



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. Senior Officer – Defense Affairs and Planning	4
2. Senior Officer Operations & Training (Based in Harare, Zimbabwe)	4
3. Senior Translator – Portuguese	5
4. Senior Programme Officer – Meteorology	4
5. Re-advert - Head Civilian	4
6. Re-advert- Senior Programme Officer – Documentation and Information	5
7. Re-advert - Senior Programme Officer – IN-SITU Conservation	5
8. Re-advert - Senior Programme Officer Transport	4
9. Re-advert - Reviser French	5
10. Programme Officer - Wildlife	6
11. Programme Officer – Value Chains	6
12. Programme Officer – Industrial Policy	6
13. Programme Officer – ICT	6
14. Communication Officer – Internal	6
15. Programme Officer – Fiscal	6
16. Training and Roster Officer	6
17. Officer – Meetings Management and Logistics x 2	6
18. Programme Officer - Climate Database and IT (Climate Services Centre)	6
19. Programme Officer - Climate Diagnosis and Monitoring (Climate Services Centre)	6
20. Programme Officer - Climate Modelling	6

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

REF: SADC/2/3/3/3

(Climate Services Centre)	
21. Programme Officer - Seasonal and Climate Forecaster (Climate Services Centre)	6
22. Information Systems Officer	6
23. Translator x 2 (French)	6
24. Legal Counsel	6
25. Officer Research and Statistics x 2	6
26. Re-Advert - Programme Officer - Gender Mainstreaming	6
27. Re-advert - Programme Officer - Capital Markets	6
28. Re-advert - Operation and Plan Officer	6
29. Re-advert - Planning and Budget Support Officer	6
30. Re-advert - Programme Officer – Regional Trade	6
31. Officer Records	6
32. IT Internal Auditor	6

Remuneration

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

Job Grade	Average Package per Annum:
------------------	-----------------------------------

Job Grade 4	US\$ 81, 650
Job Grade 5	US\$ 77, 090
Job Grade 6	US\$ 72, 527

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, retirement age limit of 60 years and the continued need for the position.

Eligibility

The positions are open to qualified applicants who:

- Are 50 years old or younger. This requirement is based on the Organization's need to recruit staff who can serve for a reasonable period of time before reaching the mandatory retirement age of 60 years.
- Are from the following eligible Member States: **Angola, DRC, Madagascar, Mauritius, Mozambique, Seychelles, Tanzania, Zambia and Zimbabwe.**
- **Citizens from all SADC Member States are eligible to apply for re-advertised positions.**

Closing Date and Submission of Applications: Applications must be submitted to the SADC National Contact Point <https://www.sadc.int/opportunities/employment/national-contact-points/> of the eligible Member States not later than or on **26th July, 2019.**

Applications should be accompanied by the following:

REF: SADC/2/3/3/3

- 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.

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.