VACANCY ANNOUNCEMENT

The Southern Africa Development Community Secretariat (SADC) invites suitably qualified and experienced applicants who are citizens of Member States of the SADC to fill the following regional positions to its new Organization Structure.

1. **Senior Program Officer – Gender - Job Grade 4**

   Main purpose of the position: To supervise, coordinate, facilitate and monitor Gender mainstreaming and women’s empowerment initiatives with an overall goal to achieve gender equality and equity in SADC.

   **Key Result Areas**

   - Ensure harmonization and alignment of gender policies within SADC
   - Facilitate and coordinate gender and women’s empowerment with a view to attain gender equality within SADC
   - Develop and coordinate programmes that mainstream gender issues in all sectors
   - Develop and coordinate programmes to reduce violence against women & children within SADC
   - Develop and coordinate programmes that increase participation and control of economic resources by women within SADC
   - Develop and coordinate programmes that increase women participation in politics and decision making positions
   - Strengthen networking, communication, and information sharing by reaching at least 50% of all stakeholders
   - Conduct research to monitor progress of implementation of gender commitments.

   **Position Requirements**
Qualifications

Masters Degree in Social Sciences/ Development / Gender Studies

Experience

10 years working experience in Gender and Development
8 years managerial work experience
Working knowledge of regional and international Structures
Project Management

Competences

Strong leadership
Communication and Negotiation skills
Presentation skills

2. Position: Senior Officer – Defence Affairs and Planning - Job Grade 5

Main Purpose of the Job: To coordinate and implement Programmes on defence and security and to advice on regional and international security and defence developments.

Key result areas

- Coordinate and propose defence and security programmes.
- Propose programmes and activities for confidence building.
- Scan the regional defence and security environment, consolidate and prepare regular reports.
- Liaise with relevant authorized co-operating partners and civil society stakeholders.
- Supervise Contractors and monitor financial accountability

Position Requirements

Certification

MSc Political Science

Experience
8 years work experience with background in defence and security

**Competencies**
Planning and coordinating skills
Negotiation skills.
Analytical, forecasting and organisational skills

3. **Position: Operations and Training Officer (RPTC) - Job Grade 5**

**Main Purpose of the Job:** To be responsible of all aspects relating to training at SADC Regional Peacekeeping Training Centre (RPTC)

**Key Result Areas**
- Plan, design, prepare and support the implementation of SADC RPTC training courses, seminars and workshops;
- Conduct long term planning of training courses, seminars and workshops and distribution of information to all relevant stakeholders;
- Develop and organize quality assurance and monitoring and evaluation measures such as course evaluations and accordingly suggests potential improvements;
- Develop and organize quality assurance and monitoring and evaluation measures such as course evaluations and accordingly suggests potential improvements;
- Support the Commandant of SADC RPTC in organizational development and implementation of SADC RPTC strategic plan;
- Establish and manage a regional and continental pool of excellent peacekeeping instructors for common use upon request by SADC Member States;
- Continuous identification of new regional requirements such as input to updating of peacekeeping courses and materials;
- Ensure mainstreaming of cross cutting issues such as gender, HIV and AIDS, poverty, ICT, science and technology, private sector and environment into RPTC activities;
- Liaise with regional stakeholders, SADC National Committees and ICPs
• Prepare documentation for official SADC meetings (Technical Meetings, ISDC, MCO, Council and Summit) and technical papers for discussion, dissemination and or publication;

• Perform other duties delegated by the Commandant from time to time.

**Position Requirements**

**Certification**

A master degree in international relations, political science ideally focus on thematic areas such as conflict prevention and resolution, peace studies or any other alternative equivalent qualifications as accepted by SADC Secretariat

**Experience**

At least 5 years experience in the field of peace and security in Africa ideally with a national or regional peacekeeping training centre;

**Competences**

Knowledge of ICT and software applications
Knowledge of French and Portuguese Communication skills
Managerial, organisational and administrative competence

4. Position: Officer – Statistics and Research - Job Grade 7

**Main Purpose of the Job:** To ensure timely availability of comparable & reliable trade statistics to monitor regional social and economic development.

**Key Result Areas**

• Relevant and timely information availability to the Secretariat
• Harmonized International Merchandise Trade Statistics
• Harmonized standards and procedures for statistical analysis
• Existence and implementation of strategy for information dissemination
• Develop capacity within Member States for the production of regional statistics
Position Requirements

Certification

BSc. (Hons) Sciences

Experience

5 years

Competences

Analytical skill
Thinking techniques
Communication skills

5. Position: Officer Resource Mobilization - Job Grade 8

Main purpose of the job: To mobilize funds for SADC programs through the coordination of dialogue and fostering of partnerships with International Cooperating Partners (ICPs) and other stakeholders.

Key result areas:

• Coordinated and productive dialogue between SADC and ICPs
• Coordinated mobilization of SADC resources.
• Coordinated aid management within SADC.

Position Requirements

Certificate

BSc. in Economics

Experience
5 Years experience in the field of knowledge management including archiving, documentation, dissemination and data management.

**Competencies**

Excellent communications skills
Presentation skills

**6. Position:** Programme Officer – Industrial Policy – Job Grade 7 (Re-advertisement)

**Main purpose of the job:** To assist in regional industrial policy formulation and implementation.

**Key result areas:**
- Development and implementation of regional industrial policy, programmes and strategies
- Diversification of the SADC productive sector and exports
- Development of the SADC small medium enterprise sector (SME)
- Development of a comprehensive regional industrial information system
- Strategic Planning and Budget for the Industry Productive Competitiveness Unit
- Monitoring and Evaluation Mechanism on Industry Productive Competitiveness projects and programmes
- Provision of Technical advice to SADC structures on areas of competence

**Position Requirements**

**Certification**

A minimum of Bachelors Degree in Economics, Industrial Economics or Business Administration

**Experience**
Minimum of 5 years experience in Industrial Policy Environment at a senior management level
Knowledge of the SADC Industrial sector

**Competencies**
Project Management
Excellent communications skills
Presentation skills
Organizations skills