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. Senior Program Officer – Technical Barriers to Trade- Job Grade 4

Main purpose of the job: To facilitate development of infrastructures for quality and productivity in order to achieve globally competitive products and services produced in the SADC Region.

Key result areas:
- Facilitate effective participation in international standards development
- Harmonisation of standards and technical regulations
- Technical guidance and support to regional SQAM/TBT/SPS structures
- Facilitate regional cooperation in proficiency testing schemes and traceable metrology services.
- Facilitate international recognition for regional and national accreditation bodies
- Facilitate adoption of quality tools, standards and quality management by producers in their operations
- Facilitate adoption of a harmonised approach to legal metrology legislation.
- Research and Development
- Preparation of strategic plans and budgets for the Unit
- Monitoring and Evaluation (M&E) of activity implementation by the unit during the year

Position Requirements

Certification
A Masters degree (MSc) in a technical discipline (Science or Engineering).

Experience
Minimum of 10 years management experience in one or more SQAM/TBT disciplines (technical regulations, standardization, metrology, conformity assessment, and accreditation) including exposure to regional and/or international SQAM bodies activities at leadership level.

Competencies
- Excellent communications skills
- Presentation skills
2. Senior Finance Officer – Financial, Accounting and Treasury- Job Grade 4

Under the supervision of the Director, Budget and Finance, the incumbent will carry out the following functions:

- Ensure efficiency of accounting systems, internal controls, financial administration and treasury functions in compliance with International Reporting Standards;
- Approve expenditure justification reports and process reimbursements of each Directorate with the objective of ensuring that commitments are made in line with SADC procedures;
- Participate in tender processes at SADC Internal and External Tender Committees with the objective of ensuring that procurement is in accordance with SADC procedures;
- Review and propose treasury regulations and procedures, guidelines/checklists and process manuals with the objective of enhancing good corporate governance, accountability and transparency;
- Undertake investigations into treasury matters including irregularities;
- Provide technical advisory services on all financial administration issues such as reviews of contracts, business practices and implement measures as recommended in management reports with the objective of risk minimization and enhancing cost-effectiveness of interventions and processes;
- Undertake corporate cash management activities with the objective of maximizing return on cash assets and ensuring availability of cash to meet transaction requirements; and
- Undertake corporate creditors management activities with the objective of minimizing risk of exposure.

Position Requirements

Qualifications

- Masters Degree in Management, Business Administration or equivalent;
- Professional Accounting qualification with an internationally recognised accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent; and
- Member of an internationally recognised accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent
Experience

10 years experience of which 8 years in a senior position

Competences

Strong leadership
Time Management
Accuracy
Analytical skills

3. **Position: Senior Program Officer – Meteorology - Job Grade 4**

Under the supervision of the Director, Infrastructure and Services, the incumbent will carry out the following functions:

- Develop climate information and prediction products;
- Avail climate services to Member States and other stakeholders on application of climate products and services for sustainable socio-economic development;
- Oversee the operations of the SADC Climate Services Centre (CSC);
- Develop long-term strategic and annual plans for Meteorology unit;
- Coordinate collection of ocean-atmospheric data;
- Generate and disseminate of timely and credible meteorological and climate information and products to stakeholders in MS and internationally;
- Build Capacity of NMHS and users of climate information and prediction services in SADC;
- Participate in resource mobilization activities to enable DMC to carry its mandate; and
- Keep abreast of advances in climate sciences and technologies

**Position Requirements**

**Certification**

MSc in Meteorology.
Ph. D is an added advantage

**Experience**

8 years
Competences

Strong leadership skills
Analytical skill
Thinking techniques
Communication skills

4. Senior Records and Archives Management Officer: Job Grade 4

Under the leadership of Director, Human Resources and Administration, the Senior Records and Archives Management Officer will be responsible for strategic planning and overall direction of records and archives management in the SADC Secretariat. The Senior Officer will spearhead management of Secretariat records and archives in all formats, including designing of systems that controls records, archives, staff management and standards.

Duties

The Senior Records and Archives Management Officer will be responsible for:

a. Planning and formulating records disposition policies, systems, standards and procedures
b. Administering archives and records management programme
c. Providing records management advice and assistance to all directorate and units
d. Maintaining records/registers of records that are destroyed and preserved under approved records retention and disposal schedules
e. Developing and implement vital and disaster management plan
f. Developing and implement records movement tracking tools
g. Maintaining and updating file classification system and index
h. Establishing, arranging and describing SADC Secretariat archives
i. Administering, preserving and regulating access to SADC Secretariat records and archival resources
j. Managing and monitor budget and resources for records and archives management.
k. Developing, review and update records retention and disposal schedule
l. Developing procedures for permanent preservation of Archival valuable records
m. Supervising records management personnel
n. Training records management personnel and users of records
o. Keeping abreast with records management and technological trends
p. Collaborating with directors of national archives in the SADC region on matters relating to management and preservation of records and archives in the region
q. Establishing Archives and Records Centre sections for storage of semi and non-current records.

Educational Qualification:
Master Degree or high qualification in Archives and Records Management or relevant equivalent qualification in information and knowledge management with particular emphasis on records and archival management is required. The candidate must have a minimum of 6 years post qualification experience in archives and records management environment. The candidate must possess knowledge of the principles and practices of records and archives management. General knowledge on automated archives and records is a pre-requisite especially electronic records management system.

5. **Senior Program Officer – HIV / AIDS- Job Grade 5**

Under the supervision of the Director, Social, Human Development and Special Programs, the incumbent will carry out the following functions:

- Provide policy guidance in the development, coordination and implementation of SADC HIV and AIDS Strategic Framework including effective implementation of an inter-sectoral SADC response to HIV and AIDS in the region;

- Produce annual plans on the implementation of SADC Strategic Framework on HIV and AIDS;

- Monitor the HIV and AIDS response in the SADC region by developing an M&E Plan for a Regional Multi-Sectoral response;

- Facilitate the development of a SADC Code of Conduct on employment and HIV and AIDS;

- Develop networks for the sharing of information on the implementation of Inter-sectoral Programme of Action on HIV and AIDS;

- Liaise with the relevant regional, international institutions and key stakeholders in the provision of inputs and resources for implementation of the SADC HIV and AIDS Strategic Framework;

- Participate in the mobilization of internal and external resources for the financing of the SADC HIV and AIDS inter-sectoral Programs of Action; and

- Coordinate the participation of the key stakeholders such as Member States, International Cooperating Partners, NGO’s, Civil Society and People Living with AIDS Associations/organizations in the implementation of the SADC HIV and AIDS Intersectoral Programs of Action.

**Position Requirements**

**Qualifications**
Master Degree in Sciences

Experience

8 years experience in which 5 years should be at Managerial level

Competences

Strong leadership
Communication and Negotiation skills
Presentation skills
Planning and Monitoring
Research and Reporting

6. Position: Senior Program Officer – Natural Resources and Wildlife
   Job Grade 5

Under the supervision of the Director, Food, Agriculture and Natural Resources, the incumbent will carry out the following functions:

- Provide overall policy guidance on the development and implementation of strategies and programmes for sustainable utilization of natural resources in the region and development protocols, programmes and agreements as reflected in the Regional Indicative Strategic Development Plan (RISDP);

- Develop harmonise policies and Programmes for equitable and sustainable utilization and management of Natural Resources;

- Facilitate ratification of existing Protocols in natural resource management;

- Develop strategic plans and budget for the implementation of the programmes and activities in the fisheries, forestry and wildlife;

- Coordinate and monitor the Implementation of the Protocols on Fisheries, Wildlife and Forestry, and Multilateral Environmental Agreements (MEAs);

- Facilitate regional technical committees in fisheries, forestry and wildlife;

- Provide effective regional networks to monitor and protect transboundary wildlife populations and straddling fish stocks;

- Follow-up on Ministerial, Council and Summit Decisions relating to natural resource management;
- Participate in resource mobilisation activities for the financing of the natural resources programmes and activities;

- Facilitate the sharing of information on natural resources management across the various stakeholders.

- Mainstream cross-cutting issues (gender, HIV and AIDS, poverty, statistics) into natural resources management programmes; and

- Provide effective communication and liaisons with stakeholders and development partners.

**Position Requirements**

**Certification**

Master of Science (MSc) degree in Natural Resources Management or related field

**Experience**

Minimum of 8-9 years

Experience in budgeting, resources management (human, financial and physical)

Experience in strategy, policy, and programme formulation and implementation

**Competencies**

Communication Skills

Negotiation skills.

Analytical, forecasting and organisational skills

7. **Position: Senior Officer: Politics and Diplomacy - Job Grade 5**

Under the supervision of the Director, Organ on Politics, Defense and Security Affairs, the incumbent will carry out the following functions:

- Coordinate and implement Programmes on politics and diplomacy and advice on regional and international political developments;

- Co-ordinate and propose programmes in the area of politics and diplomacy;

- Implement the decisions of the Inter-State Politics and Diplomacy Committee (ISPDC) and service its meetings;

- Organise and manage SADC Electoral Observer Missions;
• Advise the Director Organ on regional and international developments with impact on the region’s political stability; and

• Contribute to the development of the regional foreign policy in coordination with the SADC Early Warning Systems.

Position Requirements

Certification

A master degree in Political Science

Experience

10 years

Competences

Planning and Coordination skills
Good communication skills
Research skills
Managerial, organizational and administrative competence.


Under the supervision of the Senior Program Officer-Food Security, the incumbent will carry out the following functions:

• Develop harmonised policies and programmes on regional agricultural information system;

• Develop regional programmes that enhance agricultural data collection, archiving, analysis, dissemination and use;

• Support preparation of official agricultural information for timely presentation to relevant SADC bodies;

• Support preparation of yearly emergency preparedness plans and sharing among Member States;

• Develop and maintain strong technical partnerships and linkages with stakeholders;

• Develop effective monitoring and reporting tools for agricultural Information management system in the region;

• Promote publicity of FANR activities and publications in liaison with the Secretariat’s Public Relations Unit; and

• Mainstream cross cutting issues (gender, HIV and AIDS, poverty, statistics) in the agricultural information system.
Position Requirements

Certification

A first degree in socio-sciences/ statistics or related fields.

Experience

5 years experience in food security information systems;
Experience in methods of socio-economic data collection and analysis.

Competencies

Knowledge of disaster and risk management

9. Position: Legal Counsel - Job Grade 7

Under the supervision of the Senior Officer Legal, the incumbent will carry out the following functions:

- provide of legal counsel to the secretariat and SADC institutions;
- Conduct research on various legal issues arising from the implementation of SADC regional integration programs;
- Interpret and apply SADC Treaty and Protocol provisions;
- Provide legal services towards the promotion and implementation of the SADC Protocol on Trade aimed at the attainment of market integration in the region;
- Render legal services and provide legal drafting for Protocol development and other requisite legal services to SADC Secretariat;
- Render legal services to SADC Secretariat in its areas of activity, its institutions, directorates and units geared towards the implementation of the Regional Indicative Strategic Development Plan (RISDP);
- Participate in and advise SADC member states on the development and harmonization of appropriate laws relating to regional integration;
- Translation of SADC Policies into effective Rules and Procedures
- Increased confidence in the law as an instrument that can assist SADC Institutions’ decision-making processes; and
- Draft legal instruments and opinions (e.g. transformatory, coordination and settlement-of-disputes).

Position Requirements
Certificate

Masters of Laws

Experience

5 Years experience

Competencies

Excellent communications skills
Presentation skills
Research skills
Negotiation skills

10. Position: Librarian – Job Grade 7

Under the supervision of the Senior Officer Public Relations, the incumbent will carry out the following functions:

• Plan and control the activities of SADC Secretariat Library in order to facilitate the dissemination and retrieval of information needed by SADC Secretariat Staff, researchers and Member States and other organizations;

• Availability of relevant materials for consultation;

• Efficiently managed and cataloged information resources;

• Production of lists on new acquisitions, SADC newspapers cuttings and email alerts on new material available;

• Record information on compact disks;

• Develop and establish manuals and automated bibliography maintenance standards and authorities to ease access and processing of library materials;

• Conduct library orientation and training for SADC Staff and external clients to promote utilization of the library and knowledge resources; and

• Contribute articles to company newsletter to inform staff about library services latest materials

Position Requirements

Certification

Bsc/BA Hons in Library and Information Studies
Experience

5 years experience in the Management of Library and documentation centre
Proficiency in one of the three SADC languages (English, French and Portuguese) and knowledge of two or more of these languages will be an added advantage
Knowledge of the SADC Industrial sector

Competencies

Coordination skills
Analytical skills
Excellent communications skills
Presentation skills
Organizations skills


Under the supervision of the Senior Officer Human Resources, the incumbent will carry out the following functions:

- Prepare complex payroll and human resource information for data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity;
- Creating a back-up of the payroll from the previous month just ended;
- Confirm hash totals on the current month payroll cross-checked and agreed to the staff establishment in terms of number of employees and Gross monthly salaries and wages amount;
- Ensure new employee requisitions are within the budgetary appropriations;
- Ensure staff advance and loan applications are timely processed with the objective of ensuring protection of SADC financial resources; and
- Maintain detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements;

Position Requirements

Certification

- A minimum of a Bachelor Degree in Human Resource Management, Financial Accounting or B com Management or its equivalent.
- Membership of Professional Human Resource Association is desirable.

Experience
• A minimum of 5 years of relevant practical working experience in Payroll Management system and processes preferably in a public sector or an international organisation.

• General experience in Human Resources issues like performance management linked to Payroll Management; and Experience in payroll, and use of a computerised payroll system (eg VIP), or other relevant database.

Competencies

Attention to details
Analytical skills
Confidentiality
Ability to meet deadlines
Organizations skills


Job Description of an IT Internal Auditor

The IT auditor will be responsible for the internal controls and risks of SADC Secretariat’s information systems. This role includes identifying the weaknesses in the systems and network and creating an action plan to prevent security breaches in the systems in line with SADC IT strategy.

The IT auditor shall perform Information systems controls reviews. These will include review of the Secretariat’s IT management to determine if SADC Secretariat has adequate policies and standards in place for system development, data processing operations and security, data base management and security, network administration and overall information security. The auditor shall be responsible for testing these issues to ensure that proper controls are in place.

IT auditor shall also be involved in the planning and execution of internal audit procedures and the creation of internal audit reports. The auditor must work within the internal audit team to provide assurance on the area of information technology infrastructure and applications and collaborate with the ICT Unit to advise on policies and procedures regarding strengthening of IT controls and network security issues.

This position is responsible for conducting technical audits, Systems Development Life Cycle Reviews and other IT related projects.

Tasks and Responsibilities

• Evaluate governance, controls for the Secretariat’s automation environment, the effectiveness and efficiency of automation operations, safeguarding of assets and compliance with applicable rules and regulations.
• Execute approved audit program in accordance with established policies and standards with a great degree of independence.

• Conduct risk assessments, define appropriate scope and objectives, establish assignment time frames and budgets, develop new or revise existing audit programs as necessary, and prepare clear and concise working papers that document the audit tests performed and the conclusions drawn.

• Plan, execute and assure the satisfactory completion of audit tasks and responsibilities;

• Review, verify and analyze configurations, records, reports and procedures for accuracy and effectiveness.

• Identify and assess the impact of audit exceptions, make appropriate recommendations and present clear and convincing explanations of the issues with audit with the head of Internal Audit.

• Prepare well written reports to management highlighting key conclusions of audit reviews.

• Appraise the adequacy of corrective action taken to address reported audit exceptions as necessary.

• Assist in the mentoring other auditors and train/develop less experienced auditors through formal presentations or on-the job training.

• Obtain and maintain an advanced knowledge base and an awareness of activities in areas of assigned liaison coverage, review and analyze pertinent data, and assess the impact of changes.

• Develop/maintain the risk assessment for assigned areas of audit coverage.

• Apply techniques such as COSO/COBIT for operational auditing

• Prepare and review audit planning documents, procedures and final reports

• Liaise with Directorates and Units for the purpose of analyzing problems, workflows, responsibilities and procedures

• Develop and present the IT audit plan

• Identify and report compliance breaches

• Liaise and assist external auditors as required
• Perform regular follow-up audits on non-compliant or high risk breaches

• Write and present findings to senior management

• Work cooperatively with Directors and heads of Units to implement report recommendations

Qualifications, Skills and Experience Required

• At least a Bachelor’s degree in an IT related field or degree in accounting/auditing field).

• At least a professional certification in information systems auditing such as ‘Certified Information Systems Auditor (CISA)’ as granted by the ISACA. Other professional certifications in auditing and/or IT will be an advantage.

• Excellent communication skills and ability to write reports that can translate technical jargon into business-related decisions for management and policy structures.

• Demonstrated experience in conducting audits with at least five years’ hands-on experience in auditing information systems.

• Ability to use data mining tools such as ACL to carry out analysis of databases and report on exceptional transactions.

• Knowledge of internal control concepts (COSO and/or COBIT)

• Working knowledge of IT infrastructure, software development, web technologies, and security, networking and database management systems.

• Patience and an ability to impart knowledge to other internal auditors on information technology auditing techniques.

• Any other cognate duties