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 position 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