



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

VACANCY ANNOUNCEMENT

Background

The Southern African Development Community (SADC) is a regional economic community founded and maintained by countries in Southern Africa. It aims to further the socio-economic, political and security cooperation among its Member States and foster regional integration in order to achieve peace, stability and wealth. SADC currently has fifteen Member States¹ with a population of approximately 327 million people and a combined GDP of USD 600 billion (2016).

The Secretariat is currently recruiting for various positions to enhance its capacity to deliver on the above mandate. The Secretariat is therefore inviting suitably qualified and experienced citizens of SADC to apply for the following positions tenable at its Headquarters in Gaborone, Botswana or as stated in the job advert:

Position	Job Grade
1. Director Human Resources and Administration	2
2. Senior Legal Counsel	4
3. Head Civilian	4
4. Senior Officer -Disaster Risk Reduction	4
5. Senior Programme Officer Health and Nutrition	4
6. Senior Officer Internal Audit	4
7. Senior Officer – ICT	4
8. Senior Officer – Learning, Development and Performance Management	4
9. Senior Officer Administration	4
10. Senior Officer Police / SARPCCO	4
11. Senior Officer Research and Statistics	4
12. Senior Programme Officer Education and Skills Development	4
13. Senior Programme Officer Transport	4
14. Senior Programme Officer Water	4
15. Senior Programme Officer Food Security and Agriculture	4
16. Senior Programme Officer ICT	4
17. Senior Programme Officer Macroeconomic Convergence	4
18. Senior Programme Officer Science, Technology and Innovation	4
19. AUC Liaison Senior Officer	4
20. Senior Programme Officer – Investment and Finance	4
21. Senior Officer Remuneration, Recruitment and Relations	4

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

22. Senior Programme Officer Trade	4
23. Senior Programme Documentation and Information based in Zambia SADC Plant Genetic Resource Centre (SPGRC)	5
24. Senior Programme Officer Ex-Situ Conservation based in Zambia SADC Plant Genetic Resource Centre (SPGRC)	5
25. Senior Programme Officer In-Situ Conservation based in Zambia SADC Plant Genetic Resource Centre (SPGRC)	5
26. Senior Translator	5
27. Reviser x2 (1 French & 1 Portuguese)	5
28. Finance Officer Project Audits and Compliance	6
29. Officer Research and Statistics	6
30. Programme Officer HIV and AIDS	6
31. Programme Officer Gender Mainstreaming	6
32. Translator x2 (1 French & 1 Portuguese)	6
33. Internal Auditor	6
34. IT Support Officer Based in Zimbabwe Regional Peace Training Centre (RPTC)	6
35. Liaison Officer Disaster Risk Reduction	7
36. Elections and Good Governance Officer	7
37. Mediation and Peacebuilding Officer	7
38. Officer - Logistics	7
39. Operation and Plan Officer	7
40. Planning and Budget Support Officer x2	7
41. Programme Officer Multilateral Trade	7
42. Programme Officer SQAM	7
43. Programme Officer Customs Capacity Building	7
44. Programme Officer Capital Markets	7
45. Programme Officer Financial Sector	7
46. Programme Officer Investment	7
47. Programme Officer Regional Trade	7
48. Public Security Officer	7
49. Human Resources Officer	7
50. Officer Resource Mobilisation x2	7

Remuneration

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

Job Grade	Average Package per Annum:
Job Grade 2	US\$ 90, 828
Job Grade 4	US\$ 81, 650
Job Grade 5	US\$ 77, 090
Job Grade 6	US\$ 72, 527
Job Grade 7	US\$ 68, 726

Tenure of appointment

All appointments for the above positions will be on a fixed term contract for a period of four (4) years, renewable once for an equal period subject to satisfactory performance, age limit and the continued need for the position.

Eligibility

All Member States are eligible to apply for all positions listed above, except for the Director position. Only five countries are eligible to apply for the Director Human Resources and Administration, namely, Botswana, DRC, Madagascar, Mauritius and Seychelles. The table below outlines eligibility.

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

Closing Date and Submission of Applications: Applications must be submitted to the SADC National Contact Point in the following eligible Member States not later than or on **30 May, 2018**.

Applications should be accompanied by the following:

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

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

Gender Mainstreaming

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

REF: SADC/2/3/3/3

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

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

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

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