



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 Industrial Development and Trade - Job Grade 2

Purpose of the job: Under the supervision of the Deputy Executive Secretary – Regional Integration the incumbent is responsible for senior level decision making, day to day management and strategic direction to the industrial development and trade cluster of the Secretariat.

Duties and Responsibilities

Strategic Leadership

- Coordinate the formulation, implementation and monitoring of relevant policies, strategies, rules, regulations, systems and procedures for the directorate
- Identify and recommend specifications for review, installation and implementation of computerised systems
- Lead the development of high quality plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals
- Provide strategic and technical leadership and advice in the Industrial development and trade focal area including standards and quality, with regard to the following:
 - Development and review of relevant sections in the RISDP
 - Coordinate, monitor and review the implementation of the SADC Industrialization strategy and Road map 2015 - 2063
 - Coordinate, review and monitoring of relevant protocols in Industry and Trade
 - Development, review, alignment / harmonisation, and implementation of policies, strategies, regulations, standards etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programmes
 - Data and information collection, sharing and dissemination, analysis and reporting

- Production of documents and reports for circulation to SADC Institutions and Policy Organ
- Promotion of the work of SADC in regional and international forums
- Guide the team in the organisation of high profile meetings and conferences
- Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business
- Build win-win partnerships and trust relationships with key partners and external stakeholders and act as a point of contact for important external stakeholders; engage with key stakeholders as and when required
- Analyse problematic situations and provide solutions to ensure efficiency, effectiveness and growth at directorate level
- Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements
- Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate strategy
- Ensure that audit recommendations for the directorate are duly implemented
- Act as Secretary to any internal committee or working group as required
- Exercise approval authorities on all matters as per the "Delegation of Authority" document
- Contribute to the Senior Management Team of the Secretariat as follows:
 - Establish overall goals, strategies, plans and objectives that are consistent with the policies of the organisation
 - Ensure implementation of organisational plans and monitor achievements against targets
 - Determine, provide, maintain and re-evaluate the resources and infrastructure necessary to carry out the activities of the organisation
- Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices
- Undertake any other duties as may be assigned.

People Management

- Hold regular liaison meetings of the directorate
- Build, lead and motivate subordinates to advance into a high performing team
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building positive and compelling workplace and team culture within the directorate
- Be responsible for recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate

Position Requirements

Qualifications

At least a Masters in Industrial Development, Trade, Commerce, Economics or any other related area from a recognised institution, a PhD will be added advantage

Specialised Knowledge

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

Experience

- At least 10-15 years work experience in the public or private sector in industrial development and/or trade, as well as policy and planning, programme development, coordination and implementation
- Minimum of 5-10 years in a senior management position, with experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel

Skills Requirements

- Communication and presentation skills
- Management skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategic planning 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 present and win support for ideas in an international or multi-cultural environment
- Demonstrated ability to work across disciplines/sectors
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- 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

2. Director Infrastructure and Services - Job Grade 2

Purpose of the job: Under the supervision of the Deputy Executive Secretary- Regional Integration the incumbent will be responsible for senior level decision making, day to day management and strategic direction to the infrastructure cluster of the Secretariat.

Duties and Responsibilities

Strategic Leadership

- Coordinate the formulation, implementation and monitoring of relevant policies, strategies, rules, regulations, systems and procedures for the directorate
- Identify and recommend specifications for review, installation and implementation of computerised systems
- Lead the development of high quality plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals
- Provide strategic and technical leadership and advice in the five Infrastructure focal areas (transport, energy, ICT, water and meteorology), with regard to the following:-
 - Development and review of relevant sections in the RISDP
 - Coordinate the implementation and monitoring of the SADC Regional Infrastructural Development Master Plan
 - Coordinate, and monitor the implementation of protocols in relevant sectors in Infrastructure and Services
 - Development, review, alignment / harmonisation, and implementation of policies, strategies, regulations, standards etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programmes
 - Data and information collection, sharing and dissemination, analysis and reporting
 - Production of documents and reports for circulation to SADC Institutions and Policy Organ

- Promotion of the work of SADC in regional and international forums
- Guide the team in the organisation of high profile meetings and conferences
- Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business
- Build win-win partnerships and trust relationships with key partners and external stakeholders and act as a point of contact for important external stakeholders; engage with key stakeholders as and when required
- Analyse problematic situations and provide solutions to ensure directorate efficiency, effectiveness and growth
- Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements
- Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate strategy
- Ensure that audit recommendations for the directorate are duly implemented
- Act as Secretary to any internal committee or working group as required
- Exercise approval authorities on all matters as per the "Delegation of Authority" document
- Contribute to the Senior Management Team of the Secretariat as follows:
 - Establish overall goals, strategies, plans and objectives that are consistent with the policies of the organisation
 - Ensure implementation of organisational plans and monitor achievements against targets
 - Determine, provide, maintain and re-evaluate the resources and infrastructure necessary to carry out the activities of the organisation
- Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices
- Undertake any other duties as may be assigned.

People Management

- Hold regular directorate liaison meetings
- Build, lead and motivate subordinates to advance into a high performing team
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building positive and compelling workplace and team culture within the directorate
- Be responsible for recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate

Position Requirements

Qualifications

At least a Masters in Sciences / Engineering or Economics or related fields from a recognised institution. A PhD will be an added advantage.

Specialised Knowledge

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

Experience

- At least 10 -15 years work experience in the public or private sector in infrastructure policy and planning, programme development, coordination and implementation
- Minimum of 5 -10 years in a senior management position, with experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel

Skills Requirements

- Communication and presentation skills
- Management Skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategic planning 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 present and win support for ideas in an international or multi-cultural environment
- Demonstrated ability to work across disciplines/sectors
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- 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

3. Director Internal Audit and Risk Management - Job Grade 2

Job Purpose: Under the supervision of the Executive Secretary the incumbent will oversee all internal audit and risk management activities, and have the ultimate responsibility for the performance of the internal audit and risk management activity.

Main duties and responsibilities

- Formulation, coordination, review and implementation of audit policies and strategies
- Develop high quality strategies and plans for the directorate, while ensuring their congruence with short-term and long-term corporate goals
- Oversee all risk management and internal operations to (a) assure a smoothly functioning and efficient directorate, and (b) ensure that the directorate produces the desired results that are consistent with its strategy and mission
- Benchmark the audit and risk functions for perspective on their performance, and make decisions on measures to implement to advance the quality of these functions
- Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of audit and risk business
- Build trust relations with key partners and external stakeholders and act as a point of contact for important external stakeholders
- Analyse problematic situations and provide solutions to ensure directorate efficiency, effectiveness and growth
- Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements
- Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate strategy
- Act as Secretary to the Audit Committee
- Exercise approval authorities on all matters as per the "Delegation of Authority" document

- Contribute to the Senior Management Team of the Secretariat
- Build, lead and motivate subordinates to advance into a high performing team
- Undertake any other duties as delegated.

Position requirements

Qualifications

- Professional qualification (e.g. CPA, ACCA, CIMA, Masters in Accounting or Finance etc.) from a recognised institution
- Certified Internal Auditor and member of a recognised association of internal auditors
- Risk Management expertise will be an added advantage

Experience

- At least 10 -15 years of audit and risk experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background
- Minimum of 5 -10 years in a senior management position, with experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel

Other relevant skills required

- Communication and presentation skills
- Leadership and Management
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- 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
- Strategic planning 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
- 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

4. Director Finance, Investment and Customs - Job Grade 2

Purpose of the job: Under the supervision of the Deputy Executive Secretary- Regional Integration the incumbent will be responsible for senior level decision making, day to day management and strategic direction to the finance, investment and customs cluster of the Secretariat.

Duties and Responsibilities

Strategic Leadership

- Oversee the formulation, coordination implementation and monitoring of relevant policies, strategies, rules, regulations, systems and procedures for the directorate
- Identify and recommend specifications for review, installation and implementation of computerised systems
- Oversee the development of plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals
- Provide expert guidance and advice in the finance, investment and customs focal areas, with regard to the following:
 - Development and review of relevant sections in the RISDP
 - Coordination and monitoring of implementation of adoption of protocols.
 - Development, review, alignment / harmonisation, and implementation of policies, strategies, regulations, standards etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programmes
 - Data and information collection, sharing and dissemination, analysis and reporting
 - Production of documents and reports for circulation to SADC Institutions and Policy Organ
 - Promotion of the work of SADC in regional and international forums
- Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business

- Ensure effective stakeholder relations with key partners (such as SNCs, ICPs, etc.) and other external stakeholders
- Analyse problematic situations and provide solutions to ensure directorate efficiency, effectiveness and growth
- Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements
- Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate strategy
- Ensure that audit recommendations for the directorate are duly implemented
- Act as Secretary to any relevant internal committee or working group as required
- Contribute to the following activities, as part of the Senior Management Team:
 - Establish overall goals, strategies, plans and objectives for the Secretariat, which are consistent with the mandate of the SADC region
 - Ensure implementation of organisational plans and monitor achievements against targets
 - Determine, provide, maintain and re-evaluate the resources and institutional infrastructure necessary to carry out the activities of the organisation
- Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices
- Undertake any other duties as may be assigned.

People Management

- Hold regular directorate liaison meetings
- Build, lead and motivate subordinates to advance into a high performing team
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building positive workplace and team culture within the directorate
- Be responsible, and under the guidance and assistance of the HR and Admin Directorate, for the recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate

Position Requirements

Qualifications

At least a Masters Degree Trade, Commerce, Customs in Economics or related area from a recognised institution. A PhD will be an added advantage.

Specialised Knowledge

- Leadership and Management

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

Experience

- At least 10-15 years of work experience in the public or private sector in finance/investment or customs policy and planning, programme development, coordination and implementation
- This includes 5-10 years in a senior management position, with experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel

Skills Requirements

- Communication and presentation skills
- Management Skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- International relations and diplomacy skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Strategic planning and execution 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
- Demonstrated ability to work across disciplines/sectors

- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- 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. Director Gender, Social and Human Development - Job Grade 2

Job Purpose: Under the supervision of the Deputy Executive Secretary- Regional Integration the incumbent will be responsible for senior level decision making, day to day management and strategic direction to the gender, social and human development programme cluster of the Secretariat.

Duties and Responsibilities

Strategic Leadership

- Oversee the formulation, review and implementation of relevant policies, strategies, rules, regulations, systems and procedures for the directorate
- Identify and recommend specifications for review, installation and implementation of computerised systems
- Oversee the development of plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals
- Provide expert guidance and advice in the gender, social and human development focal areas, with regard to the following:
 - Development and review of relevant sections in the RISDP
 - Coordination and monitoring of implementation of adoption of protocols in in Member States
 - Development, review, alignment / harmonisation, and implementation of policies, strategies, regulations, standards etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programmes
 - Data and information collection, sharing and dissemination, analysis and reporting
 - Production of documents and reports for circulation to SADC Institutions and Policy Organ
 - Promotion of the work of SADC in regional and international forums
 - Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business
 - Ensure effective stakeholder relations with key partners (such as SNCs, ICPs, etc.) and other external stakeholders

- Analyse problematic situations and provide solutions to ensure directorate efficiency, effectiveness and growth
- Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements
- Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate strategy
- Ensure that audit recommendations for the directorate are duly implemented
- Act as Secretary to any relevant internal committee or working group as required
- Contribute to the following activities, as part of the Senior Management Team:
- Establish overall goals, strategies, plans and objectives for the Secretariat, which are consistent with the mandate of the SADC region
- Ensure implementation of organisational plans and monitor achievements against targets
- Determine, provide, maintain and re-evaluate the resources and institutional infrastructure necessary to carry out the activities of the organisation
- Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices
- Undertake any other duties as delegated.

People Management

- Hold regular directorate liaison meetings
- Build, lead and motivate subordinates to advance into a high performing team
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building positive workplace and team culture within the directorate
- Be responsible, and under the guidance and assistance of the HR and Admin Directorate, for the recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate Internal Controls

Qualifications

At least a Masters Degree in Economics, Social Sciences from a recognised institution. Knowledge in gender and a PhD will be an added advantage.

Experience

- At least 10-15 years of work experience in social / development policy and planning, programme development, coordination and implementation within a public or private sector, regional or international organisation
- This includes 5 – 10 years in a senior management position, with experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel

Skills Requirements

- Communication and presentation skills
- Management Skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- International relations and diplomacy 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
- Strategic planning and execution skills
- Team building skills

Competencies

- 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
- Demonstrated ability to work across disciplines/sectors
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- 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

6. Director Food, Agriculture and Natural Resources - Job Grade 2

Main purpose of the job: Under the supervision of the Deputy Executive Secretary-Regional Integration the incumbent will be responsible for senior level decision making,

day to day management and strategic direction to the Food, Agriculture and Natural Resources cluster of the Secretariat.

Duties and Responsibilities

Strategic Leadership

- To coordinate the formulation, implementation and monitoring of relevant policies, strategies, rules, regulations, systems and procedures for the directorate
- Identify and recommend specifications for review, installation and implementation of computerised systems
- Oversee the development of plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals
- Provide expert guidance and advice in the four focal areas of FANR, with regard to the following:
 - Development and review of relevant sections in the RISDP
 - Coordinate, monitor and review the implementation of the SADC Regional Agricultural Policy, and its Investment Plan, SADC Climate Change and Resilience Policies and Strategies
 - Coordinate and monitor the implementation of protocols in relevant sectors
 - Coordinate the Development, review, alignment / harmonisation, and implementation of policies, strategies, regulations, standards etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programmes
 - Data and information collection, sharing and dissemination, analysis and reporting
 - Production of documents and reports for circulation to SADC Institutions and Policy Organ
 - Promotion of the work of SADC in regional and international forums
- Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business
- Ensure effective stakeholder relations with key partners (such as SNCs, ICPs, etc.) and other external stakeholders
- Analyse problematic situations and provide solutions to ensure directorate efficiency, effectiveness and growth
- Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements
- Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate strategy
- Ensure that audit recommendations for the directorate are duly implemented
- Act as Secretary to any relevant internal committee or working group as required
- Contribute to the following activities, as part of the Senior Management Team:
 - Establish overall goals, strategies, plans and objectives for the Secretariat, which are consistent with the mandate of the SADC region

- Ensure implementation of organisational plans and monitor achievements against targets
- Determine, provide, maintain and re-evaluate the resources and institutional infrastructure necessary to carry out the activities of the organisation
- Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices
- Undertake any other duties as may be assigned.

People Management

- Hold regular directorate liaison meetings
- Build, lead and motivate subordinates to advance into a high performing team
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building positive workplace and team culture within the directorate
- Be responsible, and under the guidance and assistance of the HR and Admin Directorate, for the recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate

Qualifications

At least a Masters Degree in Agricultural Economics or Natural Resources Management or any other related area from a recognised institution. A PhD will be an added advantage

Experience

- At least 10-15 years of work experience in policy and planning, programme development, coordination and implementation for the food/agriculture/natural resource sector. This must be within a public or private sector, regional or international organisation.
- This includes 5-10 years in a senior management position, with experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel

Skills Requirements

- Communication and presentation skills
- Management Skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- International relations and diplomacy 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
- Strategic planning and execution skills
- Team building skills

Competencies

- 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
- Demonstrated ability to work across disciplines/sectors
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- 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. Financial Controller – Grants/Contracts and Projects (SO) - Job Grade 4

Main purpose of the job: Under the supervision of the Director Finance the incumbent will oversee the financial administration, accounting and reporting of project funds managed by the Secretariat. To manage the efforts and performance of the team under the Controller.

Responsibilities

Budgets & Budgetary Control

- Coordinate Grants and Projects inputs into the MTERF and annual budgeting exercise with Directorates/Units
- Work with the Controller of Treasury and Budget to prepare and disseminate the budget preparation guidelines, provide adequate support, consolidate and finalise the annual budget

Budget & Expenditure Control

- Ensure that commitments are only made against budgeted appropriations. Review and approve all major project commitments
- Perform regular monitoring of project actual expenditure against budget and report potential overruns to management
- Review additional budget requests with project owners, liaise with donors in advance as per contractual procedures and seek authorisation/no objections for amendments and additional funding for activities
- Produce and submit relevant expenditure reports to management and donors with appropriate analysis

Accounting

- Ensure chart of accounts are appropriately set up for accounting and reporting of project expenditures, and maintain control around updates
- Review and approve project financial reports, ensure they are complete, accurate and comply with reporting requirements before they are submitted to donors
- Liaise with donor finance officers and address their queries on the financial reports
- Review all month-end journals

Cash Management & Controls

- Review agreements and contractual rules and procedures established by donors for sound cash management and ensure these are implemented and followed during the financial management of projects
- Ensure that all bank reconciliations and cash flow reconciliations for projects are timeous and accurately done
- Ensure adequate controls are implemented and followed for proper management of project funds
- Ensure cash flow forecasts are produced, reported and additional funds are solicited on a timely basis

Contracts Management

- Participate in Resource Mobilisation of programmes and Projects
- Guide Grants/Projects financial planning during programming and scoping
- Review and/or draft Financial Stipulations in Financing Agreements
- Review and clear Grants/Projects Contracts i.e. Financing Agreements and Service Contracts
- Perform Financial Contracts Management oversight
- Oversee effective management of Grants /Projects financial Securities such as Bank Guarantee
- Provide Audit and Compliance oversight on Grants/Projects
- Oversee Projects closure and liquidation of bank accounts of closed projects
- Liaise with Internal Audit and External Auditors and Donors on audit of Grants and Projects matters

Internal Controls

- Review agreements and contractual requirements of donors regarding internal controls around project financial management and ensure these are effectively implemented
- Review and propose changes to the Secretariat policies and procedures for better internal control environment and governance
- Continuously identify and implement leading practices on financial controls
- Oversee the identification of risks, implementation of mitigation measures and updating of Risk Register on the Grants/Contracts and Projects Unit
- Enforce compliance to finance policies and procedures
- Attend to auditor queries/investigations

Supporting & Governing Bodies

- Review Consolidated Budgetary Performance Reports
- Coordinate, review and/or Draft Annotated Agendas for Finance Sub-Committee, Finance Committee Meetings and Council Meetings
- Provide technical financial advisory services
- Provide Secretariat Services (as member of Draft Team) to FSC: FC; and Council Meetings
- Follow-up on implementation of Council Decisions under Directorate of Finance

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
- Continuously identify and implement leading practices to promote and efficient and effective financial accounting and reporting process
- Undertake any other duties as may be assigned.

Qualifications

At least a Master's Degree in a finance related field from a recognized institution

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

Experience

Minimum of 10-15 years working experience in finance preferably 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
- 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

Competencies:

- 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 Project Management Support – Job Grade 4

Job Purpose: Under the supervision of the Director Policy Planning and Resource Mobilisation the incumbent will guide and advise Programme directorates on how to plan, structure, organise, sequence, resource, execute, monitor and close programmes and projects. Manage the efforts and performance of the team falling under the responsibility of the Senior Officer.

Main duties and responsibilities

- Oversee the development and implementation of project management strategy, methodology (procedures, guidelines and standards) and tools (systems, templates etc.)
- Ensure that project teams are provided with the appropriate technical support, advice and assistance during project planning (project prioritisation, resource allocation etc.), execution and closure, as well as risk mitigation and resolution of project challenges
- Organise training and capacity building of programme directorates on project management methods and practices, and use/application of planning manuals, regulations, and computerised planning systems (SIMS)
- Identify interdependencies among programmes /projects undertaken, and ensure that these are taken into consideration in project planning and implementation
- Track and consolidate real-time information on project planning, execution and closure, report and advise on how Programme directorates can improve project management throughout the lifeline of projects
- Continuously improve and actualise project management effectiveness with respect to best practices, past project experiences and lessons learnt
- Strengthen project management capability within the Project Management unit through on-going training, coaching and provision of project assistance to project team members
- 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 to the Director
- 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
- Manage the delegated unit budget to ensure optimal use
- People Management Responsibilities
- Undertake any other duties as may be assigned

Position requirements

Qualifications

- At least a Masters in Project Management or related technical field from a recognised institution

Experience

- At least 10-15 years' professional experience in project management within a public sector, private entity or social sector
- Experience of working with multiple stakeholders, including governments, non-state actors and regional or international organisations
- Minimum of 4 years in a line management position
- Knowledge of project management methods, systems, principles, techniques etc.

Other relevant skills required

- Communication and presentation skills
- Computerised desktop publishing and production 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
- 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
- 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

9. Senior Officer Monitoring, Evaluation and Reporting – Job Grade 4

Job Purpose: Under the supervision of the Director Policy Planning and Resource Mobilisation the incumbent will oversee the monitoring, evaluating and reporting performance of activities, programmes and projects undertaken by the Secretariat. Manage the efforts and performance of the team falling under the responsibility of the Senior Officer.

Main duties and responsibilities

- Develop monitoring and evaluation mechanisms, instruments, systems and frameworks which adequately respond to the priorities and objectives of regional integration
- Advise and train programme directorates on how to conduct their day to day monitoring of programme implementation
- Guide the monitoring of overall progress and status in the implementation of plans, programmes and projects by the Secretariat
- Advise on timely remedial actions to the relevant programme directorates to help them steer their programmes / projects back on track if there are significant deviations from plans
- Supervise the preparation of quarterly, mid-year and annual monitoring progress / status reports
- Ensure regular update of dashboard that give senior management real-time view on programme / project status and progress
- Guide the conduct of impact assessments to evaluate whether expected outputs and outcomes are being realised, and review impact assessment reports before submission to key stakeholders
- Provide advice and guidance on lessons learned, corrective actions, etc.

- Supervise the conduct of macroeconomic surveillance through a peer review panel process to establish and report on (a) the status and progress of implementation of the SADC macroeconomic convergence (MEC) programme in Member States, and (b) the impact of the implementation of the programme
- Draft technical papers for discussion, dissemination and publication
- Facilitate technical committees, meetings and workshops as required
- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Manage the delegated unit budget to ensure optimal use
- People Management Responsibilities
- Undertake any other duties as may be assigned

Position requirements

Qualifications

At least a Masters in Development Economics, Monitoring and Evaluation, Business Management and business management or related technical field from a recognised institution

Demonstrated expertise in Planning, Monitoring and Evaluation

Experience

- At least 10-15 years' professional experience in the area of strategic planning, project planning, monitoring and evaluation in either private or public sector institutions
- Experience of working with multiple stakeholders, including governments, non-state actors and regional or international organisations
- Minimum of 4 years in a line management position
- Knowledge of M&E processes, techniques and methods

Other relevant skills required

- Communication and presentation skills
- Computerised desktop publishing and production 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
- 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
- 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

10. Senior Programme Officer – Customs – Job Grade 4

Purpose of the job: Under the supervision of the Director Finance, Investment and Customs the incumbent will facilitate and coordinate the development, implementation and M&E of policies, strategies and programmes aimed towards the creation of an effective SADC Customs Union

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify gaps in customs regulations, instruments and policies across Member States
- Coordinate the development, strengthening and harmonisation of the customs regulations, instruments and policies
- Coordinate the approval and adoption of the customs regulations, instruments and policies by the SADC Structures
- Facilitate the implementation of customs regulations, instruments and policies 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

Strategic Planning and Programming

- Identify key areas of interventions needed for the development of an effective customs union 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 strengthening of regional projects/ programmes for harmonisation, modernisation and integration of customs operations in the SADC region
- Support resource mobilisation for programme implementation as and when required by PPRM

Programme Implementation

- Facilitate implementation of regional programmes/projects aimed at:
 - Modernisation and harmonisation of customs operations and instruments in the region
 - Enhancement of customs cooperation within the region
 - Implementation of Customs Instruments to facilitate trade
 - Promotion of transparency and efficiency in customs operations
 - Effective implementation of SADC Rules of Origin
 - Capacity Building for Customs administrations
 - Development of instruments under the Tripartite and Continental Free Trade Agreement
 - Customs union negotiations
- 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

Representation and Promotion of SADC programme

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Agenda for development of a Customs Union 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 may be assigned

Position Requirements

Qualifications

At least a Masters Degree in Customs, Trade, Economics or Business Studies or any other related area from a recognised institution with demonstrated knowledge in Customs

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 10-15 years of experience in customs-related areas 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
- 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

11. Senior Programme Officer – Meteorology – Job Grade 4

Purpose of the job: Under the supervision of the Director Infrastructure the incumbent will facilitate and coordinate the development, implementation and M&E of policies and programmes in support of weather and climate change in the region and 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 meteorology policy and regulatory gaps in the region
- Coordinate the development, strengthening and harmonisation of meteorology policies and regulations
- Coordinate the approval and adoption of the Meteorology policies and regulations by the SADC Structures
- Facilitate the implementation of the Meteorology policies and regulations 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

- Supervise data collection relevant to this focal area, using primary and secondary research techniques
- Identify research priority areas, commission research on these areas, and use the findings to feed into the planning process
- Coordinate the development and maintenance of a database / observatory on this specific focal area
- Supervise publication of research/data and dissemination on the SADC website, through media or through reports to SADC Institutions

Strategic Planning, Programming and Implementation

- Identify key areas of interventions to foster regional cooperation and integration in matters of weather and meteorology
- Coordinate the development of long-term, medium and short strategic 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 annual Business Plan for the weather and meteorology sector
- Facilitate and coordinate implementation of capacity building of National Meteorological and/or Hydrological Services (NMHS) and users of climate information and prediction services in SADC Member States; monitor and evaluate the success of the interventions
- Coordinate the development of technical guidelines on weather and meteorology, and share with relevant practitioners in Member States

- Develop relevant projects/programmes to implement the Strategic Plan, and facilitate their implementation
- Facilitate the setting up and strengthening of Regional and National Climate Services, Regional Centres of Excellence for research and training in Meteorology etc.
- 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 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 Disaster Risk Reduction (DRR) as and when required, on disasters caused by weather and climate change

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 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 on weather/climate change

- 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 Transport Infrastructure Agenda in these forums
- Work closely with Communication and PR Unit to promote the regional Meteorology programme portfolio, pipeline, specific projects and programme impact

Management of the Unit

- Develop, update and implement processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation of the Organisational 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 budget to ensure optimal use
- Achieve the unit's mission, goals and objectives, and report progress to the Director
- Manage unit staff, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations for staff actions; motivate staff to achieve peak productivity and performance
- 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 specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other functions as may be assigned

Position Requirements

Qualifications

At least a Masters in Meteorology or Climate Science from a recognised institution

Specialised Knowledge

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

Experience

- At least 10-15 years similar experience in climate science research and/or applications
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, 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 present and win support for ideas in an international or multi-cultural 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
- 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

12. Senior Programme Officer Environment and Climate Change – Job Grade 4

Main purpose of the job: Under the supervision of the Director Food, Agriculture and Natural Resources the incumbent will facilitate and coordinate the development, implementation and Monitoring of policies, strategies and programmes for effective protection of the environment and management and climate change management in the Region.

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify strategy, policy and regulatory gaps with regard to environment and climate change in the region

- Coordinate the development, strengthening and harmonisation of the Environmental Governance strategies, policies, regulations, standards and systems
- Facilitate the development and Implementation of Multilateral Environment Agreements
- Coordinate the approval and adoption of the Regional Environmental strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the Regional Climate Variability and Change strategies, policies, regulations, standards and systems by Member States
- Coordinate the development of Regional Green and Blue Economies, review and monitoring of the implementation / domestication of the Protocol on Environment and climate change

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 in the environment and climate change area, including climate variability
- Coordinate the development of long-term, medium and short strategic plans aligned to the RISDP on environment and climate change in the SADC Region
- 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 of capacities in environmental assessments and reporting, and facilitate national and regional state of the environment reporting
- Facilitate the development and strengthening of regional projects/programmes on environment and climate change
- Support resource mobilisation for programme implementation as and when required by PPRM

Programme Implementation

- Facilitate implementation of regional 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
- Work closely with Natural Resources and Wildlife Unit on the fulfilment of the “achievement of Sustainable utilisation of natural resources and effective protection of environment”, as reflected in 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 (including the Climate Services Centre)

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

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Agenda for effective protection of the environment and management of climate change 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
- Perform any other duties as may be assigned

Qualifications

At least a Masters Degree in Environmental or Climate Change or a related field from a recognised institution

Experience

- At least 10-15 years of experience in environment and climate change 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
- 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

Competencies

- 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

13. Senior Programme Officer – Value Chains – Job Grade 4

Purpose of the job: Under the Supervision of Director Industrial Development and Trade, the incumbent will Facilitate and coordinate the development, implementation and monitoring of the SADC Industrialization strategy and lead with specific focus on regional value chains and value addition.

Duties and Responsibilities

Strategy Development for Value Chains

- Identify key areas of interventions to achieve sustainable industrial development, productive competitiveness and supply side capacity in the SADC region
- Coordinate the development and review of long-term, medium and short strategic plans for industrial development, more specifically:
- Value chain and value addition strategies in priority sectors
- Strategies on how to leverage on the Regional Infrastructure Development Master Plan (RIDMP) to catalyse industrial development
- Policies and strategies for exploitation of industrial development opportunities in cooperation with other regions
- Coordinate the approval and adoption of these strategies by the SADC Structures
- Facilitate the implementation of these strategies by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the industry Protocol

Research and Information Dissemination

- Supervise data collection relevant to industrial development, using primary and secondary research techniques

- Identify research priority areas, commission research on these areas, and use the findings to feed into the planning process
- Coordinate the development and maintenance of a database / observatory on industrial development
- Supervise publication of research/data and dissemination on the SADC website, through media or through reports to SADC Institutions

Programming and Implementation

- Prepare annual plans for the industrial development
- Develop projects/programmes to implement the Strategic Plan
- Solicit funding for programme and project implementation
- Facilitate implementation of programmes/projects related to:
 - Value chain and value addition development in priority sectors / clusters
 - Industrial Upgrading and Modernisation Programme (IUMP)
 - Identification and strengthening of Regional centres of excellence
- 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 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

- 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 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 Industrial Development programme

- Promote the concept of value chains and value addition with stakeholders in the region

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Industrial Development Agenda in these forums
- Work closely with Communication and PR Unit to promote the programme portfolio, pipeline, specific projects and programme impact

Management of the Unit

- Develop, update and implement processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation of the Organisational 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 budget to ensure optimal use
- Achieve the unit's mission, goals and objectives, and report progress to the Director
- Manage unit staff, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations for staff actions; motivate staff to achieve peak productivity and performance
- 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 specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other functions as may be assigned

Position Requirements

Qualifications

At least a Masters in value chains development, Industrial Development or related technical field from a recognised institution

Specialised Knowledge

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

Experience

- At least 10-15 years similar experience in industrial policy and development including value chains, within a public sector or a regional organisation
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, 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 present and win support for ideas in an international or multi-cultural 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
- 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

14. Senior Officer Planning and Programming – Job Grade 4

Job Purpose: Under the supervision of Director Policy planning and Resource Mobilisation, the incumbent will coordinate the overall planning, programming and budgeting to ascertain consistency and alignment to SADC strategic objectives. Responsible to oversee the effective mobilisation, allocation and monitoring of funds for the implementation of the regional integration programmes.

Main duties and responsibilities

- Coordinate planning and budgetary of Secretariat and ensure alignment to approved and budgeted framework, while ensuring synergies across the organisation
- Undertake midterm and annual budget reviews to inform following plans and budgets
- Articulate the organization's planning and programming objectives and directives from the strategic plan of the Secretariat; and communicate to the programme directorates
- Develop high level concept programmes and road maps (including potential programme synergies and overlaps) to guide programme directorates in a clear and precise direction
- Coordinate all planning and budgeting activities from programme directorates, and ensure their synchronisation and sequencing
- Oversee the mobilisation, allocation and monitoring of ICP and donor funds for the Secretariat's programmes, and alignment of ICP funds to SADC priorities and budget framework
- Coordinate the negotiation and formalisation of the Secretariat's institutional partnerships with ICPs and development partners through Partnerships MOUs and Technical Cooperation Agreements; and solicit/coordinate the inputs from directorates in this process
- Find innovative ways to partner with non-traditional donors in order to explore and negotiate other funding resources for the programmes of the Secretariat.
- Facilitate effective functioning of the SADC National Committees.
- Coordinate high-level partnerships events and consultative meetings and missions with key strategic funding partners
- Draft technical papers for discussion, dissemination and publication and Prepare records of the technical and policy meetings including communiqué for policy meetings
- Facilitate technical committees, meetings and workshops as required
- People management within the unit.
- Undertake any other duties as assigned.

Position requirements

Qualification

At least a Masters in Economics, Planning or Business Management, or related technical field from a recognised institution

Experience

- At least 10-15 years' professional experience in planning, programming and fund mobilisation for development projects within a public sector, regional or international organisation
- Minimum of 4 years in a line management position
- Knowledge and understanding of framework for planning, programming and fund mobilisation

Other relevant skills required

- Communication and presentation skills
- Computerised desktop publishing and production 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
- 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
- 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

15. Senior Officer Policy and Strategy Development – Job Grade 4

Job Purpose: Under the supervision Director Policy planning and Resource Mobilisation the incumbent will conduct research to inform periodic reviews of policies and implementation of strategies in the areas of regional integration, development and cooperation. Coordinate the development and review policies and strategies in the areas of regional integration, development and cooperation.

Main duties and responsibilities

- Coordinate with Research and Statistics unit to conduct research that feed into policy development, analysis and monitoring of key regional integration, development and cooperation issues
- Supervise the operation of observatories to inform policy-making, and produce Research and Policy Paper Series on regional integration issues
- Publish and disseminate research findings annually
- Produce period SADC Policy Dialogue and Analysis Paper series
- Initiate relevant reports to Council and Summit
- Contribute to the preparation of the Policy for Strategy Development, Planning, Monitoring and Evaluation (SPME)
- Contribute to the development and review of the Medium Term Strategies
- Analyse and assess the effectiveness and outreach of SADC policies and programmes; and make appropriate recommendations for corrective actions
- Coordinate reviews of the RISDP and SIPO and the development of SADC long term strategies
- Coordinate with Member States to develop papers on issues that interest SADC, and that can inform policy-making
- Facilitate periodic Policy Dialogue Forums between Member States and other stakeholders on Strategic regional integration and development issues
- Organise and coordinate quarterly policy dialogue forums on key regional integration issues
- Feed information into and service the think tank mechanism
- 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
- Perform any other duties as may be assigned

Position requirements

Qualifications

At least a Masters in Economics, Development Studies, Business Management Public Policy Studies, or related technical field from a recognised institution

Experience

- At least 10-15 years' professional experience in development policy research, analysis, and advisory activities within a policy research or academic institution, public sector, private entity or social sector
- Minimum of 4 years in a line management position
- Knowledge and understanding of research, analysis and policy advisory

Other relevant skills required

- Communication and presentation skills
- Computerised desktop publishing and production 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
- 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
- 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

16. Senior Officer – Public Security – Job Grade 4

Job Purpose: Under the supervision of Director Organ on Politics, Diplomacy and Security Affairs the incumbent will oversee the coordination and implementation of programmes for public security as outlined in the strategic Indicative Plan for the organ. Manage the efforts and performance of the team falling under the Senior Officer in that unit

Main duties and responsibilities

- Coordinate the development of long-term, medium and short strategic plans
- Facilitate the adoption of the Strategic Plans by various policy structures
- Develop projects/programmes to implement the Strategic Plan
- Facilitate implementation of all programmes/projects to tackle issues such as: Poaching, Management of correctional facilities, Cross-border and transnational organised crime and Corruption
- 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
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat
- Coordinate continuous research, analysis, monitoring, reporting and exchange of information on public security matters
- Facilitate the development and review of the training curricula for prisons/ corrections officers in peacekeeping operations
- Conduct of regional workshops, seminars and training programmes on public safety and security matters
- Coordinate the development and implementation of the protocol on the interstate transfer of prisoners
- Coordinate the development, 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 procedures and control mechanisms. Manage the review of policies, procedures and management of refugees in line with UN and AU instruments.
- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives and 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
- Undertake any other duties as may be assigned

Position requirements

Qualifications

- At least a Masters in Economics, Public Policy, International Relations, Political Science or related field from a recognised institution
- Professional Certification in public security policy and planning

Experience

- At least 10-15 years' similar experience in a public sector or regional organisation
- Minimum of 4 years in a line management position
- Knowledge of public security

Other relevant skills required

- Communication and presentation skills
- Computerised desktop publishing and production 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
- 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
- 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

17. Senior Programme Officer Employment, Labour and Youth – Job Grade 4

Main purpose of the job: Under the supervision of Director Gender, Social and Human Development the incumbent will facilitate and coordinate the development and implementation of policies and programmes in Employment, Labour and Youth in order to enhance the achievement of the objectives of Regional Integration

Duties and Responsibilities

Policy 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 policies in areas of education and skills development
- Coordinate the approval and adoption of policies by the SADC Structures
- Facilitate the implementation of the policies by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit

Standards Development, Adoption and Harmonisation

- Identify areas that require standards development, adoption and harmonisation
- Coordinate the development, adoption and harmonisation of the standards in the relevant and priority areas such as certification, accreditation, quality assurance and management, curriculum and teaching
- 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

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 / 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 plans/programme of Action
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare Skills, Education and Training annual Business Plan
- 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, 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
- 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 Skills 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 assigned

Qualifications

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

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

- 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

Competencies

- 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 – Industrialization and Competitiveness – Job Grade 4

Purpose of the job: Under the supervision of Director Industrial Development and Trade the incumbent will facilitate and coordinate the development, implementation and

monitoring of the SADC industrialization strategy and roadmap, with specific attention on processes, strategies and programmes aimed at developing a competitive and productive industrial base in SADC.

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify industrialisation strategy, policy and regulatory gaps in the region
- 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 / 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 centralised database on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Planning, Programming and Implementation

- Identify key areas of interventions to promote industrialisation and competitiveness 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
- Facilitate and coordinate implementation of capacity building initiatives in industrial development in Member States; monitor and evaluate the success of the interventions
- Prepare annual plans and projects/programmes to implement those plans
- Support resource mobilisation for programme implementation as and when required by PPRM
- Facilitate and coordinate implementation of programmes in Member States aimed at achieving the following objectives:
 - Industrial policy development
 - Entrepreneurship Development, with particular emphasis on SME
 - Programmes to support private sector competitiveness and SME development

- Programmes for improved business facilitation services, structures and mechanisms
- 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 and evaluate the progress and success of programme implementation
- 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 Capacity Building programme

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's industrial development programme 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
- Perform any other duties as may be assigned

Position Requirements

Qualifications

At least a Master's Degree in Industrial Economics, Trade and Competiveness, Business Management or a related area with knowledge in competitiveness from a recognized institution

Specialised Knowledge

- Competitiveness Management
- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for industrial development
- Knowledge of industry and industry related matters
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years similar experience in industrial policy and development including capacity building, within a public sector or a regional organisation
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, 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 present and win support for ideas in an international or multi-cultural 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
- 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

19. Re - Advertisement - Senior Procurement Officer – Job Grade 4

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

- Manage the procurement process in line with Procurement Policy and established rules procedures whilst ensuring economy, efficiency, transparency, fairness, accountability/ethical standards and promoting competition;
- Develop and coordinate the implementation of the Procurement Plans and the Overall Procurement Plans;
- Formulation of the procurement strategy;
- Ensure that that ex-ante control unit and Tender Committee are acting promptly within the timeframe set by procurement policy and regulations;
- Provides the secretariat to the Internal and External Tender Committees;

- Maintains the records and audit trail of all procurement processes;
- Prepares and elaborates the reports on procurement implementation;
- Provides procurement support, advice and guidance to Management and the Requisition Units on procurement matters;
- Coordinates the activity of the Ex-Ante Control function, Tender and Contracting function and the Framework Contracts and Database of Approved Suppliers function;
- Sets the procurement staff workload and performance indicators;
- Sets Human Resource development plans for the Procurement staff and provides technical/managerial support to the staff; and
- Monitors and evaluates the procurement staff performances in line with the Performance Management System.
- Perform any other duties as may be assigned.

Position Requirements

Qualifications

Masters Degree in Procurement or related field and a Professional Qualification in Procurement.

Experience

Minimum of 10 year's practical experience in Public Procurement, knowledge of international Procurement and ICP regulations will be added advantage.

Competencies

- Demonstrable understanding and application of Public Procurement
- Highly developed leadership, management and supervisory skills
- Strong communication (verbal, written and presentation) skills
- Advisory skills
- Problem solving skills
- Customer care skills
- Ability to meet deadlines
- Public speaking and presentation skills
- Understanding of public procurement systems and procedures
- Team player

20. Programme Officer Gender Based Violence – Job Grade 6

Main purpose of the job: Under the supervision of Director Gender, Social and Human Development, coordinate the incumbent will monitor, evaluate the implementation by

commitments of SADC Member States at the regional, continental and international levels, on Gender Based Violence.

Duties and Responsibilities

- Maintain effective and efficient development and management of the Gender Division GBV Programme, particularly in the following:
 - Conduct study to audit progress on the implementation of the SADC Addendum on the Prevention and Eradication of Violence Against Women and Children and Gender based violence including Trafficking in Persons
 - Facilitate the development and implementation of a Regional Strategic Framework on Gender Based Violence
 - Promote programme and strategy development of Gender Based Violence and its nexus with Sexual and Reproductive Health including HIV and AIDS relevant articles in the SADC Protocol on Gender and Development including Trafficking in Persons
 - Facilitate legislative reform to address Gender Based Violence
 - Facilitate the intensification of campaigns to eliminate harmful traditional practices in Member States
 - Establish institutional support mechanisms to strengthen Member States capacity to prevent and eliminate Gender Based Violence
- Provide effective support to the Gender Unit in the following activities aimed at addressing gender inequality in the SADC region:
 - Promote and provide expertise in gender transformative programming of the SADC Secretariat's programmes of work
 - Facilitate a structured review of the constitutions of all Member States and other relevant legislation to promote gender equality and remove all discriminatory provisions
 - Intensify advocacy and lobbying activities in order to secure the ratification and domestication of the African Union Protocol on Women's Rights and the SADC Protocol on Gender and Development, as well as relevant global conventions, protocols and resolutions, by all SADC Member States
- Support the Directorate of Gender, Social and Human Development through Gender Unit in the following activities aimed at preventing and reducing HIV and AIDS infection rate, particularly of women and girls, in the SADC region:
 - Facilitate the implementation, monitoring, evaluation and reporting of the UN CSW Resolution 60/2 on Women, the Girl Child and HIV, and other relevant global and regional frameworks, in the SADC region
 - Document effective practices and facilitate sharing of experiences of Member States on the implementation of the recommendations UN Secretary General's Task Force on Women, Girls and HIV and AIDS, and other relevant decisions made at SADC level
 - Support mainstreaming of SRH, HIV and GBV in the SADC Health Sector

- Facilitate male engagement programming in relationship to GBV/SRHR/HIV/AIDS linkages
- Support improved quality programme/project delivery of the Gender Unit through:
 - Ensuring, facilitating and monitoring expenditure of the GBV project funds and making budgetary allocations as per regular resources ceiling and funding sources
 - Support budgetary entries and requisitions/voucher approvals on SIMS
 - Participate and prepare monthly programme reports, quarterly reports and Gender Unit Review Meetings
 - Contribute 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.
 - 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 on need-basis of consultancies and supervision of consultants
 - Monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
- Mainstream cross cutting GBV related issues (e.g. HIV and AIDS, poverty etc.) in the regional Gender and Development Programme
 - Identify and utilise strategic entry points for mainstreaming cross cutting issues as identified in SADC's strategic frameworks
 - Foster technical partnerships on GBV substantive issues with relevant stakeholders and institutions and provide leadership to ensure technical knowledge on gender based violence is updated, generated, collected and disseminated for effective technical and policy dialogue at both SADC Secretariat and Regional level
 - Monitor and report on the extent of mainstreaming into the programmes of the Unit
- Research and disseminate gender related information:
 - Promote documentation and sharing of knowledge about current and emerging gender based violence related concerns and trends, evaluates programmes, documents lessons learned, best practices as well as replicable strategies and approaches in the SADC Region.
 - 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
- Organise sharing of technical information among Member States
- Facilitate the production of the biennial SADC Gender and Development Monitor
- Publicise a monthly e-bulletin on key developments in the region
- 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 expertise in order to effectively undertake the duties of the post
- Undertake any other duties as may be assigned

Qualifications

At least a Masters Degree in Social Sciences / Development / Gender or related field from a recognised institution

Experience

At least 10-15 years of similar experience within a public or private sector, regional or international organization

Specialised Knowledge

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

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

Competencies

- 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

21. Programme Officer – Clusters – Job Grade 6

Purpose of the job: Under the supervision of the Senior programme officer – Value Chains support the Senior Programme Officer in facilitating and coordinating implementation of monitoring the SADC industrialization strategy and Road Map 2015 – 2063 with special attention on industrial clusters development in the Region

Duties and Responsibilities

-
- Facilitate and coordinate the following activities with regard to promotion of value chains and value addition:
 - Development of cluster 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
 - 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 in the review, development and monitoring of protocol
- Coordinate research, analysis and dissemination of information on clusters.
 - 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 value chains and value addition

- Prepare data for publishing on the SADC website and other forms of media
- 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 Industrial Economics, Trade, and Business Management in a related area with knowledge in cluster management from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for industrial development
- Knowledge of Cluster Management and related matters and industrial cluster development
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10-15 years of similar industrial policy and development experience within a public or private sector, regional or international organisation

Skills Requirements

- Communication 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
- Any other duties as may be assigned

22. Finance Officer – Grants/Contracts & Projects – Job Grade 6

Main purpose of the job: Under the supervision of Senior Finance Officer - Grants/Contracts & Projects the incumbent will facilitate an efficient and effective financial administration accounting and reporting of project funds managed by the Secretariat

Duties and Responsibilities

Budgeting and Control

- Prepare and disseminate the budget preparation guidelines to all project owners in directorates/units, provide adequate support and coordinate the budgeting process
- Consolidate the annual budget and submit to the Controller Accounting Services.

Budget & Expenditure Control

- Ensure that commitments are only made against budgeted appropriations. Review and approve project commitments (purchase orders)
- Review procurement procedures followed for award of contracts and ensure compliance with donor contractual requirements. Report exceptions to management
- Perform regular monitoring of project actual expenditure against budget and report potential overruns to management

Accounting

- Ensure chart of accounts are appropriately set up for accounting and reporting of project expenditures, and maintain control around updates
- Review and analyze relevant reports prepared by the Assistant Finance Officer, financial reports, income and expenditures incurred by projects, perform relevant analysis and reconciliations to ensure completeness and accuracy
- Prepare a timetable of donor reporting requirements and ensure compliance by the accounting team

- Liaise with donor finance officers and address their queries on the financial reports
- Provide relevant information for audit and clear audit queries
- Keep up to date with International Financial Reporting Standards (IFRS) and provide adequate training to accounting team
- Review all outstanding commitments made and ensure these are settled, accounted and reported before close of projects with donors

Cash Management & Control

- Review and approve disbursements for project expenditures after satisfactory review
- Review agreements and contractual rules and procedures established by donors for sound cash management and ensure these are implemented and followed during the financial management of projects
- Review all bank reconciliations and cash flow reconciliation prepared by Treasury Finance Officers for projects and Assistant Finance Officer and ensure they are complete and accurate
- Ensure adequate controls are implemented and followed for proper management of project funds
- Review monthly cash flow reconciliations and forecasts prepared by the Assistant Finance Officer and liaise with donors and banks in advance to solicit additional funding requirements
- Provide periodic reports to the Financial Controller on cash flow positions and forecasts for review

Internal Controls

- Ensure contractual requirements of donors regarding internal controls around project financial management are effectively implemented
- Review and implement auditor recommendations for better financial controls
- Manage risks and implement appropriate mitigating measures.

Other

- Coordinate with the Assistant Finance Officer –Asset to ensure proper management and record keeping of fixed assets for the Secretariat and projects, ensure compliance with donor rules and conditions
- Review and confirm all recoverable or payable balances at the close of projects, liaise with donor finance officers and SADC disbursement officers and treasury accordingly for settlement
- Submit reports to donors as stipulated in contractual conditions and attend to ad hoc information request
- Financial Contracts Management including financial Securities such as Bank Guarantee
- Prepare Budgetary Performance Reports in respect of Grants and Projects matters
- Prepare Draft Annotated Agenda and background documents to Governance Oversight Structures on Grants and Projects matters
- Provide Secretariat Services (as member of Draft Team) to FSC

- Any other duties as may be assigned

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

Qualifications

At least a Degree in Accounting, Finance or related field

Professional Certification

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

Experience

At least 10 – 15 years of work experience in a similar field

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

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

23. Information Systems Officer x2 – Job Grade 6

Purpose of the job: Under the supervision of Senior Officer – ICT, the incumbent will be responsible to develop and implement the installation, upgrade and maintenance of systems

Duties and Responsibilities

- Plan, develop, implement and maintain ICT applications according to international best practices
- Ascertain that ICT applications meet the needs of individuals, projects and statutory requirements and are completed on time and within budget
- Ensure the smooth running of all ICT applications and relevant databases, including post-implementation evaluation
- Provide 'end user support' service in a structured way
- Manage service providers and assist in the relevant tendering process
- Ensure the implementation of adequate security measures for ICT applications and data, including business continuity planning
- Implement mechanisms to allow authorised users to access systems and detect and prevent malicious access and abuse of systems
- Ensure that data transmission, processing and storage comply with business rules
- Undertake procedures to restore operations in case of system failures
- Implement system backup procedures and participate in recovery operations in the case that all or part of the system is compromised
- Train end users in relevant ICT applications.
- Assist the Senior Officer, ICT in the formulation, documentation and adherence to relevant policies, procedures and standards.
- Help in the preparation and monitoring of the budget of the ICT Unit

- Research, evaluate and recommend technologies and applications relevant to the ICT needs of SADC
- Perform any other duties as assigned maybe assigned.

Position Requirements

Qualifications

At least a Degree in Computer Science, Information Technology or any related field from a recognised institution

Professional Certificate

- Professional software development certification in Microsoft technologies/Open source software/ERP systems
- Professional certification in IT service management (desirable)

Specialised Knowledge

- Knowledge of Microsoft technologies, business analysis and programming
- Knowledge of Enterprise Resource Planning (ERP) and open-source software

Experience

At least 10 years post-graduate experience in systems analysis, design, development, implementation and maintenance

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

- 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

24. Officer Contracts, Asset Management, Property & Buildings – Job Grade 7

Purpose of the job: Under the supervision of Senior Officer - Administration, the incumbent will be responsible for managing the Secretariat's buildings and properties, and non IT office equipment and furniture, ensure these meet the needs of users and supervise the work of a team working underneath this position

Duties and Responsibilities

- Coordinate the development of residential and office accommodation policies and standards; and ensure the implementation thereof once they are approved
- Propose best allocation and utilisation of space and resources in office premises
- Review and evaluate office accommodation requirements, and recommend the most cost effective methods to meet these requirements
- Identify and propose potential office space, and investigate availability and suitability of options for any new premises if required
- Supervise outsourced cleaning, landscaping and gardening for the Secretariat's grounds
- Coordinate the provision of appropriate office security services
- Support with the acquisition, sale and lease of the Secretariat's buildings and properties
- Keep an up to date database of estates agents and maintenance service providers
- Supervise maintenance of buildings, properties, furniture, fittings and equipment (non-IT)
 - Develop maintenance plans / programmes
 - Contract out repairs, refurbishing, replacements, renovations and building works etc.
 - Liaise with service providers
 - Advise on renewal or termination of maintenance contracts
 - Check adherence to regulations and safety procedures
- Conduct coding and classification of properties for ease of identification
- Maintain accurate records of the Secretariat's buildings and assets

- Attend to queries on office organisation, furniture and equipment etc., and advise on how directorates and units can optimise utilisation of these
- Organise disposal of non IT-equipment, furniture and fittings
- Undertake regular building inspections and assets audit as needed
- Prepare specifications for acquisition of office furniture and equipment
- Coordinate with Finance and Procurement to procure (a) office equipment (non-IT), furniture and fittings etc., and (b) their maintenance services
- Supervise the provision, maintenance and servicing of SADC owned and leased residential accommodation (grounds, gardens, pools and interiors)
 - Pre occupation inspection to check against SADC standards
 - Organise visits and house viewing
 - Keep inventory of all houses
 - Ensure maintenance of residences and grounds
 - Inspect houses upon vacation for any damage assessment
 - Obtain quotes from outsourced contractors for damages due to negligence
 - Submit to Payroll for recovery from salary, should the need arise
- Support with the management of leases of the Secretariat
 - Draw up lease agreements for vetting and further processing
 - Organise signature of leases
 - Submit to Payroll for rental deductions
 - Take custody of leases and monitor their status regularly for renewal
- 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 Facilities Management from a recognised institution

Experience

At least 7-10 years' professional work experience in facilities management

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
- 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

25. Programme Officer – Value Chains – Job Grade 6

Purpose of the job: Under the supervision of the Senior Programme Officer – Value Chains the incumbent will facilitate and coordinate policy, planning, programming and M&E work in support of increased regional value chains and value addition in industry sector

Duties and Responsibilities

- Facilitate and coordinate the following activities with regard to promotion of value chains and value addition:
 - Development of value chain 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

 - 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 in the review, development and monitoring of protocol
- Coordinate research, analysis and dissemination of information on value chains and value addition:
 - 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 value chains and value addition
 - Prepare data for publishing on the SADC website and other forms of media
- 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

Position Requirements

Qualification

At least a Masters in Industrial Economics, Trade, Business Management or related technical field with knowledge in value chain management from a recognised institution

Specialised Knowledge

- Knowledge in value chains development and management
- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for industrial development
- Knowledge of industry and industry related matters and value chain development
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years similar industrial policy and development experience within a public sector or regional organisation

Skills Requirements

- Communication 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 present and win support for ideas in an international or multi-cultural 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 conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

26. Programme Officer – Monetary - Job Grade 6

Purpose of the job: Under the overall guidance of Senior Programme Officer Macroeconomic Convergence the incumbent will facilitate and coordinate policy guidance in the area of monetary policies in relation to the macroeconomic convergence programme for the SADC region.

Duties and Responsibilities

- Coordinate research, analysis and dissemination of information:
 - Regularly collect data on monetary and external sector aggregates data and indicators on 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 monetary database

- Process and disseminate monetary information either on the SADC website or other forms of media
- Facilitate the formulation and harmonisation of regional monetary and external sector policies, and align them with other regional & international benchmarks e.g. AU IMF World Bank
- Monitor and evaluate monetary and external sector policies in relation to the macroeconomic convergence programme
 - Identify monetary and external sector policy gaps in Member States
 - Provide early warning signs on economic variables related to monetary and external sector policy
 - Analyse data and produce draft reports
- Support the peer review process of the macroeconomic convergence programme
- Maintain effective contact with Member States in all matters related to the monetary and external sector policies
- Service official meetings of the macroeconomic subcommittee and other relevant SADC structures
 - Liaise with Conference Services unit to organise meetings
 - Prepare documentation for relevant official SADC meetings and technical papers on regional monetary and external sector policy related matters for discussion and /or publication
 - Participate in the meetings as observer or facilitator or presenter
- Procurement of consultancies and supervision of consultants
- Assist the Senior Programme Officer in:
 - Harmonisation of macroeconomic policies in Member States
 - Review, development and monitoring of protocol relevant to this focal area
 - Development, review and execution of strategies, plans and programmes
 - Monitoring and evaluation of programme implementation
- Liaise with other Directorates and Units to internalise cross-cutting issues into monetary and external sector policy related 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

Position Requirements

Qualifications

- At least a Master's Degree in Economics or related technical field with demonstrated knowledge in micro-economic policy from a recognised institution

Professional Certificate

- Specialisation in monetary branch of economics

Specialised Knowledge

- Macro-economic Policy
- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring
- Knowledge of monetary and external sector policy
- 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 7-10 years of experience in monetary and external sector policy analysis, formulation and implementation within a public 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

27. Programme Officer – Customs Procedures

Job Grade 6

Purpose of the job: Under the overall guidance of Senior Programme Officer Customs the incumbent will facilitate and coordinate the development, implementation and monitoring of SADC Trade Policies with special attention to customs policies, strategies and programmes aimed at harmonisation, modernisation and integration of customs in the region

Duties and Responsibilities

- Work with and assist the Senior Programme Officer in the following activities:
 - Review, development and monitoring of relevant protocol
 - Facilitate the development, strengthening and harmonisation of the customs regulations, instruments and policies across Member States
 - Develop and review long-term, medium and short strategic plans aligned to the RISDP
 - Facilitate the adoption of the Strategic Plans by various policy structures
 - Prepare annual plan for customs

Facilitate the development and implementation of regional projects/ programmes aimed at:

- Modernisation and harmonisation of customs operations / instruments
- Enhancement of customs cooperation within the region
- Implementation of Customs Instruments to facilitate trade
- Promotion of transparency and efficiency in customs operations
- Effective implementation of SADC Rules of Origin
- Development of instruments under the Tripartite and Continental FTA
- Customs union negotiations
 - Monitoring and evaluation of programme implementation
- Coordinate research, analysis and dissemination of customs related information:
 - Regularly collect data on customs related matters, 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

- Report and disseminate information through the SADC website or other media
- Maintain effective contact with Member States in all matters related to customs
- Service any official meetings / subcommittees and other relevant SADC structures that are related to customs operations
 - 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 harmonisation, modernisation and integration of customs in the region to various stakeholders / audiences
- Procurement of consultancies and supervision of consultants
- 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

Position Requirements

Qualifications

- At least a Masters Degree in Economics, Trade, Business Management or related technical field with demonstrated knowledge in customs from a recognised institution

Professional Certificate

- Customs administration

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

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

28. Programme Officer Climate

Job Grade 6

Main purpose of the job: Under the overall guidance of the Senior Programme Officer facilitate the incumbent will and coordinate policy, planning, programming and monitoring the implementation of climate change management in the SADC region.

Responsibilities

- Provide effective support to the Senior Programme Officer to facilitate and coordinate the programmes related to climate monitoring and information generation, climate adaptation and mitigation, climate finance, climate clean air coalition and climate technology transfer, in terms of:
 - Harmonisation of policies, strategies, regulations and standards
 - Review, development and monitoring of protocol
 - Implementation of capacity building interventions for effective programming, planning and management of regional programmes
 - Development, review and implementation of strategies and plans

- Assist the Senior Programme Officer in research, analysis and dissemination of information on the sector for reducing climate vulnerability and building resilience through:
 - Regularly collecting data and information on sector status/profile in Member States, using primary and secondary research techniques
 - Co-ordinating research projects on the issues facing the sector in the region
 - Analysing the data and information from the research commissioned
 - Regularly populating the regional database on the sector
 - Preparing data for publishing on the SADC website and other forms of media
- 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
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Liaise with National Meteorological and/or Hydrological Services (NMHS) and users of climate information and prediction services in SADC Member States
- Liaise with Regional and National Climate Services as and when required
- Liaise with Disaster Risk Reduction (DRR) as and when required, on disasters caused by weather and climate variability and change
- 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

Qualifications:

- At least a Masters Degree in Environmental or Climate Science from a recognised institution

Experience

- At least 7-10 years of experience in climate science research and/or application 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

Competencies:

- 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

29. Programme Officer Wildlife

Job Grade 6

Main purpose of the job: Under the Supervision of the Senior Programme Officer the incumbent will facilitate and coordinating policy, planning, programming and monitoring and promoting the management and sustainable utilisation of wildlife in the region.

Responsibilities

- Provide effective support to the Senior Programme Officer to facilitate and coordinate the:
 - Development of a regional strategy to promote and empower communities based wildlife management and Trans-frontier Conservation Areas (TFCAs)
 - Development and coordinate implementation of a regional strategy to promote and maintain effective networks on wildlife anti-poaching operations and control of the illegal trade on wildlife and wildlife products
 - Development, review and implementation of Protocol of Wildlife Conservation and Law Enforcement, strategies and plans

- Establishment and maintenance of effective regional networks to monitor and protect cross border wildlife populations;
- Implementation of and advocacy for Multilateral Environmental Agreements (MEA) with direct impact on wildlife management including the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Convention on Biological Diversity (CBD).
- Harmonisation of policies, strategies, regulations and standards in all areas of natural resources management
- Assist the Senior Programme Officer in research, analysis and dissemination of information on the sector:
 - Regularly collect 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
 - Regularly populate the regional database on the sector
 - Prepare data for publishing on the SADC website and other forms of media
- 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
- 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

Qualifications:

- At least a Masters Degree in Wildlife Management or Environmental or Animal Science or related technical field from a recognised institution

Experience:

- At least 7-10 years regional, continental and international experience on wildlife related issues 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

Competencies:

- 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

30. Finance Officer - Treasury and Budget

Job Grade 6

Main purpose of the job: Under the overall guidance of Senior Officer Treasury and Budget the incumbent will undertake budgeting & control and day to day treasury management function of the Secretariat and supervise the work of the team falling under the officer.

Duties and Responsibilities

Budgeting & Controls

- Prepare and disseminate the budget preparation guidelines to all directorates/units, provide adequate support and coordinate the budgeting process, and consolidate the annual budget and submit for approval
- Supports and coordinates the medium term expenditure planning process, issue guidelines, provides adequate supporting and consolidates the expenditure statement
- Review extra-budgetary submissions with the objective of enhancing budgetary control
- Attend to all requests for virements and budget re-allocations across the organization on all sources of funding in line with Financial Regulations

- Retrieve relevant budget variance report from the system, analyze, document and submit with quarterly management accounts

Accounting

- Review and ensure completeness and accuracy of all treasury data in the cash books
- Review and finalise relevant analysis for the monthly management pack Review and finalise account schedules, analyses and relevant information for annual statutory audit.
- Ensure proper application of relevant accounting policies (IFRSs and IASs)

Cash Management

- Review all bank reconciliations for bank accounts under the Treasury and Budget Unit
- Review and finalize monthly cash flow forecasts and consolidated cash flow position for management
- Initiate timely request for new bank accounts/or closure, and seek approval from authorized signatories. Provide update to the bank for changes in signatories
- Facilitate opening and closing of bank accounts and maintain records of signatory mandates of all bank Accounts
- Take appropriate security and control measures for safeguard of cash in hand and in transit.
- Monitor contributions from Member States and Development Partners
- Review monthly bank charges analysis for all operation bank accounts.
- Respond to enquiries related to treasury and budget
- Review and finalize consolidated summary cash position of the Secretariat

Internal Controls

- Ensure compliance with policies and procedures of the Secretariat for sound treasury management
- Monitor access right to the cash management module and promptly update the bank with any changes in personnel or authorized signatories.
- Implement audit recommendations for better control around cash management
- Identify risks, implement mitigation measures and update Risk Register

Collections

- Monitor and take appropriate measures to ensure timely collection of outstanding funds from Member States and donors
- Review and finalize reports on outstanding collection and cash flow position for management

Governance Oversight Structures Reporting

- Review and finalize the Consolidated Budgetary Performance Report and related background documents

- Focal person at technical level on Drafting Annotated Agendas for Finance Sub-Committee and Finance Committee Meetings
- Facilitate preparation of Draft Annotated Agenda and background documents for Finance Subcommittee and Finance Committee meetings
- Provide Secretariat Services (as member of Draft Team) to FSC, FC, and Council Meetings
- Provide technical financial advisory services on treasury and budgetary matters
- Update reports on Implementation of Council Decisions under the Directorate of Finance

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
- Perform any other duties as may be assigned

Qualifications

At least a Degree in a finance related field from a recognized institution

Professional Certification:

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

Experience

At least 7-10 years of work experience in a similar field

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

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

31. Finance Officer - General Ledger

Job Grade 6

Main purpose of the job: Under the overall supervision of Senior Officer Accounting Services the incumbent will coordinate the accounting function and produce timely, accurate, complete and reliable management accounts and annual statutory reporting Supervise the work of the team falling under the officer

Duties and Responsibilities

Accounting

- Set timetables for completion of accounting tasks, monitor and supervise work of the accounting team to ensure compliance with reporting deadlines
- Drive month end financial close procedures and perform relevant controls checks, reconciliations of GL to sub ledgers
- Ensure accuracy and completeness of accounting entries in the accounting system and posting of journals
- Updates general ledger accounts and subsidiary ledgers to supporting schedules
- Review, update and finalise monthly and quarterly management accounts for the Secretariat and all other reports prepared by the Assistant Finance Officer
- Compile and finalise statutory annual financial statements for the Secretariat and liaise with auditors/attend to their queries
- Implement appropriate internal controls around financial accounting and reporting

- Ensure compliance with internal and external reporting deadlines
- Ensure proper application of relevant accounting policies (IFRSs and IASs)
- Review and supervise work of the accounting team and provide adequate coaching and training
- Review and finalise all reports for Audit Committee and SADC governing structures reviewed in conformity with regulations and best practices
- Review monthly supporting schedules, control accounts, schedules prepared by the Assistant Finance Officer for revenues, expenditure, assets, liabilities and reserves. income statement and balance sheet accounts
- Preparation of annual financial statements in accordance with IPSAS
- Facilitation of the SADC Secretariat operations annual audit
- Undertake any other duties as delegated by the Controller or Director
- Continuously identify and implement leading practices to promote and efficient and effective financial accounting and reporting process

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
- Perform any other duties as may be assigned

Qualifications

At least a Degree in an Accountancy or finance or related field from a recognized institution

Professional Certification

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

Experience

At least 7-10 years of work experience in a similar field

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

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

32. Webmaster

Job Grade 6

Purpose of the job: Under the overall guidance of Senior Officer ICT the incumbent will maintain the Secretariat website, and ensure that sites are functioning properly and are available to users.

Duties and Responsibilities

- Determine best strategy for hosting various components of the website/portal, intranet and other relevant web-based applications
- Maintain the following:
 - DNS records for SADC domain and sub-domains
 - Connectivity of the SADC portal through liaison with telecommunications and internet service providers
 - Hosting hardware and software along with related security measures
 - Up-to-date copies of the portal and intranet on backup media and restore such backups when necessary

- Manage contracts between SADC and hosting service providers for sub-domains hosted outside SADC
- Analyse and document user requirements for the website/portal, intranet and other relevant web based applications
- Web programming; design and develop web pages, databases, graphics and style sheets for sections of the portal and intranet other relevant web-based applications
- Maintain functionality, appearance and accuracy of website using content management system
- Verify compliance of web pages to standards such as those set by the World-Wide Web Consortium (W3C)
- Analyse website/portal, intranet and other relevant web-based applications error logs and resolve any recorded problems
- Assist Directorates and Units in updating the website/portal and intranet.
- Manage access rights of different users on website/portal, intranet and other relevant web-based applications.
- Analyse website /portal and intranet usage logs and promote less visible sections thereof
- Optimise the website/portal for indexing by search engines and exchange links with other websites/portals
- Train directorates, Units and SADC national committees to use the website/ portal intranet and other relevant web-based applications both for providing and accessing information
- Promote inclusion of www.sadc.int on corporate promotional items and communications
- Develop and maintain any relevant web-applications
- Research and apply relevant technologies and techniques for the website/ portal, intranet and other relevant web-based applications
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- At least a Degree in Computer Science, Information Technology or any related field from a recognised institution
- Certification in web design/ development/administration
- Certification in Microsoft technologies/SharePoint
- Certification in IT service management (desirable)
- Certification in open source environment (desirable)

Special Knowledge

- Knowledge of Javascript, HTML, HTTP, CSS AND XML including internet related software

- Knowledge of Microsoft technologies and SharePoint
- Familiarity with browser testing and debugging
- Technical knowledge about the latest developments and internet features

Experience

At least 10 years of similar work experience

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

- 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

33. Legal Counsel

Job Grade 6

Job Purpose: Under the Supervision of the Senior Legal Counsel the incumbent will coordinate drafting, interpretation and amendment of SADC Treaty and Protocols, their Annexes and subsidiary instruments; provide legal advice, assistance and

information to all Policy Organs as well as all Directorates and Units of the Secretariat on treaty, protocol and related legal matters.

Responsible for providing appropriate advice, opinion and assistance to the Secretariat on legal matters and issues pertaining to the SADC development and integration agenda; and for monitoring the implementation of all protocols signed by the SADC (from a legal perspective)

Main duties and responsibilities

- Act as an advisor to the on corporate legal matters
- Provide appropriate legal opinion, advice and assistance on the formulation, review, enforcement and interpretation of corporate legal documents (policy, rules and regulations, resolutions, contracts, leases, agreements etc.)
- Render legal services to SADC Secretariat in its areas of activity, its institutions.
- Initiate draft rules on specific policy issues; notify on the proposed rules and solicit comments; interpret and apply existing SADC Policies, Rules and Procedures
- Conduct legal and factual research to inform the writing of memoranda on draft legal solutions to disputes across SADC Institutions
- Act as legal counsel representative in staff grievance and dispute resolution hearings, litigations, court hearings and judicial proceedings, contract and partnership negotiations etc.
- Prepare cases and court pleadings
- Conduct legal analysis and research to keep abreast of all relevant changes of laws and advice Management on the required changes and impact to the operations of the Secretariat
- Review the legal implications, for the Secretariat, of new policies and legislations
- Custodian of all corporate legal documentation
- 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
- Provide legal advice and assistance to all Policy Organs and to all Directorates and Units of the Secretariat on the (a) drafting, revision and implementation of the Treaty, protocols, and any other legal instruments governing the SADC, (b) application or interpretation of Protocols, and (c) conformity of decisions and actions with the Treaty, protocols, and any other legal instruments
- Monitor the status of signature and ratification of protocols by Member States and coordinate the deposit and registration of SADC legal instruments with the UN and AU
- Interpret and apply SADC Treaty and Protocol provisions
- Participate in the development of legal instruments that should create an enabling environment for SADC Member States to operationalize SADC policies and strategies
- Undertake all steps to register the SADC Protocols with the UN and the AU
- Conduct research on various legal issues arising from the implementation of SADC regional integration programmes

- Advise the Secretariat on legal issues arising from the implementation of the SADC Protocols and their Annexes.
- Provide legal advice to dispute settlement matters
- Facilitate effective participation of Member States in regional, continental and international fora including in World Trade Organisation (WTO) ACI, AU etc.
- Interpret agreements and decisions reached by Committees of Ministers
- Provide advisory, drafting and interpretation services to SADC Economic Partnership Agreement (EPA) countries during the negotiation and implementation process
- Conduct subject-specific legal analysis and research to keep abreast of all relevant changes of economic and political integration, advise on the implications for the regional integration agenda
- Perform any other duties as may be assigned

Position requirements

Qualification

- At least a Masters in Law from a recognised institution and a license to practice law in any jurisdiction of a SADC Member State
- Specialisation in international trade laws would be an added advantage

Experience

- At least 7-10 years of work experience in providing legal advice
- Knowledge of Treaties, Protocols, Conventions etc.
- Knowledge of trade and customs laws and regulations in the Member States

Other relevant skills required

- 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
- Proficient in the use of computers, and forensic tools and software

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive

- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

34. Programme Officer – Energy

Job Purpose: Under the Supervision of Senior Programme Officer –Energy the incumbent will facilitate and coordinate policy, planning, programming and monitoring of coordination and implementation of SADC Infrastructure Development master plan and related policies and strategies with specifications improving the energy infrastructure and supply, and achieving energy security and reliability in the SADC region.

Main duties and responsibilities

- Provide effective support to the Senior Programme Officer to facilitate and coordinate the:
 - Harmonisation of policies, strategies, regulations and standards
 - Review, development and monitoring of protocol
 - Implementation of capacity building interventions for effective programming, planning and management of regional energy programmes
 - Development, review and implementation of strategies and plans
- Assist the Senior Programme Officer in research, analysis and dissemination of information on the sector:
 - Regularly collect 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
 - Regularly populate the regional database on the sector
 - 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 programme related matters for the sector
- Provide technical and administrative support to the Senior Programme Officer during programme / project implementation:
 - Resource mobilisation for programme 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
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Liaise with SATA and CRASA on general implementation of the SADC Programmes, as and when required
- 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 ad may be assigned

Position requirements

Qualifications

- At least a Masters in Economics/Engineering, specialising in power or energy Sector planning and management or related technical field from a recognised institution

Experience

- At least 7-10 years regional, continental and international experience on energy related issues within a public sector or a regional organisation
- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for the energy/power sector

Other relevant skills required

- Communication 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 present and win support for ideas in an international or multi-cultural 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 conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

35. Procurement Officer x2

Job Grade 7

Job Purpose: Under the overall Supervision of the Senior Procurement Officer the incumbent will undertake the procurement for goods and services in accordance with SADC procurement guidelines, regulations standards and procedures or other approved guidelines and procedures. Efficiently undertake the procurement process whilst ensuring fiduciary compliance, value for money, efficiency, transparency, fairness and accountability/ethical standards.

Main duties and responsibilities

- Carry out procurement in accordance with approved policy, regulations and process
- Participate in the formulation / revision of procurement strategy, policy, procedures and regulations, and plans
- Review the eligibility, qualification, evaluation and award criteria for compliance with the procurement procedures

- Participate in the end to end tender process: Advertise the procurement processes, prepare the solicitation documents, communicate and issue tender clarifications to applicants / bidders, notify bidders and applicants on the outcome of the evaluation processes and formulate supplier service agreements
- Establish and Maintain a Procurement and Contract Monitoring System
- Validate orders received and outstanding stock orders, analyse and reconcile reorder requests; liaise with appointed supplier's / service providers to ensure the timely and accurate completion of orders; and administer contract performance
- Monitor and evaluate performance of suppliers based on end user satisfaction
- Check and advise parties on their adherence with the contractual obligations
- Provide the adequate procurement support to Defender in the appeal processes
- Process purchase requisitions / orders within purchasing authority
- Liaise with Finance for payment of suppliers
- Liaise with and draft any official correspondence with contractors/suppliers
- Manage relationship with suppliers with a view to building win-win partnerships and relationships to ensure stock availability and continuity of services
- Draft Addenda/variation order to contracts/purchase order
- Prepare and consolidate annual estimates for goods and services and, develop and maintain standard stock lists
- Register and deregister the suppliers; maintain a Database of Approved Suppliers, Vet and accredit all Suppliers
- Advise award, modification, renewal and/or termination of contracts
- Prepare and maintain procurement records, and compile procurement reports and submit to the Senior Procurement Officer
- Supervise physical stocktaking and inventory control
- Monitor stock flows and discrepancies, and prepare report for Senior Procurement Officer
- Conduct prior and post-reviews on sample procurement contracts executed outside of Procurement unit
- Verify that all procurement cases subject to the Senior Officer Administration clearance are properly prepared and presented, and collaborate with the latter to ensure consistency in the procurement approach across the Secretariat
- Manage framework contracts for travel
- Serve as the point of contact for customers with the travel management company
- Liaise with Finance for payment of appointed travel providers as per framework contract agreement

- Provide consular services to staff travelling abroad; facilitate the process of applying for and obtaining exemption certificates and diplomatic identification for SADC Secretariat
- Monitor compliance with contract agreements, evaluate and report on the performance of the travel management company
- Compile regular procurement reports and submit to the Senior Procurement Officer; communicate with him/her any issues so that timely remedial measures can be taken
- Monitor competitive terms, conditions and contracting practices by suppliers, and build a database of potential suppliers; use the intelligence gathered to propose any changes that can be made to existing contracts when these are renewed / renegotiated by the Senior Procurement Officer
- Undertake all paperwork required for contract close-out, extension or renewal
- Management Staff under direct supervision
- Perform any other duties as may be assigned

Position requirements

Qualification

- At least a degree in Procurement or related field from a recognised institution
- Having a profession qualification in procurement will be an added advantage

Experience

- At least 7-10 years practical experience in procurement
- Seasoned knowledge of procurement policies and practices

Other relevant skills required

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Negotiation, 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

36. Internal Auditor

Job Grade 6

Job Purpose: Under the Supervision of Director of Internal Audit and Risk Management the incumbent will 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 (b) evaluate compliance with set procedures and applicable laws.

Main duties and responsibilities

- Execute the annual audit and risk management programmes:
 - 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 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 time
 - Carry out special audit assignments and investigations as directed by ES and / or Audit Committee
 - Review whether records are being properly maintained in accordance with procedures
 - Review governance practices and standards
- Execute the audit programme by:

- 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 Head for review
- Updating systems flowcharts and documentation to reflect changes in the control environment as and when they arise, and to evaluate their effect 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
- Work with other Internal Auditors and Risk Management Officer on audit planning
- Liaise with the external auditors as and when required
- Perform any other duties as may be assigned

Position requirements

Qualifications

- At least a Degree in Auditing, Accounting or Finance or professional qualification (e.g. ACCA or CIMA) from a recognised institution
- Certified Internal Auditor and member of a recognised association of internal auditors

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
- Knowledge in Auditing standards, techniques, activities, and processes
- 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

Other relevant skills required

- 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 conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

37. Macroeconomic Surveillance Officer

Job Grade 6

Job Purpose: Under the overall Supervision of Senior Officer Monitoring Evaluation and Reporting the incumbent will facilitate, coordinate the implementation of the peer review based monitoring and surveillance of the SADC macroeconomic convergence (MEC) programme.

Main duties and responsibilities

- Prepare and distribute template for the national surveillance reports
- Review and agree on criteria and convergence performance indicators; and share with all Member States
- Establish regular flow of information from Member States to facilitate the surveillance process
- Identify policy information and data to be shared among Member States
- Provide schedule of Member States to undergo surveillance process
- Coordinate and facilitate annual MEC Peer Review Panel meeting, evaluate peer review reports and provide policy advice and recommendations to Member States
- Constitute SADC review team of macroeconomic experts to undertake reviews in identified Member States
- Coordinate undertaking of review process by SADC Team of experts
- Coordinate and facilitate training of SADC Review Teams on surveillance

- Coordinate meeting of Peer Review Panel to consider/evaluate review reports and, provide policy advice and recommendations
- Ensure timely submission of peer review/surveillance reports to all relevant stakeholders for validation
- Coordinate research, analysis and dissemination of information:
- Regularly collect macroeconomic data and information on 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 macroeconomic database
- Prepare data for publishing on the SADC website and other forms of media
- Use all information gathered to prepare a Regional Macroeconomic Surveillance Report on the status, progress and impact of implementation of the SADC macroeconomic convergence (MEC) programme in Member States,
- Identify deviations from MEC programme, establish policy implication, and issue early warnings on Convergence deviations as well as corrective actions
- Service official meetings of Macroeconomic substructures
- Liaise with Conference Services unit to organise meetings
- Prepare documentation for relevant official SADC meetings (technical Committees, Council, Summit etc.) and technical papers for discussion and /or publication
- Participate in the meetings as observer or facilitator or presenter
- Present the sector situation in the region to various stakeholders / audiences
- Assist the Senior Programme Officer in:
- Harmonisation of macroeconomic policies in Member States
- Review, development and monitoring of protocol relevant to this focal area
- Development, review and execution of strategies, plans and 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.

Position requirements

Qualifications

At least a Masters in Economics, Business Management, Macro-Economics, Policy, Development Economics or a related area from a recognised institution

Experience

- At least 7-10 years experience in macro-economic policy with a public sector or a regional organisation

- Knowledge and understanding of macro-economic convergence policies 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

Other relevant skills required

- Communication 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 conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

38. Procurement Officer - Ex-Ante

Job Grade 7

Job Purpose: Under the Supervision of Senior Procurement Officer the incumbent will undertake ex-ante audit and control on the procurement for goods and services. Supervise the work of a team falling under this position

Main duties and responsibilities

- Provide procurement expert advice and guidance on all aspects of procurement functions including and, on wide ranging and complex technical issues relating to institutional procurement
- Develop, execute, and administer complex procurements
- Plan and monitor quality of work output, reviewing all procurements prior to execution for appropriateness, completeness and accuracy
- Work with colleagues to maximise use of resources and streamline procurement efforts, taking into account forecasts and procurement trends
- Carry out ex-ante and ex-post control to ensure that procurement procedures and contracts are legally sound
- Participate in the formulation / revision of procurement strategy, policy, procedures and regulations, and plans
- Deliver on job training for user departments in procurement techniques, processes and systems
- Assist and train Requisition Units in drafting Procurement Plans and on procurement matters; work with them to determine procurement needs
- Assist in the development Technical Specifications and Terms of Reference, and review them for compliance with the procurement policy and regulations
- Review the eligibility, qualification, evaluation and award criteria for compliance with the procurement procedures
- Adapt procurement procedures to the needs of the Secretariat
- Prepare special reports, statistics and forecasts and carry on other assignments as required by the supervisor
- Management Staff under direct supervision
- Perform any other duties as may be assigned

Position requirements

Qualifications

- At least a degree in Procurement or related field
- Having a profession qualification in procurement will be an added advantage

Experience

- At least 7-10 years practical experience in procurement or performing responsibilities with a substantial content in directing large-scale and complex procurement activities
- Seasoned knowledge and specialized command of all major facets of procurement policies and practices as applied across a wide range of technical sectors

Other relevant skills required

- 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

- 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

39. Monitoring, Evaluation and Reporting Officer x2

Job Grade 6

Job Purpose: Under the Supervision of Senior Officer Monitoring Evaluation and Reporting the incumbent will be responsible for the overall monitoring and evaluation of SADC Plans and Programmes

Main duties and responsibilities

- Develop project / programme monitoring and evaluation plan of the projects
- Coordinate with Implementers, that is Programme directorates and Member States for collecting data against agreed indicators
- Liaise and interrogate data for monitoring and evaluation purposes

- Determine to what extent has the implementation of the SADC plans and programmes contributed towards its longer term goals, and establish any unanticipated positive or negative consequences of implementation
- Identify the direct tangible outputs that the SADC plans and programmes have delivered as a result of their implementation
- Assess overall outcomes against targets i.e. what changes occurred as a result of the outputs and to what extent are these likely to contribute towards the SADC plans' and programmes' purpose and desired impact
- Monitor and evaluate whether the planned activities have been completed on time and within the budget, and identify status of incomplete activities
- Establish whether the implementing directorates are using their resources efficiently to execute the plans and programmes
- Ensure quality of data collected by Implementers
- Prepare periodic M&E reports (progress, status, realisations against targets, impacts)
- Analyse and report on implementation obstacles, lessons learned, corrective actions and adjustments where appropriate to facilitate future plan and programme implementation
- Record, manage and preserve monitoring and evaluation data in a safe and accessible way
- Feedback any information resulting from the on-going monitoring to the Project Management Support unit so that the latter can improve the project management infrastructure and better guide the Implementers
- Advise Implementers in the conduct of their detailed day to day monitoring and evaluation
- Assist Head in coordinating capacity building of Implementers on Monitoring and Evaluation
- 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 in Economics, Business Management or related technical field from a recognised institution with demonstrated expertise in monitoring and evaluation
- Certification in strategic planning, project planning, monitoring and evaluation

Experience

- At least 7-10 years' experience in strategic planning, project planning, monitoring and evaluation within a public sector or regional organisation
- Knowledge of M&E methods, techniques, packages / systems, principles etc.

Other relevant skills required

- Communication 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 conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

40. Programme Officer – Water Job Grade 6

Job Purpose: Under the Supervision of Senior Programme Officer the incumbent will facilitate and coordinate policy, planning, programming and monitoring of the implementation of SADC Policy and strategies in support of improving the water infrastructure and supply in the SADC region.

Main duties and responsibilities

- Provide effective support to the Senior Programme Officer to facilitate and coordinate the:
 - Harmonisation of policies, strategies, regulations and standards
 - Review, development and monitoring of protocol
 - Implementation of capacity building interventions for effective programming, planning and management of regional water programmes
 - Development, review and implementation of strategies and plans
- Assist the Senior Programme Officer in research, analysis and dissemination of information on the sector:
 - Regularly collect 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
 - Regularly populate the regional database on the sector
 - 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 programme related matters for the sector
- Provide technical and administrative support to the Senior Programme Officer during programme / project implementation:
 - Resource mobilisation for programme 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
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Liaise with River Based Organisations on general implementation of the SADC Programmes, as and when required
- 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
- Undertake any other duties as may be assigned

Position requirements

Qualifications

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

Experience

- At least 7-10 years' experience in trans-boundary multi-country water resource management within a public sector or a regional organisation
- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Water

Other relevant skills required

- Communication 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 present and win support for ideas in an international or multi-cultural 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 conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

41. Planning and Budget Support Officer x2

Job Grade 7

Job Purpose: Under the Supervision of Senior Officer Planning and Programming the incumbent will coordinate the preparation of plans and budgets and provide advice and technical support to the directorates and units.

Main duties and responsibilities

- Ensure that the programmes and projects are aligned with the SADC Priorities and Budget Framework
- Sequence the programmes and projects, based on priorities
- Resource the programmes in terms of staffing and financial resources
- Identify synergies and cross-cutting aspects between programmes and projects, and across directorates and units
- Harmonise / synchronise own programmes and projects across directorates and units
- Estimate an optimal budget particularly including for programmes and projects that 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
- 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 Masters in Economics, Business Management or Planning and Monitoring or related technical field from a recognised institution with a demonstrated knowledge in planning and budgeting
- Certification in planning, programming and budgeting

Experience

- At least 7-10 years' similar experience within a public sector or regional organisation
- Knowledge of integrated programme planning, budgeting, development, administration, monitoring and evaluation processes and systems

Other relevant skills required

- Communication 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 conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

42. Finance and Administration Officer – RPTC – Job Grade 6

Please note that this position is based in Harare, Zimbabwe at the SADC Regional Peacekeeping Training Centre(RPTC)

Main purpose of the job: Under the overall supervision of Deputy Commandant the incumbent will facilitate an efficient and effective financial control, budgeting and treasury; payroll; human resources management and administration at the Centre.

Main duties and responsibilities:

A: Accounting and Financial Management

- Ensure accuracy and completeness of accounting entries in the accounting system and posting of journals.
- Updates general ledger accounts and subsidiary ledgers to supporting schedules
- Prepare monthly and quarterly management accounts for the Secretariat and supporting reconciliations
- Compile statutory annual financial statements for the Secretariat and liaise with auditors/attend to their queries
- Implement appropriate internal controls around financial accounting and reporting
- Extract report of actual spend per activity and prepare variance analysis reports
- Enforce appropriate measures to limit the amount of physical cash handling such as direct bank transfer payment
- Make follow ups for timely imprest retirement

- Review imprest retirement reports for completeness of the documents and approve refund/recovery
- Prepare relevant expenditure control and analysis report for management
- Authorise processing of payment request in the accounting system
- Supervise the work of the Assistant Finance Officer and Accounts Assistant and ensure compliance with policies and procedures and relevant controls and checks and duly performed
- Prepare and submit expenditure control reports and other financial reports as required by management
- Drive the implementation of auditor recommendations for better expenditure control
- Coordinate financial and administrative planning
- Prepare annual budgets and medium term revenue and expenditure framework for the Centre
- Maintain sound records of all financial transactions in line with the SADC Financial Regulations
- Manage payroll, payroll reconciliations, and related accounting matters
- Manage debtors, creditors and relationships with bankers
- To facilitate effective audit process at the Centre on financial transactions, plans and budgets; payroll and procurement and implement audit recommendations.

B: Human Resources and Administration

- To facilitate recruitment of staff and provide human resources support in line with applicable Human Resources Policies
- To manage assets and provide administrative support to the Centre in line with Administration Policies
- To supervise and review performance of accounting finance and administration personnel at the Centre and recommended training and development plans to enhance efficient
- To facilitate procurement of goods and services in line with Procurement Policy and Regulations
- To provide technical advisory services on procurement, financial management, human resources and administration
- Perform any other duties as may be assigned

Position Requirements

Qualification

- A professional accounting qualification and a member of an internationally recognised accounting body (such as CPA, CA, FCCA, CIMA, ICAEW, ICAS, FCPA Expert Comparable or equivalent).

Experience

- 7-10 years of relevant experience, preferably with a public organization working on public sector financial management.
- Sound experience in preparing statutory accounts and facilitation of audits (external and internal audits)
- Sound experience in budget management; human resources and administration; and procurement
- Good knowledge, understanding and hands-on application of International Public Sector Accounting Standards (IPSAS) and International Standards on Auditing is a requirement
- Superior written and verbal communication skills

Competencies

- Sound computerized accounting skills
- Ability to analyze financial data and to prepare accurate reports in a timely fashion
- Good interpersonal skills
- Experience with governmental/non-profit accounting principles and procedures.
- Ability to develop and establish financial policies and procedures.
- Ability to work independently, with little supervision.
- Ability to effectively direct and supervise.
- Knowledge of operating and capital budget concepts.
- Competence in the use of Sun System Accounting Software

43. Systems Super User - Job Grade 6

Main purpose of the job: Under the supervision of the Controller of Treasury and Budget the incumbent will be responsible to provide support to finance officers in using the ERP system and implement adequate internal controls

Duties and Responsibilities

Routine Finance side administration, User Support and Training

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

Reporting

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

Analytical Support

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

Internal Control

- Ensure that systems controls are maintained in line with mandatory/statutory requirements
- Understand internal controls which are system driven, work with solution provider to ensure these are embedded in the system
- Analyse and document financial control processes to enable integration and consolidation across key systems where possible
- Implement adequate control procedures to maintain data integrity
- Continuously monitor the effectiveness of system controls, and maintain adequate security to ensure user cannot tamper with the configurations
- Review transactions logs as a back-up check to ensure system controls are operating as intended
- Review of finance systems audit trail, follow up with users and take corrective actions

- Implement auditor recommendation for improvements to system controls and liaise with solution provider accordingly
- Development and maintenance of the current and historical finance data warehouse

Manage Access Rights

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

Data Integrity

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

System Development/Upgrade/Reconfiguration

- Responsible to request for and prepare systems modification (user requirements). Act as liaison between finance users and IT development team, including writing of requirements for any system enhancements/new builds (user cases, not technical side)
- Provide support regarding system configuration and code changes
- Develop ideas for improving finance systems performance
- Discuss with users, identify information needs and define new functional system requirements to better serve users
- Communicate requirements to solution provider
- Oversee all system upgrades/modifications, reconfiguration undertaken by the solution provider or new finance system implementation and data migration and perform user acceptance testing
- Review system performance and report to management and solution provider
- Analyse and document financial control processes to enable integration and consolidation across key accounting systems where possible. In this regard and under the control of Director (Budget and Finance) the systems accountant shall contribute to accounting structural issues in other accounting systems (e.g. accounting aspects of VIP) providing inputs into the general ledger

- Ongoing development of finance data warehouse by storage and analysis of current and historical data (user requirements)
- 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 may be assigned.

Qualifications

At least a Degree in accounting or business with specialisation in accounting from a recognised institution

Professional Certification

Professional certification in ERP/Accounting Software

Specialised Knowledge

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

Experience

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

Skills Requirements

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

Competencies

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details

- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

44. Re-Advertisement) Secretary to The SADC Administrative Tribunal (SADCAT) - Grade 2

Job Purpose: This position will support the main functions of the SADC Administrative Tribunal and the main function of the SADC Administrative tribunal is to adjudicate on labour disputes between SADC employees and the SADC Secretariat in line with Council decision.

Main duties and responsibilities

SADCAT Secretary work shall involve extensive technical/Legal work, as well as capabilities of a secretary. Amongst others, the proposed Secretary will analyse cases and appeals brought before the Tribunal, provide “written technical advice” to the President of the Tribunal, act as custodian of all legal records and documentation; publicize annual reports of cases heard before the Tribunal; and prepare dossiers for each of the cases put before the Tribunal.

The incumbent will have the following specific duties and responsibilities:

- Maintain and manage the work of the SADCAT;
- Analyze cases and appeals brought before the SADCAT and provide written technical advice where requested by the President for their consideration at proceedings before the SADCAT;
- Provide assistance and guidance to the SADCAT on procedural issues;
- Function as custodian of all legal records and documentation pertaining to the work of the SADCAT;
- Publish annual Reports containing summarized information on the number and nature of cases heard before the SADCAT;
- Transmit dossiers and other documentation to Judges relating to cases referred to them;
- Receive applications instituting proceedings submitted to the SADCAT and related documentation of the case;

- Receive responses to applications and transmit them to Staff members;
- Ensure all applications are properly filed in accordance with the Rules of Procedure of SADCAT;
- Make all notifications required in connection with cases before the SADCAT;
- Prepare a dossier for each case recording all actions taken in connection with the case; the dates thereof, and the dates on which any document or notification forming part of the procedure are received in or dispatched from the Secretary's office;
- Prepare documents recording the outcome of the SADCAT's proceedings. Attend hearings and meetings of SADCAT as may be instructed by the President;
- Prepare and keep the minutes of these hearings and meetings as may be instructed by the President;
- Carry out any other tasks assigned by the President.

Position requirements

Certificate

Post-graduate qualification in Law or equivalent qualification.

Experience

Minimum 10 years legal working experience of which 5 years is in litigation and additional experience in Labour law and Contract law shall be an added advantage.

Other relevant skills required

General knowledge of law, knowledge of international labour law; Legal analytical skills; Problem solving skills; Alternative Dispute Resolution (ADR) skills; Legislative drafting skills; Research, policy analysis and development; Organizational skills; Communication and networking; Advocacy skills; Computer literacy; Management experience; excellent interpersonal skills; ability to organize and motivate others, and to work in a multi-cultural environment;

Language requirement

Proficiency in one of the SADC official working languages (English, Portuguese, French). Knowledge of other more than one official working languages would be an added advantage.