



## SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

### VACANCY ANNOUNCEMENT

#### Background

The Southern African Development Community (SADC) currently has fifteen Member States<sup>1</sup> with a population of approximately 250 million people and a combined GDP of USD 467.3 billion (2006). The overall objective of SADC is to achieve development and economic growth, which is to be attained through increased regional integration, built on democratic principles and equitable and sustainable development.

It is following this background that SADC Secretariat wishes to invite suitably qualified, experienced citizens of SADC to apply for the following positions tenable at its Headquarters in Gaborone, Botswana:

Position	Job Grade
1. Director Industrial Development and Trade	2
2. Director Infrastructure and Services	2
3. Director - Internal Audit & Risk Management	2
4. Director - Finance, Investment & Custom	2
5. Director - Gender, Social & Human Development	2
6. Director Food Agriculture and Natural Resources	2
7. Financial Controller – Grants/Contracts and Projects (SO)	4
8. Senior Officer Project Management Support	4
9. Senior Officer Monitoring, Evaluation and Reporting	4
10. Senior Programme Officer – Customs	4
11. Senior Programme Officer – Meteorology	4
12. Senior Programme Officer Environment and Climate Change	4
13. Senior Programme Officer – Value Chains	4
14. Senior Officer Planning and Programming	4
15. Senior Officer Policy and Strategy Development	4
16. Senior Officer – Public Security	4
17. Senior Programme Officer Employment, Labour and Youth	4
18. Senior Programme Officer – Industrialization and Competitiveness	4
19. Re - Advertisement - Senior Procurement Officer	4
20. Programme Officer Gender Based Violence	6
21. Programme Officer – Clusters	6
22. Finance Officer – Grants/Contracts & Projects	6
23. Information Systems Officer x2	6
24. Officer Contracts, Asset Management, Property & Buildings	7

<sup>1</sup> The Southern African Development Community (SADC) is made up of Angola, Botswana, Democratic Republic of the Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia, Zimbabwe

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<b>25.</b>	Programme Officer – Value Chains	6
<b>26.</b>	Programme Officer – Monetary	6
<b>27.</b>	Programme Officer – Customs Procedures	6
<b>28.</b>	Programme Officer Climate	6
<b>29.</b>	Programme Officer Wildlife	6
<b>30.</b>	Finance Officer - Treasury and Budget	6
<b>31.</b>	Finance Officer - General Ledger	6
<b>32.</b>	Webmaster	6
<b>33.</b>	Legal Counsel	6
<b>34.</b>	Programme Officer – Energy	6
<b>35.</b>	Procurement Officer x2	7
<b>36.</b>	Internal Auditor	6
<b>37.</b>	Macroeconomic Surveillance Officer	6
<b>38.</b>	Procurement Officer - Ex-Ante	7
<b>39.</b>	Monitoring, Evaluation and Reporting Officer	6
<b>40.</b>	Programme Officer – Water	6
<b>41.</b>	Planning and Budget Support Officer x2	7
<b>42.</b>	Finance and Administration Officer – RPTC	6
<b>43.</b>	Systems Super User	6
<b>44.</b>	Secretary to the SADC Administrative Tribunal (SADCAT)	2

## **Remuneration**

The SADC Secretariat offers a competitive package for all the positions listed below.

### **Job Grade                      Average Package per Annum:**

Job Grade 2	US\$ 90, 828
Job Grade 4	US\$ 81, 650
Job Grade 6	US\$ 72, 527
Job Grade 7	US\$ 68, 726

## **Tenure of appointment**

The appointment will be made on a fixed term contract for a period of four (4) years, renewable once for an equal period subject to satisfactory performance.

## **Submission of Applications**

**Closing Date:** Applications must be submitted to the SADC National Contact Point in the following respective Member States not later than or on **16<sup>th</sup> June 2017**:

Angola, Botswana, DRC, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe  
Please be informed that due to the SADC recruitment policy, some Member States may not be eligible to apply for some positions at the moment due to rules on representation at management level and availability of quota point. Please take note of the table below:

Country	Positions at Director Level (Grade 2)	Positions Below Director Level
Angola	Not eligible - Already represented	Eligible
Botswana	Not eligible - Already represented	Eligible
DRC	Not eligible - Already represented	Eligible
Lesotho	Eligible	Eligible
Madagascar	Eligible	Eligible
Malawi	Eligible	Eligible
Mauritius	Eligible	Eligible
Mozambique	Eligible	Eligible
Namibia	Not eligible - Already represented	Eligible
Seychelles	Eligible	Eligible
South Africa	Not eligible - Already represented	Eligible
Swaziland	Eligible	Eligible
Tanzania	Not eligible - Already represented	Eligible
Zambia	Not eligible - Already represented	Eligible
Zimbabwe	Eligible	Eligible

Your application should be accompanied by the following:

- a) a short covering letter stating the position that you want to be considered for and describe how your qualifications, experience and competencies are relevant to the position;
- b) a 5 pages updated curriculum vitae;
- c) certified copies of your degree(s), Diploma(s) and Certificate(s); and
- d) duly completed SADC Application Form.

Should you be shortlisted, you will be required to produce evidence of any educational and professional qualifications supporting your application, on the day of your interview.

### **Gender Mainstreaming**

SADC is an equal opportunity employer and particularly encourages applications from female candidates.

**Closing Date: 16<sup>th</sup> June 2017**

**If you are results orientated, you have a passion for the transformation and development of Southern Africa, and possess the required competencies, please submit your application.**

Only applicants, who meet the requirements of the SADC Secretariat and being considered for interview, will be contacted. Should you not hear from the SADC Secretariat within four weeks after the closing date, kindly consider your application as unsuccessful.

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For further details on the position that you want to apply for, job profiles and [SADC Application Form](#), refer to the **SADC Website: [www.sadc.int](http://www.sadc.int)**

**Details can also be obtained from the National Contact Point in your respective country.**