a Masters Degree in Natural Sciences/Engineering or any other related area from a recognised institution

Professional Certification

Certification in Various Professional Trainings on Standardisation, Quality Assurance, Accreditation or Metrology

Specialised Knowledge

- Knowledge of provisions and principles of the World Trade Organisation (WTO) TBT Agreement and the Technical Barriers to Trade (TBTs) Annex to the SADC Protocol on Trade.
- Knowledge of development of Quality Infrastructure (Standardisation, Quality Assurance, Accreditation, Metrology and Conformity Assessment Bodies (Testing Laboratories, Calibration Laboratories, Certification bodies and
- Inspection bodies) through relevant policy and Infrastructure development.
- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring in SQAM
- Knowledge of Project preparation, planning, implementation, monitoring and valuation on SQAM
- Knowledge and appreciation of the international organisations on Quality and Standards related issues such as ISO/IEC, OIML, BIPM, ILAC/IAF, ARSO, AFSEC, AFRIMETS, AFRAC and any other related International Quality Infrastructure Institution
- Knowledge of international trade landscape and trade related issues
- Proficient in the use of computers and computer software relevant to the Position

Experience

Minimum of 7-10 years of work experience in SQAM fields within a public or private sector, regional or international organization

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, 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
- Demonstrated ability to work well in a international, multi-cultural and highly political environment
- 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

43. Programme Officer - Customs - Capacity Building - Grade 7

Purpose of the job:

Coordinate and facilitate capacity building programmes for Customs administrations in SADC Member States.

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
- Coordinate and facilitate the development, implementation and monitoring of capacity building programmes for customs administrations in the region
 - Identify weaknesses and obstacles from a skills and capacity perspective
 - Provide inputs to those responsible for formulating appropriate capacity building strategies to address identified obstacles

- Coordinate the development of a training programme, training manual, training calendar and training module
- Facilitate the implementation of training of customs officials; liaise with training providers if required
- Study post training evaluation results, prepare report and advise on corrective actions as necessary
- Coordinate research, analysis and dissemination of information:
- Regularly collect data on relevant matters related to skills of customs administrators and officials, using primary and secondary research techniques
 - Co-ordinate commissioned research projects on this aspect
 - Analyse the data and information from the research commissioned
 - Process the data and feedback into the planning and programming process for capacity building
 - Maintain effective contact with Member States in all matters related to capacity building of customs administrations
 - Service any official meetings / subcommittees and other relevant SADC structures that are related to capacity building of customs administrations
 - Liaise with Conference Services unit to organise and facilitate the convening of the meetings as and when necessary
 - Prepare documentation for discussion and / or publication in the meetings
 - Attend the meetings / committees as observer or facilitator or presenter
- Make presentations on the capacity building of customs administrations in the region to various stakeholders / audiences
- Procurement of consultancies and supervision of consultants
- Assist the Senior Programme Officer in:
 - Harmonisation of customs regulations, instruments and policies in Member States
 - Review, development and monitoring of relevant protocol
 - Development, review and execution of strategies, plans and programmes
 - Monitoring and evaluation of programme implementation
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
 - 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

Position Requirements

Qualifications

At least a Masters Degree in International Trade or Customs Administration or related technical field from recognized institution.

Professional Certification:

Certification in capacity building / training of trainers course

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring
- Knowledge of international trade
- Knowledge of customs operations, free trade agreements, customs unions etc.
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years of work experience in customs-related areas within a public or private sector, regional or international organisation

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, 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
- Demonstrated ability to work well in a international, multi-cultural and highly political environment
- 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

44. Programme Officer - Capital Markets - Grade 7

Purpose of the job:

Facilitate development of an improved capital market and non-banking financial sector in the SADC region so as to create a conducive environment for sustainable economic growth.

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
- Monitor strategies in order to act in an advisory capacity to strengthen and deepen capital markets development in the region
 - Assist in the development of a framework for non-banking financial sector development in SADC Member States
 - Work closely with the committee of stock exchanges and CISNA in identifying new trends in the non-banking financial sector to align with international standards
 - Coordinate cooperation between Stock Exchanges and Non-Banking financial authorities to ensure convergence and harmonisation of the regulatory framework in SADC
 - Identify weaknesses and obstacles that hinder the development of regional Non-Banking Authorities, and provide input to those responsible for formulating appropriate strategies to address identified obstacles
 - Assist in the co-ordination and cooperation between stock exchanges, including Non-Banking Authorities ensuring convergence and harmonisation of capital markets regulation in SADC in line with International best practices
- Facilitate the development of a Framework for cooperation and coordination in exchange control across SADC Member States:
 - Facilitate regular reviews of exchange control policies of Member States
 - Provide policy advice to the Member States to assist in the development and implementation of policies aimed at achieving full currency convertibility in the region
 - Monitor the liberalisation programme of Member States to ensure set timeframes are met and assist Member States in achieving these timeframes
 - Facilitate co-operation between customs and exchange control
- Coordinate research, analysis and dissemination of information:
 - Regularly collect data on the regional capital markets and Non- Banking financial authorities, using primary and secondary research techniques
 - Co-ordinate research projects in the region
 - Analyse the data and information from the research commissioned

- Regularly populate the regional capital markets database including other non-banking authorities
- Process and disseminate related information either on the SADC website or other forms of media
- Maintain effective contact with Member States in all matters related to the capital markets; and provide advice to them in developing their capital market in line with the regional frameworks established
- Service official meetings / subcommittees and other relevant SADC structures that are related to the capital markets agenda
 - Liaise with Conference Services unit to organise and facilitate the convening of the meetings as and when necessary
 - Prepare documentation for relevant official SADC meetings and technical papers on regional capital markets related matters for discussion and /or publication
 - Provide relevant technical inputs that are key for regional integration to the meetings / committees
 - Attend the meetings / committees as observer or facilitator or presenter
- Make presentations on the capital market and non-banking financial sector situation in the region to various stakeholders / audiences
- Procurement of consultancies and supervision of consultants
- Assist the Senior Programme Officer in:
 - Harmonisation of finance and investment related policies in Member States
 - Review, development and monitoring of finance and investment protocol
 - Development, review and execution of strategies, plans and programmes
 - Monitoring and evaluation of programme implementation
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- 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

Position Requirements

Qualifications

At least a Masters Degree in Financial Economics or related technical field from a recognised institution

Professional Certification:

Certification or specialisation in capital markets

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for capital markets
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years of work experience in a capital markets environment

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, 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
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- 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

45. Programme Officer - Financial Sector - Grade 7

Purpose of the job:

- Facilitate development of an improved financial sector (mainly focused on the money market) in the SADC region so as to create a conducive environment for sustainable economic growth
- Provide technical advice and oversight to the operations of the SADC PPDF, Regional Development Fund and the Development Finance Institutions

Duties and Responsibilities;

Financial Sector

- Draft calendar of events for the year and maintain up to date
- Monitor strategies in order to act in an advisory capacity to strengthen and deepen financial sector development in the region
 - Assist in the development of a framework for Banking sector development in SADC Member States
 - Identify weaknesses and obstacles that hinder the development of regional Banking sector, and provide input to those responsible for formulating appropriate strategies to address identified obstacles
- Work with the SADC Subcommittee of Banking Supervisors with regard to banking regulatory and supervisory to:
 - Define and facilitate the implementation of a regional banking and supervisory strategy
 - Facilitate the information sharing and exchange among banks
 - Facilitate the harmonisation of banking regulatory and supervisory matters, policies and procedures across the region
- Work with the Payments Subcommittee to facilitate the development of effective national and cross-border payments systems in order to enhance intra-SADC trade and investment.
- Coordinate research, analysis and dissemination of information:
 - Regularly collect data on the regional financial sector, using primary and secondary research techniques
 - Co-ordinate research projects in the region
 - Analyse the data and information from the research commissioned
 - Regularly populate the regional financial sector database
 - Process and disseminate fiscal information either on the SADC website or other forms of media
- Maintain effective contact with Member States in all matters related to the banking sector; and provide advice to them in developing their banking sector in line with the regional frameworks established
- Service official meetings / subcommittees and other relevant SADC structures that are related to the financial sector agenda
 - Liaise with Conference Services unit to organise and facilitate the convening of the meetings as and when necessary
 - Prepare documents and technical papers on regional financial sector related matters for discussion in the meetings
 - Provide technical inputs that are key for regional integration to the meetings
 - Attend the meetings as observer, facilitator, presenter or advisor

- Make presentations on the financial sector situation in the region to various stakeholders / audiences
- Procurement of consultancies and supervision of consultants
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
- Liaise with other programme directorates, as and when there is a need for joint /synergised programme implementation
- 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

Development Finance

- Project Preparation and Development Facility (PPDF)
 - Facilitate the development of an appropriate legal framework for the PPDF
 - Facilitate project definition and resource mobilisation for implementation
 - Provide technical advice and support to PPDF structures
 - Provide regular reports on the implementation of the PPDF
- SADC Regional Development Fund (RDF)
 - Assist in coordinating the establishment of the Fund
 - Facilitate development and adoption of instruments for setting up the Fund
 - Facilitate project definition and resource mobilisation for implementation
 - Provide technical advice and support to the Fund structures
 - Monitor the implementation of the Fund

Work with other directorates managing other funds or facilities

- SADC Development Finance Network
 - Support the work of the DFRC and DFI Network
 - Support the strengthening of the DFRC and network of the DFIs
 - Assist DFRC in identifying and channelling projects for financing under the network of DFI
 - Participate in board meetings of the DFRC when required
- Assist and advise in policy research in the area of development finance
- Facilitate the development of a Framework for cooperation and coordination in exchange control across SADC Member States:
 - Facilitate regular reviews of exchange control policies of Member States
 - Provide policy advice to the Member States to assist in the development and implementation of policies aimed at achieving full currency convertibility in the region
 - Monitor the liberalisation programme of Member States to ensure set timeframes are met and assist Member States in achieving these timeframes
 - Facilitate co-operation between customs and exchange control

Position Requirements

Qualifications

At least a Masters Degree in Financial Economics or Development Finance or related technical field from a recognised institution

Professional Certification

- Certification or specialisation in banking sector
- Certification or specialisation in development finance

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for financial sector
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years of work experience in financial policy within a public or private sector, regional or international organisation

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, 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
- Demonstrated ability to work well in a international, multi-cultural and highly political environment
- 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

46. Programme Officer – Investment - Grade 7

Purpose of the job

- Facilitate implementation of the objectives of Annex 1 of the SADC Finance and Investment Protocol (FIP) and delivery of investment related action programmes
- Provide support to put into action the decisions and recommendations of the investment subcommittee.

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
- Provide effective support to the Regional Action Program for Investment (RAPI) with a view to reduce barriers to investment and improve the SADC investment climate:
 - Work with the SPO Investment and Finance to facilitate implementation of current RAPI elements and to identify new RAPI elements
 - Report back to the investment subcommittee
 - Participate with SPO Investment and Finance in RAPI initiatives
- Facilitate and coordinate the harmonisation of investment policies across SADC Member States:
 - Work with the SPO Investment and Finance in collaboration with OECD to develop policy guidelines and checklists
 - Work with the SPO Investment and Finance to consult with Member States and facilitate adoption
 - Work with the SPO Investment and Finance to convene Investment Policy Framework review meetings
 - Work with the SPO Investment and Finance to facilitate and attend Investment Policy Framework initiatives
 - Liaise with SPO Macroeconomic Policies and Convergence; and PO Fiscal Policies on any tax related policies that affect investment.
- Facilitate and coordinate the implementation of initiatives for strengthening cooperation among SADC Investment Promotion Agencies (IPAs):
 - Work with SPO Investment and Finance to facilitate and convene annual IPA Forum
 - Oversee bi-annual IPA Peer Review
 - Monitor agreed benchmarks for ease of doing business in the region
 - Facilitate and attend IPA initiatives
- Coordinate and support the investment subcommittee meetings
 - Work with SPO Investment and Finance to convene SC Investment meetings and, provide administrative and secretarial services
 - Work with SPO Investment and Finance to support SC Investment initiatives

- Maintain and update the SADC Investment Regimes database
 - Update investment regimes database annually and post on Investment Portal
 - Regularly post investment related information on the Investment Portal
- Support research initiatives for finance and investment
 - Identify research needs
 - Compile terms of reference
 - Launch and oversee short term expertise studies and information briefs/papers
- Make presentations on the sector situation in the region to various stakeholders / audiences
- Procurement of consultancies and supervision of consultants
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
 - 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

Position Requirements

Qualifications

At least a Masters Degree in economics, investment law, international economics or related technical field from a recognised institution

Specialised Knowledge

- Knowledge of the issues and processes involved in regional economic integration and investment climate/conditions, preferably in Southern Africa
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7 years of experience in at least one of the following: economic policy development, investment facilitation and promotion, investment law, regional integration
- Experience in an investment promotion agency would be an advantage

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, 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
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- 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

47. Programme Officer - Regional Trade - Grade 7

Purpose of the job:

Support the Senior Programme Officer in facilitating and coordinating policy, planning, programming and M&E work aimed at increasing intra and extra SADC-trade on the basis of fair, mutually equitable and beneficial trade arrangements

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
- Facilitate and coordinate the following activities with regard to promotion of regional trade in SADC:
 - Development, strengthening and harmonisation of policies, strategies, regulations, and standards
 - Review and development of the SADC Protocol on Trade
 - Monitoring and reporting on the implementation of the SADC Protocol on Trade

- Development, review and implementation of relevant strategies and plans
- Development and implementation of programmes/projects
- Organisation of relevant Technical & Policy Meetings, Committees & Workshops; preparation of documentation and technical papers for the meetings, and participation
- Procurement of consultancies and supervision of consultants Monitoring and evaluation of the implementation of programmes and preparation of M&E reports
- Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
 - In conjunction with other Units responsible for implementation of the Protocol on Trade, in particular Standards and Quality Assurance and Customs, monitor and facilitate the implementation of mechanisms to eliminate non tariff barriers to trade
- Facilitate implementation of decisions on the SADC's Customs Union
- Assist the Senior Programme Officer to:
 - Maintain, register and monitor the implementation of decisions made by SADC Policy organs regarding the SADC Trade Policy regime
 - Monitor the implementation and compliance with provisions of the SADC Protocol on Trade by Member States with particular reference to Tariff phase downs, Rules of Origin, Non-Tariff Barriers and Trade Facilitation
 - Monitor notifications by Member States on all changes made to trade related laws, regulations, procedures and requirements
 - Monitor existing and new bilateral agreements entered into or being negotiated by Member States with third parties to ensure consistency with the SADC trade policy regime
 - Coordinate SADC's input and participation in Tripartite, Continental and other regional trade and economic integration processes, agreements and activities
- Make presentations to various stakeholders / audiences on relevant issues pertaining to regional trade
- Coordinate research, analysis and dissemination of information on regional trade:
 - Regularly collect data and information on status/profile in Member States, using primary and secondary research techniques
 - Co-ordinate research projects in the region
 - Analyse the data and information from the research commissioned
 - Regularly populate the regional database on regional trade
 - Prepare data for publishing on the SADC website and other forms of media
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
 - Maintain effective contact with Member States in all matters related to the regional trade programmes
 - Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation

- 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

Position Requirements

Qualifications

A Masters Degree in Economics, Development Economics, Management, Trade Law, International Relations and/or in a related area from a recognised Institution

Professional Certification

Trade Policy Analysis, Trade Agreements and Trade Negotiation

Specialised Knowledge

- Knowledge of the region's economic and business environment as well as both private and public sector operations
- Knowledge of trade agreements, negotiations, and other trade related issues
- Knowledge of the political environment and its influence on trade and regional integration development
- Proficient in the use of computers and computer software relevant to the Position

Experience

At least 7-10 years of similar trade policy experience within a public or private sector, regional or international organization

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, 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
- Demonstrated ability to work well in a international, multi-cultural and highly political environment
- 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

48. Public Security Officer - Grade 7

Purpose of the job:

- Support coordination and implementation of policies and programmes in Public Security Sector

Duties and Responsibilities

Public Security Officer

- Coordinate implementation of relevant sectoral and interdepartmental policies; protocols and adopted decisions in public safety and security
- Facilitate and coordinate continuous research, analysis, monitoring, reporting and exchange of information on public security matters and law enforcement, namely in customs; immigration and refugees; corrections; parks and wildlife
- Facilitate the development and review of the training curricula for officers intervening in the domain of public safety and security
- Coordinate capacity building initiatives, relevant to the sector:
 - Conduct of regional workshops, seminars and training programmes on public safety and security matters
- Coordinate training of Public Security Officers such as Immigration; Customs; Parks and Wildlife; Prisons and Police Officers;
- Coordinate the review and implementation of guidelines on combating HIV/AIDS in prisons in line with World Health Organisation (WHO) standards
- Coordinate the review, strengthening and harmonisation of:
 - Immigration/refugees procedures and control mechanisms to facilitate movement of people amongst member states, including the ratification of the 'SADC Protocol on the Facilitation of Movement of Persons'

- Policies, procedures and management of refugees in line with UN and AU instruments
- Policies, laws and procedures governing prisons in line with constitutional guarantees and international human rights

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Draft relevant technical papers for discussion, dissemination and publication
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate the holding of committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made;
- Observe compliance of key institutional governance policies, such as financial; procurement and human resources regulations and procedures;
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

People Management within the unit

- compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive and compelling workplace and team culture
- Maintain a climate that attracts, retains and motivates top quality personnel
- Coordinate planning of the unit's activity and maintain direct oversight on its operations in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) execution of delegated tasks, and (d) coordination of recruitment and training, development, supporting of staff.
- Undertake any other duties as delegated by the Director, Senior Officer Public Security and or the ES

Position Requirements

Qualifications

- At least a Masters in Political Science / Public Policy / Law or related field from a recognised institution

Professional Certification

- Attendance to training on public safety/security policy and planning

Specialised Knowledge

- Knowledge of public security policy and planning
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10 Years similar experience in a public sector or regional organisation
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Computerised desktop publishing and production skills
- Conflict and crisis management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- 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
- Visionary, thinks and acts strategically

49. Human Resources Officer - Grade 7

Purpose of the job:

- Facilitate implementation of HR strategies, policies and procedures with respect to employee relations, staff welfare and occupational safety, health and environment, recruitment and placement.;

Duties and Responsibilities

Employee relations

- Amend and update HR policies, policies, procedures and guidelines, terms and conditions of employment in accordance with Management /Council decisions
- Ensure that staff have access to HR policies, procedures and manuals
- Inform staff and Management of any updates to HR policies, procedures, guidelines etc., and assist them in the interpretation of these documents
- Inform Management of any staff concerns with the HR policies, procedures, guidelines etc.
- Advise management and staff on industrial relations, disciplinary and grievance handling to ensure compliance with the Employment Laws and provisions of the relevant internal policies and procedures
- Interpret and administer the employment contract with respect to grievances, wages and salaries, employee welfare, healthcare, pensions, union and management practices, and other contractual stipulations
- Prepare strategies and position papers for negotiations with employee representatives to facilitate effective collective bargaining
- Organise logistics for, attend and provide support during hearings and procedures for termination, grievances, disputes, claims, and disciplinary actions; draft documentation and recommendations for action, and submit to the Head for review; and follow-up on resolutions
- Liaise with Ministry of Labour on labour and industrial relations matters
- Provide administrative assistance to the Senior Officer in negotiations with union / employee representatives

Recruitment and placement

- Assist the head of unit in determining staffing levels for the Secretariat
- Draft recruitment adverts based on the requirements of recruiting directorates, and make arrangements for the advertisement of vacancies
- Screen candidates and drawing up shortlists of candidates for clients to interview (local and regional)
- Liaise with Member States as required for recruitment purposes

- Facilitate the setting up of an Assessment Centre and the development of competency-based interviewing techniques
- Arrange logistics for interviews, and prepare interview time tables and schedules
- Provide advice and support to selection panels/committees and ensure that they have accurate and timely information in order to make effective decisions
- Participate as panel member in interviews
- Follow up candidates' references as directed and prepare summary post interview reports on candidates to facilitate selection
- Draft appointment letters for successful candidates and inform unsuccessful candidates
- Work with the Senior Officer to develop manpower plans and forecasts for the Secretariat based on inputs from directorates, and submit to Head for review
- Design employment contracts (for review by the Head of unit) Act as custodian of employment contracts duly signed by staff
- Keep track and documentation, and issue regular reports on recruitment, selection, and turnover
- Prepare staff orientation programme and conduct induction for new employees, and assist core directorates in the preparation of specific induction modules related to their respective areas of work
- Conduct exit interviews
- Facilitate staff exit processes (including processing of terminal benefits)
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

Administration

- Provide support to employees in various HR related issues such as leaves, compensation etc. and resolve issues and problems
- Keep employee records up-to-date by processing employee status changes in the HRIS system in a timely fashion
- Monitor and tracking employee contracts
- Assist in management of the Performance management process
- Support HR related projects

Supervision

- Prepare work plan, schedule work, allocate and delegate tasks to subordinates
- Supervise the subordinates and their work, and appraise their job performance
- Provide advice and guidance as and when required to subordinates
- Provide quality services as per service level agreements
- Consult with the Head of Unit on any staff related issues
- Provide inputs to the annual budget estimation for the unit
- Prepare regular progress reports for the Head of Unit, as and when required
- Undertake any other duties as delegated by the Senior Officer

Position Requirements

Qualifications

At least a Master's Degree in Human Resources Management or related field from a recognised institution

Professional Certification

- Membership of Professional Human Resource Association is desirable
- Certification in Employee Relations

Specialised knowledge:

- Knowledge of labour laws and legislations
- Knowledge of best practice in HR policies, procedures, processes and strategies
- Knowledge of employee relations principles and practices
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years of work experience in HRM 3 of which should be supervisory role

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills

Competencies

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- 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

50. Officer - Resource Mobilisation x2 - Grade 6

Purpose of the job:

- Responsible for mobilising funds and technical expertise for SADC programmes through the coordination of dialogue and fostering of partnerships with International Cooperating Partners (ICPs) and other partners.

Duties and Responsibilities

Resource Mobilisation and ICP Support

- Coordinate the organisation of meetings with ICPs
 - Logistics planning and organisation for meetings
 - Preparation of documentation for the SADC/ICP meetings
 - Attendance to and facilitation of ICP conferences and meetings
 - Preparation of progress reviews of agreed action plans resulting from the meetings and discussions
 - Preparation and presentation of reports and reviews
- Coordinate the mobilisation of resources for funding of SADC programmes
 - Development of capacity building framework and programmes
 - Preparation and presentation of programme work plans and budgets
 - Monitor implementation progress of ICP funded programme, and use of allocated funds
 - Preparation of regular / periodic monitoring reports and other relevant documentation for submission to ICPs
 - Check compliance with the ICPs policies and guidelines, rules and regulations, and the commitments taken upon
- Participate in negotiations with ICPs together under the guidance of the Head of Planning and Programming
- Day to day liaison with ICPs
- Coordinate aid management within SADC
- Maintenance and update of the SADC Donor matrix.
- Maintenance of the Development Cooperation Information System (DCIS)

- Programme implementation monitoring and progress review for ICP funded programmes
- 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

Position Requirements

Qualifications

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

Professional Certification

- Certification in Programme Finance / Development Funding an added advantage

Specialised Knowledge

- Knowledge of techniques and approaches for donor coordination
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7-10 years of similar experience within a public or private sector, regional or international organization

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