



## **Job Profile - Expanded Institutional Capacity Building (EICB) Programme Coordinator**

### **Key responsibilities:**

Working under the Director PPRM, the following would be the key responsibilities of the **SADC EICB Programme Coordinator**:

### **Primary Responsibilities:**

The primary responsibilities of the EICB Programme Coordinator will include:

- (i) Overall management of the EICB Project and coordination/support to the planning, implementation, monitoring and reporting of programme activities;
- (ii) Support to and facilitation of the implementation of the activities;
- (iii) Support to the procurement processes;
- (iv) Ensuring good and continuous communication with SADC and other regional relevant organizations;
- (v) Development and maintenance of a contact network with the collaborators and relevant stakeholders and establishing cooperation with other programs and projects, as well as other potential development partners;
- (vi) Providing technical support to the strategy, planning, monitoring and evaluation functions of the Secretariat as part of the capacity building initiatives;
- (vii) Providing support to the capacity building of Member States;
- (viii) Facilitating the meetings of the Steering Structure and performing additional functions defined by the Sub-Committee;
- (ix) Drafting progress reports for the EICB Programme as required by the Secretariat.

### **Specific Responsibilities:**

The specific responsibilities will include:

- (i) Overseeing the operationalisation and implementation of the programme of action by developing the implementation plan and coordinating all relevant SADC Secretariat Directorates and Units in the implementation of their portions of the programme;
- (ii) Formulating and providing input to terms of reference for scoping studies and technical short-term consultancies;
- (iii) Collaborating with SADC Secretariat Directorates on the development and implementation of capacity-development strategies for the strengthening of the Secretariat's capacities;

- (iv) Participating in key strategic Secretariat activities that promote the implementation of SADC protocols, policies and procedures towards the attainment of the RISDP objectives and targets;
- (v) Working closely with the Secretariat's Project Management Support (PMS) Unit, to facilitate the convening of events that provide opportunities to exchange experiences and lessons among Directorates;
- (vi) Collaborating with the EU in formulating terms of references for evaluations. This will further require collaborating with the evaluation experts and, inter alia, provide them with all necessary information and documentation;
- (vii) Coordinating with SADC Communications and Public Relations Unit in the implementation of the communication and visibility strategies; and
- (viii) Undertaking actions / activities as may from time to time be required or assigned by Senior Management through DES(RI).

## **Qualifications and Experience**

The EICB Programme Coordinator is expected to possess the following qualifications and experience:

### Minimum requirements:

- a. A First and Masters degree in Economics, Management, Political Science, Engineering or equivalent.
- b. At least 5 years proven previous working experience in managing complex regional projects.
- c. At least 5 years proven previous working experience in managing multicultural teams.

### Specific requirements:

- a. Demonstrated ability to synthesize issues and effective report writing skills;
- b. Proven previous working experience in regional integration context;
- c. Proven experience working closely with senior management of large regional/international organisations;
- d. Proven experience in drafting strategic and policy documents;
- e. Ability to work independently, as well as part of a team;
- f. Strong problem-solving skills and a "can do" attitude;
- g. Advanced coordination and prioritisation skills;
- h. Previous experience in institutional capacity building, drafting & conducting trainings;
- i. Proven previous experience in managing contracts;
- j. Proven experience in setting up corporate systems and processes; and
- k. Proven experience in dealing with Regional Economic Communities (RECs) within the African Context.

### Other requirements:

- a. Fluency in written and spoken English;
- b. Excellent communication and analytical skills; and
- c. Proven working experience in the SADC region is an asset.

### Preferred skills:

- a. Proven working experience in African context, particularly in Sub-Saharan Africa
- b. Previous experience working with International Cooperating Partners (ICPs)
- c. Knowledge of SADC priorities and challenges towards regional integration

- d. Experience in using MS Project or other project management systems would be an added advantage.