



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 positions to its Organization Structure.

1. Senior Officer – Defense Affairs and Planning - Grade 4

Purpose of the job

- Oversee the coordination and implementation of Programmes on defence and security and the provision of advice on regional and international security and defence developments
- Manage the efforts and performance of the team falling under the Senior Officer in that unit

Duties and Responsibilities;

Policy Development and Harmonisation

- Coordinate the development, strengthening and harmonisation of:
 - Military doctrines and operational concepts in the region in order to achieve regional inter-operability
 - National defence policies to be in line with foreign policy objectives so as to enhance regional security architecture
- Coordinate approval and adoption of doctrines and policies by SADC Structures
- Facilitate the implementation of the doctrines and policies by Member States

Research and Information Dissemination

- Scan regional defence and security environment in the region
- Supervise data collection relevant to this focal area, using primary and secondary research techniques
- Identify research priority areas, commission research on these areas, and use the findings to feed into the planning process
- Coordinate the development and maintenance of a database / observatory on this specific focal area
- Supervise publication of research/data and dissemination through the SADC website, other media or through reports to SADC Institutions and Member States

Strategic Planning, Programming and Implementation

- Coordinate the development of long-term, medium and short strategic plans
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual plans
- Develop projects/programmes to implement the Strategic Plan
- Solicit funding for programme and project implementation
- Facilitate implementation of programmes/projects
- Encourage member states to fully implement the provisions of the SADC Mutual Defence Pact
- Mainstream the Pact into defence and security training, workshops and seminars
- Manage project staff and consultancies
- Develop and agree on indicators, systems and criteria for monitoring, and use these to monitor the implementation by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Monitor and report on implementation of ISDSC and specialised Committees' decisions and policies
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have crosscutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Draft technical papers for discussion, dissemination and publication
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate the holding of specialised defence and security committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Leadership

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation and development of the Organisational Strategy for the Secretariat

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- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Director and the ES
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

People Management within the unit

- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive and compelling workplace and team culture
- Maintain a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Undertake any other duties as delegated by the Director or the ES

Position Requirements

Qualifications

At least a Masters in Political Science or related field from a recognised institution

Specialised Knowledge

- Knowledge of defence policy and planning
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years similar experience in a public sector or regional organisation
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Computerised desktop publishing and production skills
- Conflict and crisis management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills

- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building 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
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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

2. Senior Officer Operations & Training (Based in Harare, Zimbabwe) – Grade 4

Purpose of the Job:

To be responsible of all aspects relating to training at SADC Regional Peacekeeping Training Centre (RPTC)

Duties and Responsibilities;

- 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;

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- 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

Qualifications:

Masters 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.**

Experience

At least 5 years' experience in the field of peace and security in Africa ideally with a National or Regional Peacekeeping Training Centre;

Specialized knowledge:

Experience in the development of training for conflict prevention and resolution is desirable.

Skills Requirements

- Communication and presentation skills
- Computerised desktop publishing and production skills
- Conflict and crisis management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building 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
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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

3. Senior Translator - Portuguese - Grade 4

Purpose of the job:

- Coordinate the tasks of internal and freelance translators, and revision of the translations of Secretariat materials done by the translators
- Coordinate the services provided by the translation team, including external freelance translators, and the sourcing of interpreters, and ensure the service is provided in a seamless and consistent way to meet the needs of the Secretariat and other stakeholders.
- The language combination shall be Portuguese (Language A) and English (Language B)

Reporting Line

- This position reports to the Senior Officer- Conference Services

Duties and Responsibilities

- Manage and allocate translation assignments and projects
- Coordinate and supervise the activities of the pool
- Translate documents
- Revise translations done by translators
- Provide training and guidance to translators as necessary
- Oversee the engagement of freelance translators and interpreters and coordinate the work thereof

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- Coordinate and ensure the regular assessment and rating of external translators and interpreters
- Oversee the maintenance and updating of a database of freelance translators and interpreters as well as interpretation equipment providers
- Assist in ensuring the timely payment of service providers
(translators/interpreters/interpretation equipment providers)
- Provide general language support in the servicing of the Secretariat and Policy Organs
- Research terminology and language by subject matter so that the most appropriate translations can be developed; and use this to populate the central terminology database /glossary and reference archive for translation
- Coordinate the maintenance of Trados Translation Memories and term bases for the Pool in collaboration with the Reviser
Assist the Reviser in developing a harmonised SADC terminology database, in collaboration with translators
- Arrange training for translators, from time to time, and identify resource persons/institutions to that effect
- Perform any other duties as may be required by the supervising officer

Position Requirements

Qualifications

At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution. A Master's degree would be an added advantage

Professional Certification

- Certification in Translation
- Trados certification will be an added advantage

Specialised Knowledge

- Knowledge and fluency of Portuguese as Language A (Target Language) and English as Language B (Source Language). The knowledge of French will be an added advantage. □ Working knowledge of the key terminology used in SADC
- Proficient in the use of computers and computer software relevant to the Position, especially Trados.

Experience

- At least 7-10 years' work experience in translation, including 2-3 years' supervisory experience

Skills Requirements

- Communication skills
- Interpersonal skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory 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
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without much close supervision
- Be flexible and adaptable to change
- Maintain confidentiality and be respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

4. Senior Programme Officer – Meteorology – Grade 4

Purpose of the job: Under the supervision of the Director Infrastructure the incumbent will facilitate and coordinate the development, implementation and M&E of policies and programmes in support of weather and climate change in the region and manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer.

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify meteorology policy and regulatory gaps in the region
- Coordinate the development, strengthening and harmonisation of meteorology policies and regulations
- Coordinate the approval and adoption of the Meteorology policies and regulations by the SADC Structures

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- Facilitate the implementation of the Meteorology policies and regulations by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit

Research and Information Dissemination

- Supervise data collection relevant to this focal area, using primary and secondary research techniques
- Identify research priority areas, commission research on these areas, and use the findings to feed into the planning process
- Coordinate the development and maintenance of a database / observatory on this specific focal area
- Supervise publication of research/data and dissemination on the SADC website, through media or through reports to SADC Institutions

Strategic Planning, Programming and Implementation

- Identify key areas of interventions to foster regional cooperation and integration in matters of weather and meteorology
- Coordinate the development of long-term, medium and short strategic plans/programme of action for the sector
Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the weather and meteorology sector
- Facilitate and coordinate implementation of capacity building of National Meteorological and/or Hydrological Services (NMHS) and users of climate information and prediction services in SADC Member States; monitor and evaluate the success of the interventions
- Coordinate the development of technical guidelines on weather and meteorology, and share with relevant practitioners in Member States
- Develop relevant projects/programmes to implement the Strategic Plan, and facilitate their implementation
- Facilitate the setting up and strengthening of Regional and National Climate Services, Regional Centres of Excellence for research and training in Meteorology etc.
- Develop and agree on indicators, systems and criteria for monitoring, and use these to monitor the implementation by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have crosscutting implications / linkages with other programme units in the Secretariat

- Liaise with Disaster Risk Reduction (DRR) as and when required, on disasters caused by weather and climate change

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Draft technical papers for discussion, dissemination and publication
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC programme on weather/climate change

- Organise strategic dialogue on key policy issues with stakeholders in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Transport Infrastructure Agenda in these forums
- Work closely with Communication and PR Unit to promote the regional Meteorology programme portfolio, pipeline, specific projects and programme impact

Management of the Unit

- Develop, update and implement processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation of the Organisational Strategy



Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis

- Manage the delegated budget to ensure optimal use
- Achieve the unit's mission, goals and objectives, and report progress to the Director
- Manage unit staff, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations for staff actions; motivate staff to achieve peak productivity and performance
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other functions as may be assigned

Position Requirements

Qualifications

At least a Masters in Meteorology or Climate Science from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for weather and climate change
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years similar experience in climate science research and/or applications
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- 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
- Team building 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

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- 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 multicultural environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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

5. Re-Advertisement - Head of Civilian Component - Grade 4

Purpose of the job:

- Facilitating the operationalization of the Civilian Component of the SADC Standby Force
- Oversee and coordinate all activities of the Civilian Component and ensures interoperability of functions across all components of the SADC Standby Force;
- Support the delivery of relevant training courses in the Regional Peacekeeping Training Centre (RPTC).

Duties and Responsibilities

Operationalization of the Civilian Component

- Co-ordinate the operationalization of the Civilian Component of the SADC Standby Force (SADC SF);
- Build the integrated mission planning task force at the Secretariat;
- Set up all the integrated civilian planning teams at the Secretariat;
- Co-ordinate, in collaboration with the heads of the military and police components, the operationalization of the unified Planning Element of the SADC Standby Force;
- Assist in the delivery of the relevant training courses in the Regional Peacekeeping Training Centre (RPTC);
- Nurture the development of civilian skills base within the Planning Element and across the region;
- Co-chair the Planning Element with the heads of military and police components; and,

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- Facilitate constant contact and synergies with the AU Commission on Peace and Security structures in the integration of the Civilian Component into the Standby Force .

Managing the Civilian Component

- Oversee the Civilian Component functions across the two main sub-units of Planning and Mission Support and Training and Rostering
- Manage the Civilian Component experts at the Planning Element and assist in the planning of their functions
Manage the mid-term and short-term planning for the Civilian Component;
- Manage the budgeting process for the Civilian Component
- Manage the performance management system for the civilian component at the Planning Element

Contributing to the success of the Organ Directorate

- Contribute to the achievements of the objectives of the Organ Directorate, as a team player
- Participate in the implementation of joint Organ activities;
- Establish working linkages with other relevant units within the Organ Directorate such as Politics and Diplomacy, Public Security and Disaster Risk Reduction
- Provide all the necessary support to the Director and other sectors/units;
- Report to the Director of the Organ Directorate

Provide working link with relevant external partners

- Participate in activities of the Civilian Dimension of the African Standby Force (ASF)
- Co-operate and collaborate with the civilian components of other Regional Economic Communities (RECs) and Regional Mechanisms (RMs) of the African Continent
- Establish exchange programmes for information and expertise sharing with UNDPKO, AU-PSOD and other RECs and RMs
- Contribute to the operationalization of the ASF, with a focus on civilian dimension

Enhancing the expertise of the Civilian Component at the Planning Element and Member States

- Work with the SADC Regional Peacekeeping Training Centre (RPTC) to develop civilian courses on Peace Support Operations (PSOs)
- Ensure that the Civilian Component training courses are appropriately standardized and in alignment with similar ones provided at AU and UN levels (AU Training Directives)
- Participate in regular evaluation of the Civilian Component training courses to ensure their relevance to the political landscape of PSOs in Africa
- Pursue the development of the civilian specialist courses on planning and co-ordination, training and rostering and mission support for PSO and have the courses conducted to build regional capacity for future civilian component office bearers at the Planning Element and in future missions

Develop policies and strategies to improve the civilian component and the Planning Element as a whole

- Build a strong working link for a successful multidimensional setup for the PLANELM

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- Develop standard operating procedures (SOPs) for multi-dimensional PLANELM operations with meaningful civilian contribution
- Contribute to the development of policies, procedures and strategies for the establishment of SADC missions and the role of the Secretariat therein
- Pursue the acquisition of the operation room for the PLANELM and rearrange the working culture in order to maximize the utilization of the facility
- Be an integral part of the leadership of the PLANELM and attend the meetings that determine the direction of the SADC Standby Force
- Be a principled and disciplined planner and manager with the ability to perform under stressful circumstances

Position Requirements

Qualifications

- Minimum of a Master's Degree in International Relations, Political Science, Social Sciences, Security Studies, Conflict Management, Planning or a related discipline ideally focused on thematic areas such as conflict prevention and resolution, peace and security or any other alternative qualifications as may be deemed acceptable by the SADC Secretariat

Professional Certification:

- Training in Peace Support Operations up to Senior Mission Leaders (SML) course
- Training in Conflict Resolution, Mediation, Conciliation or arbitration
- Training in Diplomacy or related discipline

Specialised Knowledge

- Fair knowledge of SADC legal frameworks such as the SADC Treaty, Organ Protocol, Mutual Defence Pact, and Memorandum of Understanding Establishing the SADC Standby Force
- Appreciation of the evolution of SADC from the days of the Frontline States to present

Experience

- At least ten (10) years of managerial experience, five (5) of which must have been from government service at the level of director and above
- Experience in PSO missions or exercises

Competency and Skills Requirements

- Managerial, organizational and administrative competences.
- Excellent report writing skills
- Fluent in spoken and written English or French or Portuguese
- Willingness to work for long hours and under stressful conditions
- Willingness to work within a multidimensional environment

6. Re-advertisement - Senior Programme Documentation and Information - SADC Plant Genetic Resource Centre (SPGRC) (Lusaka, Zambia) - Grade 5

Purpose of the job:

Plan, develop, install and coordinate a documentation system for PGR in SADC, and publicise SPGRC network

Duties and Responsibilities;

Installation and updating hard- and software

- Purchase and installation of hard- and software
- Maintenance and upgrading of LAN
- Ensuring an all-time availability of Internet access
- Developing, testing and installing in-house developed applications
- Develop, install and maintain documentation system (SDIS) and databases
- Develop, test and install of SDIS database at SPGRC and in Member State
- Training users
- Development of new databases required by SPGRC network users such as web-based databases that include such important features like GIS, strict anti-virus features, etc.

Coordination and support documentation activities in SPGRC network

- Technical backstopping missions to NPGRCs
- Organise, update and manage SPGRC library
- Supervision of cataloguing and classification of newly acquired publications
- Purchase of books, manuals and subscription of periodicals
- Acquisition and maintenance of electronic library management software

Publicise activities of the SPGRC network

- Designing, typesetting and editing annual report, newsletters, and other SPGRC network publications
- Organise and participate in annual agricultural shows
- Revising and reproducing promotional materials

Other

- Continually upgrade own knowledge in the specific work area
- Supervise the work of team falling under the senior officer

Position Requirements

Qualifications

At least a Masters Degree in Agriculture or Plant Sciences from a recognised Institution

Specialised Knowledge

- Experience and knowledge in computerised information management that include database development and management, office management software and GIS
- Good understanding of PGR management
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10 years relevant experience

Skills Requirements

- Communication and presentation skills

- Decision-making skills
- Interpersonal skills
- Supervisory skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Team building 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 work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Thinks and acts strategically

7. Re-advertisement - Senior Programme Officer In-Situ Conservation SADC Plant Genetic Resources Centre (SPGRC) (Lusaka, Zambia) – Grade 5

Purpose of the job:

Responsible for planning and coordinating activities involving germplasm collection, plant genetic resources inventory and in situ/on-farm conservation in the SADC region.

Duties and Responsibilities;

Organise, actively collect plant germplasm and train NPGRCs collectors in the region

- Plan and budget for the collection mission
- Liaise with the NPGRCs on the target species
- Formulate collection strategies
- Train the collectors

- Participate in the rescue and/or gap filling collection expeditions
- Coordinate identification, inventorying, classification of relevant flora and organize in situ preservation of plant genetic resources.
- Identification and classification of threatened/Red Listed plants
- Determine status of species occurrence
- Recommendations made for species protection and conservation measures in liaison with NPGRCs
- List of conserved species plus areas formulated and updated annually for the region

Coordinate on-farm activities and establishment of field genebanks in the region

- Identification of threatened farmers varieties
- Promote on-farm conservation and utilisation of indigenous crops,
- Facilitate commercialisation of preferred local varieties /quality declared seed systems
- Disaster preparedness to include restoration of lost crops
- Coordinate establishment of field genebanks for the conservation of root & tuber crops
- Update list of conserved vegetatively propagated material, threatened medicinal plants, fodder, wild ornamentals and any other useful plants in the region
- Sensitise communities on sustainable climate smart agriculture practices

Monitor SPGRC farm activities, arboretum and manage maintenance of farm equipment

- Coordinate farming activities
- Maintain the arboretum
- Monitor servicing and general maintenance of farm implements.

Conduct studies on wild edible and indigenous species in liaison with NPGRCs

- Identify regionally occurring species (occurring in at least 3 SADC countries)
- Determine possible study areas
- Prepare a research project proposal, mobilise research grants and implement activity in collaboration with NPGRCs where need arises.

Other

- Continually upgrade own knowledge in the specific work area
- Supervise the work of the team falling under the senior officer

Position Requirements

Qualifications

At least a Masters Degree in Agricultural or Plant Sciences with a bias towards Conservation of Plant Genetic Resources, Biodiversity, Crop Improvement or Plant Breeding.

Specialised Knowledge

Proficient in the use of computers and computer software relevant to the Position

Experience

At least 10 years relevant experience in germplasm collection, conservation and use, or similar work experience.

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Supervisory skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Team building 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 work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations

8. Re-advertisement - Senior Programme Officer – Transport - Grade 4**Purpose of the job:**

- Facilitate and coordinate the development, implementation and M&E of policies and programmes in support of Regional Integration so as to ensure the availability and universal access to sufficient, integrated, efficient, and cost effective transport infrastructure systems as well as the provision of sustainable services in the region
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify transport strategy, policy and regulatory gaps in the region
- Coordinate the development, strengthening and harmonisation of transport strategies, policies, regulations, standards and systems
- Coordinate the approval and adoption of the transport strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the transport strategies, policies, regulations, standards and systems by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralized database on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions to foster regional cooperation and integration, and to facilitate inter-connectivity
- Coordinate the development of long-term, medium and short strategic plans/programme of Action, i.e. Regional Infrastructure Development Master Plan (RIDMP), Regional Corridor Strategic Plans etc.
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the transport infrastructure sector
- Facilitate and coordinate implementation of capacity building for the design, development, implementation, maintenance and operations of regional transport infrastructure networks, programmes and projects in Member States; monitor and evaluate the success of the interventions
- Develop projects/programmes to implement the Strategic Plan
- Support resource mobilisation for programme implementation as and when required by the Directorate of Policy Planning and Resource Mobilisation (PPRM)
- Undertake steps to promote and strengthen Public-Private Partnerships for transport infrastructure development, funding and operations

Programme Implementation

- Coordinate transport infrastructure project preparation to ensure availability of bankable projects
- Facilitate implementation of the transport infrastructure related programmes/projects aimed at:
 - The development, construction, maintenance and rehabilitation of regional transport infrastructure networks along the regional corridors

- The establishment and/or strengthening of regional institutions and frameworks for coordination of transport infrastructure and services
 - Manage project staff and consultancies
 - Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of transport projects by the Member States
 - Monitor implementation of transport programmes/projects and evaluate their impact
 - Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
 - Contribute to the development of the SADC Annual Report
 - Share transport programme impact and lessons
 - Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross cutting implications / linkages with other programme units in the Secretariat

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC Regional Transport Infrastructure programme □

- Organise strategic dialogue on key policy issues with stakeholder's in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Transport Infrastructure Agenda in these forums
 - Work closely with Communication and Public Relations unit to promote the regional transport infrastructure programme portfolio, pipeline, specific projects and programme impact

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements

- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Director Infrastructure

Position Requirements

Qualifications

At least a Master's Degree in Transport Economics/Engineering/Planning from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Transport
- Proficient in the use of computers and computer software relevant to the Position

Experience

- At least 10-15 years of similar experience in transport infrastructure within a public or private sector, regional or international organisation
- This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building 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 work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations

9. Re-advertisement - Reviser - French - Grade 5

Purpose of the job:

- Provide accurate, timely and stylistically appropriate revisions and translations of texts for distribution to Member States and/or members of the Secretariat
The language combination shall be French (Language A) and English (Language B)

Reporting Line:

- This position reports to the Senior Officer- Conference Services

Duties and Responsibilities

- Revise the translations done by other members of the Pool or by any external collaborators, ensuring that the meaning and style of the original texts are retained in the translations
- Assist the Senior Translator in overseeing all stages of the translation and interpreting processes
- Assist the Senior Translator in ensuring the regular assessment of the performance of freelance translators / interpreters
- Translate documents as and when required.
- Develop a harmonised SADC terminology database, using CAT Tools, especially Trados, in collaboration with the Senior Translator and Translators
- Guide new and existing freelance translators / interpreters on key concepts, terminology, style etc. used by the Secretariat
- Develop and implement quality assurance mechanisms, quality check translations / revisions and make document corrections as required
- Ensure that the translation / freelance interpretation team adheres to set quality standards, style guides and requester-specific instructions
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be required by the supervising officer

Position Requirements

Qualifications

- At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution. A Master's degree will be an added advantage

Professional Certification

- Certification in Translation
- Trados certification will be an added advantage

Specialised Knowledge

- Knowledge and fluency of French or Portuguese as language A and English as language B. The knowledge of a third SADC working language will be an added advantage.
- Working knowledge of the key terminology used in SADC
- Proficiency in the use of computers and computer software relevant to the position, especially Trados.

Experience

- At least 10-15 years' work experience in translation and revision of translations

Skills Requirements

- Communication skills
- Interpersonal skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without [...] close supervision
- Flexible and adaptable to change
- Maintain confidentiality and be respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

10. Programme Officer Wildlife - Job Grade 6

Main purpose of the job: Under the Supervision of the Senior Programme Officer the incumbent will facilitate and coordinating policy, planning, programming and monitoring and promoting the management and sustainable utilisation of wildlife in the region.

Responsibilities

- Provide effective support to the Senior Programme Officer to facilitate and coordinate the:
 - Development of a regional strategy to promote and empower communities based wildlife management and Trans-frontier Conservation Areas (TFCAs)
 - Development and coordinate implementation of a regional strategy to promote and maintain effective networks on wildlife anti-poaching operations and control of the illegal trade on wildlife and wildlife products
 - Development, review and implementation of Protocol of Wildlife Conservation and Law Enforcement, strategies and plans
 - Establishment and maintenance of effective regional networks to monitor and protect cross border wildlife populations;
 - Implementation of and advocacy for Multilateral Environmental Agreements (MEA) with direct impact on wildlife management including the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Convention on Biological Diversity (CBD).
 - Harmonisation of policies, strategies, regulations and standards in all areas of natural resources management
- Assist the Senior Programme Officer in research, analysis and dissemination of information on the sector:
 - Regularly collect data and information on sector status/profile in Member States, using primary and secondary research techniques
 - Co-ordinate research projects on the issues facing the sector in the region
 - Analyse the data and information from the research commissioned Regularly populate the regional database on the sector
 - Prepare data for publishing on the SADC website and other forms of media
- Provide technical and administrative support to the Senior Programme Officer during programme / project implementation:
 - Drafting of papers, concept notes, minutes of meetings, annotated agendas etc.
 - Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
 - Organisation of relevant Technical & Policy Meetings & Workshops
 - Engagement with or presentations to various stakeholders / audiences on relevant sector issues
 - Procurement of consultancies and supervision of consultants
 - Monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned

Qualifications

- At least a Masters Degree in Wildlife Management or Environmental or Animal Science or related technical field from a recognised institution

Experience

- At least 7-10 years regional, continental and international experience on wildlife related issues within a public or private sector, regional or international organisation

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competencies:

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics

11. Programme Officer – Value Chains - Grade 6**Purpose of the job:**

Support the Senior Programme Officer in facilitating and coordinating the implementation of the Revised Regional Indicative Strategic Development Plan, the SADC Industrialisation Strategy and Roadmap Costed Action Plan and all SADC structures' decisions with respect to the development of regional value chains and value addition in industry sector.

Duties and Responsibilities

- Facilitate and coordinate the following activities with regard to the development of value chains and value addition:

- Development of value chain strategies and plans
 - Development and implementation of programmes/projects
 - Resource mobilisation for value chains development and programme implementation
 - Procurement of consultancies and supervision of consultants
 - Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
 - Stakeholder engagement and networking on matters pertaining to value chains and value addition
- Assist the Senior Programme Officer in the review, development and monitoring of protocols
 - Monitoring and evaluation of the implementation of programmes and preparation of M&E reports
 - Organisation and participation in relevant Technical & Policy Meetings, Committees & Workshops by way of;
 - preparation of documentation such as concept notes, minutes of meetings, annotated agendas etc. and ensuring timely circulation of such documentations.
 - Liaising with Conference Services unit for organisation of meetings as and when required
 - Coordinate research, analysis and dissemination of information on value chains and value addition:
 - Regularly collect data and information on status/profile in Member States, using primary and secondary research techniques
 - Co-ordinate research projects in the region
 - Analyse the data and information from the research commissioned
 - Regularly populate the regional database on value chains and value addition
 - Make presentations to various stakeholders / audiences on relevant issues pertaining to value chains and value addition
 - Prepare data for publishing on the SADC website and other forms of media
 - Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty reduction, youth empowerment, SMEs development etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross-cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
 - Maintain effective contact with and provide support as may be required to Member States in all matters related to value chains and value addition

- Liaise with other programme directorates and units as and when there is a need for joint / synergised programme implementation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Assist the Senior Programme Officer in the planning and reviewing, budgeting, execution and reporting of the Quarterly and Annual Operational Plans.
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

A Masters in Economics, Industrial Economics, Industrial/Mechanical/Agricultural Engineering, and/or in a related area from a recognised institution

Professional Certification

Professional in Value Chains development and implementation will be an added advantage

Specialised knowledge:

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for industrial development
- Knowledge of research techniques and methodology
- Knowledge of industry and industry related matters and value chain analysis and development
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years in industrial policy, planning and development experience within a public sector or regional organisation. Public-Private sector experience in industrial planning and value chain development will be an advantage.

Skills Requirements

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competencies

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking

- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to present and win support for ideas in an international or multicultural environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

12. Programme Officer – Industrial Policy - Grade 6

Purpose of the job:

Provide policy guidance that facilitates the development and implementation of industrial policy in the SADC region

Duties and Responsibilities

- Guide and support Member States in the development and implementation of industrial policies as may be required.
- Facilitate and coordinate the following:
 - Development and implementation of guidelines for industrial policy design, regulatory and administrative structures in Member States
 - Review and development of a Model Industrial policy for the region
 - Development and implementation of a regional capacity building programme in the area of industrial policy (covering export development, SME development, diversification, competitiveness etc.)
- Act in an advisory role to the Member States providing information and recommendation in relation to industrial policy operationalisation in the region
- Undertake the following activities as part of programme implementation:
 - Procurement of consultancies and supervision of consultants
 - Resource mobilisation for programme implementation
 - Drafting of papers, concept notes, minutes of meetings, annotated agendas etc.
 - Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
 - Organisation of relevant Technical & Policy Meetings & Workshops

- Prepare documentation for relevant official SADC meetings and committees and technical papers for discussion and /or publication
- Participate in SADC meetings and committees as required
- Liaise with Conference Services unit for organisation of meetings as and when required
- Engagement with or presentations to various stakeholders / audiences on relevant industrial policy issues
- Monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
- Research relevant issues to inform regional industrial policy development and implementation:
 - Regularly collect data and information on industrial development status/profile in Member States, using primary and secondary research techniques
 - Co-ordinate research projects in the region
 - Analyse the data and information from the research commissioned
 - Regularly populate the regional database on industrial policy
 - Prepare data for publishing on the SADC website or for drafting of reports
- Maintain effective contact with Member States in all industrial policy matters □ Assist the Senior Programme Officer in the following:
 - Review, development and monitoring of relevant protocols
 - Development and implementation of a capacity building strategy for SMEs
 - Development of the strategic and annual plans and programmes/projects
 - Development and implementation of industry programmes / projects
 - Monitoring and evaluation of the implementation of Summit, Council of Ministers, sectoral Ministers' decisions and industry programmes/projects and preparation of M&E reports
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

A Masters in Economics, Industrial Economics or a related area from a recognised institution

Professional Certification

- Industrial policy design and planning
- Value chains training

Specialised knowledge

- Knowledge of the region's economic and business environment as well as both private and public sector operations
- Understanding of industry and industry related issues
- Knowledge of the political environment and its influence on industrial development in the region
- Knowledge of industrial policy frameworks
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years working in an Industrial Policy, planning and development Environment with emphasis on regional industrial policy.

Skills Requirements

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competencies

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to present and win support for ideas in an international or multicultural environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

13. Programme Officer – ICT – Grade 6**Purpose of the job:**

Support the Senior Programme Officer in facilitating and coordinating the development, review, implementation, monitoring and evaluation of the regional Telecommunications and ICT agenda of the SADC.

Duties and Responsibilities

Provide effective support to the Senior Programme Officer to facilitate and coordinate the:

- Harmonisation of policies, strategies, regulations and standards
- Review, development and monitoring of protocol
- Implementation of capacity building interventions for effective programming, planning and management of regional Telecommunications and ICT infrastructure programmes
- Development, review and implementation of strategies and plans

Assist the Senior Programme Officer in research, analysis and dissemination of information on the sector:

- Regularly collect data and information on sector status/profile in Member States, using primary and secondary research techniques
- Co-ordinate research projects on the issues facing the sector in the region
- Analyse the data and information from the research commissioned
- Regularly populate the regional database on the sector
- Prepare data for publishing on the SADC website and other forms of media

- Maintain effective contact with Member States in all programme related matters for the sector
 - Provide technical and administrative support to the Senior Programme Officer during programme / project implementation:
 - Drafting of papers, concept notes, minutes of meetings, annotated agendas etc.
 - Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
 - Organisation of relevant Technical & Policy Meetings & Workshops
 - Engagement with or presentations to various stakeholders / audiences on relevant sector issues
 - Procurement of consultancies and supervision of consultants
 - Monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
 - Liaise with other programme directorates, as and when there is a need for joint /synergised programme implementation
 - Liaise with SATA, CRASA and SAPOA on general implementation of the SADC Programmes, as and when required

- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position requirements

Qualifications

At least a Degree in Telecommunications/ ICT or related technical field from a recognised institution

Specialised knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Telecommunications and ICT
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years regional, continental and international experience on Telecommunications and ICT related issues within a public or private sector, regional or international organisation

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to work well in a international, multi-cultural and highly political environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress

- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

14. **Communication Officer – Internal - Grade 6**

Purpose of the job:

- Responsible to deliver the internal communications functions through printed, digital, online and electronic communications channels, and in line with the Secretariat's plan and strategy
- Plan, edit and write content for a variety of internal communications mediums, such as share point, staff intranet, monthly Newsletter, website, television monitors, bulletin boards, to ensure all staff have access to a range of internal communications to keep them up to date with important Secretariat news, to share information and raise concerns, etc.
- Supervise the work of a team working underneath this position

Duties and Responsibilities

Communication and Public Relations

- Develop, implement and use appropriate communication methods, tools and materials to effectively communicate organisational initiatives and projects with internal stakeholders:
 - Notice boards (hardcopies/electronic)
 - In-house journal and newsletter
 - Intranet
 - SharePoint
 - Online (Website, Facebook, Twitter, LinkedIn, YouTube etc)
- Work with staff and stakeholders to promote the SADC Brand and ensure adherence to brand guidelines spelt out in the SADC Corporate Identity Manual
- Develop a Customer Service Charter; and train frontline staff on Customer Service and frontline public relations
- Write, edit and design creative, accurate materials to a high standard for the Secretariat's internal communications channels (as mentioned above), and submit to the Head for approval
- Liaise and negotiate with suppliers and service providers on pricing and services for internal communications that are outsourced
- Brief and supervise external specialists appointed to assist in internal communication activities, and ensure that they meet agreed standards, specifications and deadlines
- Prepare schedule of internal events, and liaise with Events Management companies for the planning, organisation and media coverage of these events
- Work with ICT unit to develop, maintain and update the Secretariat's intranet, TV monitors, and SharePoint for internal communications
- Regularly coordinate with other directorates and ICT unit to review, update and where necessary, generate, write, proofread and edit content for the SADC website

- Undertake regular analysis of the SADC Website to establish the level of visibility, awareness and knowledge on SADC's programme
- Advise and train staff on web content development, updating and posting
- Assist with multi-media content development and uploading on the website
- Creates graphic formats for web, video and print delivery to deliver visual interpretation of technical concepts Contribute to the development of scripts for videos to be used in internal communications and general awareness on SADC programmes
- Evaluate suitability of internal communication channels on a regular basis as required
- Consult with staff to gain their views on the internal communications; and use information and their suggestions to improve the internal communications function
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

At least a Masters in Communication, Public Relations or related field from a recognised institution

Professional Certification

Non required

Specialised knowledge:

- Knowledge with multi-media production, communication, and dissemination techniques and methods
- Proficient in the use of computers and computer software relevant to the position
- Excellent writing, editing and proofreading skills as well as the journalistic ability to source stories from employees

Experience

At least 7-10 years of work experience in communications or public relations

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills

Competencies

- Apply interpersonal styles/methods to develop and motivate staff

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

15. Programme Officer – Fiscal - Grade 6

Purpose of the job:

Facilitate and coordinate policy guidance in the area of fiscal policies and taxation in relation to the macroeconomic convergence programme and the programme on cooperation on taxation for the SADC region

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date □ Coordinate research, analysis and dissemination of information:
 - Regularly collect data on fiscal sector aggregates, fiscal indicators and taxes on Member States, using primary and secondary research techniques.
 - Co-ordinate research projects in the region in the area of fiscal policy and taxation.
 - Analyse the data and information from the research commissioned
 - Regularly populate the regional fiscal and tax database
 - Process and disseminate fiscal information either on the SADC website or other forms of media
- Facilitate the formulation and harmonisation of regional fiscal policies and taxation, and align them with other regional and international benchmarks e.g. AU, IMF and World Bank.
- Monitor and evaluate fiscal policies and taxation in relation to the macroeconomic convergence programme; and SADC programme on cooperation in tax matters.
 - Identify fiscal policy and taxation gaps in Member States

- Provide early warning signs on economic variables related to fiscal policy and taxation and related matters.
- Analyse data and produce draft reports
- Maintain effective contact with Member States in all matters related to the fiscal policies and taxation matters.
- Service official meetings of the macroeconomic subcommittee and the tax subcommittee; and other relevant SADC structures
 - Liaise with Conference Services unit to organise meetings
 - Prepare documentation for relevant official SADC meetings and technical papers on regional fiscal policy, taxation and related matters for discussion and /or publication
 - Participate in the meetings as observer or facilitator or presenter
- Make presentations on the fiscal policy and tax situation in the region to various stakeholders / audiences
- Procurement of consultancies and supervision of consultants □ Assist the Senior Programme Officer in:
 - Harmonisation of macroeconomic policies and taxation in Member States
 - Review, development and monitoring of protocol relevant to this focal area
 - Development, review and execution of strategies, plans and programmes
 - Monitoring and evaluation of programme implementation
 - Resource mobilisation for programmes
- Liaise with other Directorates and Units to internalise cross-cutting issues into fiscal policy related programmes
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

At least a Masters in Economics or related technical field from a recognised institution

Professional Certification

Certification in any fiscal policy analysis, formulation and implementation course

Specialised knowledge:

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring

- Knowledge of public finance including tax policy and tax administration
- Knowledge of the structure and functioning of the economies of the SADC region
- Understanding and appreciation of socio-economic development trends and political events globally and in the region
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years experience in fiscal policy analysis including tax policy/administration, formulation and implementation within a public sector or regional organisation

Skills Requirements

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competencies

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to present and win support for ideas in an international or multicultural environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

16. Training and Roster Officer – Grade 6

Purpose of the job

Development and operationalisation of the SADC Standby Force (SADC SF) Civilian Standby Roster within the context of the African Union (AU) Civilian Standby Roster.

Duties and Responsibilities;**Strategic Planning, Programming and Implementation**

- Develop/ Populate a civilian standby roster for the SADC SF Peace Support Operations;
- Identify, in collaboration with the SADC-RPTC and the SADC Member States, the trained civilian peacekeepers within the SADC region;
- Recruit and select candidates for the civilian standby roster in partnership with the Human Resources Department at the SADC Secretariat;
- Keep constant contact with roster candidates to ensure their availability as and when required; and facilitate collaboration with other Units within the Organ such as Politics, and Diplomacy, in sharing expert skills from the roster in supporting electoral/political interventions when required;
- Manage the SADC civilian standby roster through the IT system that connects the ASC civilian standby roster to the AU-PSOD (ASF headquarters)
- Ensure availability and readiness of roster candidates for PSO deployment by SADC, AU and/or UN Missions;
- Organize, where possible, the placement of roster candidates on PSO missions in order to improve their level of experience and expertise;
- Support the rotation of civilian personnel on SADC-mandated missions when required;
- Facilitate exit from the roster for candidates who do not wish to be on the roster anymore;
- Develop on-going training and rehearsal plan for roster candidates to ensure the appropriate level of readiness
- Regularly liaise with the relevant Organ Focal Points to ensure the smooth development and roll-out of the roster and randomly undertake inspections among SADC Member States to ensure the state of readiness of the roster candidates;
- Liaise with RPTC, the Member State and the AU-PSOD to facilitate training of civilian candidates and to ensure that minimum training standards are met at all times;
- Work closely with the Human Resources Directorate to ensure that all relevant SADC human resource policies, rules, regulations and procedures are adhered to at all times and also serve as a Secretary for the Recruitment Task Team at the SADC Secretariat;
- Participate in planning of SADC SF exercises and operations;
- Work together with the Planning and Mission Support Officer to provide support to the development of the civilian component of the SADC Standby Force and the civilian component of the SADC-mandated PSOs as required and/or directed,
- Manage the Training and Rostering Unit of the SADC SF Planning Element; and
- Report and be responsible to the Head of the Civilian Component (HCC) on all areas of responsibility

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops:

- Coordinate training of roster candidates along with the SADC-RPTC and the AU-PSOD;
- Conduct awareness-raising activities to ensure that all relevant stakeholders are aware of the roster and its processes and requirements in order to enable the recruitment and inclusion of new candidates on the roster so that the level of the approved number on the civilian standby roster is maintained;
- Regularly represent SADC at the ASF civilian standby roster experts' meetings, seminars, conferences and workshops; and

- Regularly make presentations to SADC and ASF on civilian rostering subject in the SADC region

Leadership

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives;
- Participate in the formulation and development of the Organisational Strategy for the Secretariat;
- Participate in the Development of short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis;
- Achieve the mission, goals and objectives of the unit, and report progress to the Head of Civilian Component and /or Chief of Staff; and
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

People Management within the unit:

- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements;
- Work towards building a positive and compelling workplace and team culture;
- Maintain a climate that attracts, retains and motivates top quality personnel; and
- Undertake any other duties as delegated by the Head of Civilian Component or Chief of Staff

Position Requirements

Qualifications

Minimum of a Bachelor's degree in Information Technology, Management, Economics, Social Sciences, Social Development, International Relations, Administration, or a related discipline

Professional Certification

At least one course in Peace Support Operations (preferably but not exclusively, provided by the SADC Regional Peacekeeping Training Centre)

Specialised Knowledge

Working knowledge in Peace Support Operations, Planning, Financial, Stores Management, Procurement or Management; and
Proficient in the use of computers and computer software relevant to the position

Experience

At least ten (5) years in relevant field; and

Experience in PSO missions or exercises will be an added advantage.

Skills Requirements

- Communication and presentation skills
- Self-starter with ability to work with minimum supervision as well as being a team player
 - Excellent report writing skills
- Fluent in spoken and written English or French or Portuguese
- Advanced Computer literacy and ability to work in a fast paced environment
- Willingness to work for long hours and under stressful conditions
- Willingness to work within a multidimensional environment
- Interpersonal skills
- Leadership skills
- networking and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building 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
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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

17. Officer – Meetings Management and Logistics x2 - Grade 6

Purpose of the job: Responsible to assist the Senior Officer in the planning and organisation of conferences /meetings / events on behalf of the Secretariat

Duties and Responsibilities

- Follow the plan / calendar of events as approved at the start of the year
- Manage and supervise all travel arrangements and maintain relationships with travel agencies
- Coordinate, liaise and maintain day to day contact and follow-up with service providers / suppliers / event management companies with regard to:
 - Selection of venue and space for each conference
 - Booking of audio-visual equipment, security and catering services - Arranging translation, interpretation and secretarial services (if outsourced) - Organising conference delegate badges, accommodation, transport, etc.
 - Running conference registration and distribution of documents to delegates
 - Arranging media coverage
 - Administering post-event survey to delegates
- Liaise with the conference hosts to check that they are fulfilling their share of responsibilities with regard to the event, and to give them regular status updates
- Make site visits to the potential venues when required
- Liaise with Documentation Officer to ensure due processing of conference materials
- Prepare delegate lists and conference proceedings
- Check conference packs
- Receive all invoices, check and submit to Finance for processing and payment
- Perform any other tasks assigned by the Senior Officer Conference Services
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

At least a Degree in Event Management or any other from a recognised institution

Professional Certification

Certification in any fiscal policy analysis, formulation and implementation course

Specialised knowledge:

- Knowledge of best practice in conference / event organisation and management policies, procedures, processes etc.
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years work experience in event organisation and management

Skills Requirements

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competencies

- Capable of maintaining quality whilst working under pressure and adhering to deadlines □
Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

18. Programme Officer - Climate Database and IT - (Climate Services Centre) - Grade 6

Primary Purpose of the Job

- Provide overall coordination on computer services, ICT, database management and system administration for the timely dissemination of weather and climate services
- Avail services to National Meteorological and Hydrological Services (NMHSs) in Member States and other sIT networking and system administration services;

Duties and Responsibilities

- Identify system requirements based on user needs and liaise with end users to develop technical specifications and write new or change current systems
- Research, evaluate and recommend relevant technologies and applications
- Recommend, design and implement system to support technology needs
- Coordinate acquisition and archiving of near-real time, historical and remote sensing data
- Development, maintain and ensure security of IT infrastructure,
- Coordinate the establishment and maintenance of a regional databank,
- Coordinate the computing needs, upgrades and requirements of the centre and member countries NMHSs,
- assist in the acquisition of computers and updates for the Centre;

- Upgrade operating systems and connectivity/ client software,
- Administer Internet and Web Servers to ensure none interruption of modelling services running on HPC;
- Ensure adequate security measures for ICT Network Infrastructure, applications and data, including business continuity planning (redundant network components and paths)
- Coordinate uninterrupted functioning of Data centre and task centre on HPC and the acquisition of new IT resources, regular improvements or upgrades and also customize software programs for internal needs;
- Maintain and update Climate Processing System Unit (CIPS) and Climate Data Analysis System (CLYSIS);
- Schedule and implement preventative hardware maintenance activities and undertake/co-ordinate repairs in response to hardware failures;
- Acquire model data/output storage disc systems;
- Install and maintain computer network with participating NMHSs;
- Undertake regular backups for all systems including climate database;
- Maintain internet connectivity and services;
- Constantly review the IT needs and requirements against emerging technological trends and advice management on how the needs can be met using the latest technology; □ Support IT related capacity-building activities of SADC CSC and NMHSs.
- Provide first line support services to IT users.
- Troubleshoot and diagnose system errors and implement solutions or liaise with inhouse specialists for problem resolution.
- Ensure that new users receive adequate instructions on correct usage of equipment and peripherals.
- Configure newly acquired hardware and make it available to users;
- Ensure that system and software updates are made on a continuous basis.
- Schedule and implement preventative hardware maintenance activities and undertake/co-ordinate repairs in response to hardware failures.
- Maintain effective contact with Member States on IT related matters;
- Carry out basic training on relevant IT systems to ensure the efficient execution of tasks and efficient use of the available and new software by SADC CSC staff and users; and

Research, analysis and dissemination of information:

- Regularly collect data and information on sector status/profile in Member States, using primary and secondary research techniques
- Analyse the data and information from the research commissioned
- Regularly populate the regional database on the sector
- Publish products on the SADC website and social media (if required)
- Research on best practices in the sector and maintain high level of knowledge in order to effectively undertake the duties

Cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.)

- Integrate cross cutting issues in all programme documents

- Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
- Monitor and draft a report on the extent of mainstreaming

Technical and administrative support in programme/project implementation:

- Contribute in research papers, concept notes and minutes of meetings.
- Assist in promoting the relevant SADC programme portfolio, pipeline, specific projects and programme impact
- Contribute in organising relevant Technical & Policy Meetings & Workshops
- Engage in presentations to various stakeholders / audiences on IT
- Assist in procuring consultancies and in supervision of consultants
- Assist in monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports

- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officers

Position requirements Qualification

At least a Masters in IT from a recognised institution

Professional Certification

CISCO, Linux, and programming languages

Specialised knowledge

Good knowledge of computing skills and programming languages required for database management and networking

Experience

At least 7-10 years experience in climate science research and/or application within a public sector or a regional organisation

Skills required

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to present and win support for ideas in an international or multicultural environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

19. Programme Officer - Climate Diagnosis and Monitoring - (Climate Services Centre) - Grade 6

Primary Purpose of the Job

- Monitor climate and perform climate diagnosis activities to support practical and strategic decision-making in climate sensitive sectors in the region
- Develop and generate climate information and products for dissemination
- Research on improving the information from meteorological sector
- Availing services to Member States and other stakeholders on climate products and services

Duties and Responsibilities

Climate diagnosis including analysis of climate variability and extremes at regional and subregional scales;

- Acquire near real time and historical climate data;
- Quality control, maintain and archive climate data;
- Process climatological data;
- Prepare climate statistics, climate indices and climate statements;
- Establish historical reference climatology for the region and sub-regions;
- Implement and update a regional Climate Watch;
- Prepare advisory
- Develop and update regional agro-hydro-climatic atlas;
- Monitor climate variables from different sources including WMO Global Producing Centres
- Validate regional climate models outputs and interpret of global output products □
Develop and implement climate monitoring activities in the region.

Research, analysis and dissemination of information:

- Regularly collect data and information using primary and secondary research techniques;

- Contribute in data rescue initiatives in the region;
- Assist in research projects
- Analyse the data and generate plausible information
- Populate the regional database on the sector
- Prepare data for publishing on the SADC website and other forms of media
- Promote studies of the economic value of climate information

Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes

- Integrate cross cutting issues in all programme documents
- Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
- Monitor and draft a report on the extent of mainstreaming

Technical and administrative support in programme / project implementation:

- Contribute in research papers, concept notes and minutes of meetings.
 - Assist in promoting the relevant SADC programme portfolio, pipeline, specific projects and programme impact
 - Contribute in organising relevant Technical & Policy Meetings & Workshops
 - Engage in presentations to various stakeholders / audiences on climate forecasting
 - Assist in procuring consultancies and in supervision of consultants
 - Assist in monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
 - Assist in organising relevant Technical & Policy Meetings & Workshops
 - Support in capacity building activities including data management
-
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
 - Liaise with National Meteorological and Hydrological Services (NMHS) and users of climate information and prediction services in SADC Member States
 - Liaise with Regional and National Climate Services as and when required
 - Liaise with Disaster Risk Reduction (DRR) as and when required, on disasters caused by weather and climate change
 - Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post □ Perform any other duties as may be assigned by the supervising officer

Position requirements Qualification

At least a Masters in Meteorology or Climate Science from a recognised institution

Professional Certification

Non required

Specialised knowledge

- Good knowledge in Meteorology and Climate forecasting
- Proficient in the use of computers and computer software relevant to the position

- Good knowledge in programming languages such as R and Python
- Ability to work with Linux
- Understanding of integrated programme planning, budgeting, development, administration and monitoring for weather and climate

Experience

At least 7-10 years experience in climate science research and/or application within a public sector or a regional organisation

Skills required

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

20. Programme Officer - Climate Modelling - (Climate Services Centre) - Grade 6

Primary Purpose of the Job

- Research on causes and precursors of regional climate anomalies
- Develop regional climate models and scenarios for climate projection for the SADC region
- Avail services to National Meteorological and Hydrological Services (NMHSs) in Member States and other stakeholders

Duties and Responsibilities

Climate modelling and scenario development for the region

- Research on causes and precursors of regional climate anomalies
- Develop techniques for model prediction and for regional climate advisories and updates
- Develop regional climate models and scenarios for climate projection, including dynamical and statistical models;
- Process model ensemble data and archive model outputs
- Interpret and assess relevant climate models from Global Producing Centres
- Generate maps of model products customised for the region and assess skills
- Generate regional and sub-regional tailored climate application products and services;
- Generate 'consensus' statement on regional or sub-regional climate projection;
- Develop a climate Research and Development strategy
- Promote studies of regional climate variability and change, predictability and impact in the Region;
- Develop and validate regional models, methods of downscaling and interpretation of global output products.

Research, analysis and dissemination of information

- Collect data and information from Member States, using primary and secondary research techniques
- Prepare and analyse long term data for model prediction
- Assist in research projects
- Analyse the data and generate plausible information
- Populate the regional database on the sector
- Prepare data for publishing on the SADC website and other forms of media
- Promote studies of the economic value of climate information

Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes

- Integrate cross cutting issues in all programme documents
- Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
- Monitor and draft a report on the extent of mainstreaming

Technical and administrative support in programme / project implementation □

- Contribute in research papers, concept notes and minutes of meetings.
- Assist in promoting the relevant SADC programme portfolio, pipeline, specific projects and programme impact
- Contribute in organising relevant Technical & Policy Meetings & Workshops
- Engage in presentations to various stakeholders / audiences on climate forecasting
- Assist in procuring consultancies and in supervision of consultants
- Assist in monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
- Assist in organising relevant Technical & Policy Meetings & Workshops
- Support in capacity building activities including data management
- implementation of programmes/projects and preparation of M&E reports

- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Liaise with National Meteorological and/or Hydrological Services (NMHS) and users of climate information and prediction services in SADC Member States
- Liaise with Regional and National Climate Services as and when required
- Liaise with Disaster Risk Reduction (DRR) as and when required, on disasters caused by weather and climate change
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post □ Perform any other duties as may be assigned by the supervising officer

Position requirements Qualification

At least a Masters Climate Modelling from a recognised institution

Professional Certification

Non required

Specialised knowledge

- Good knowledge in Meteorology and Climate Science
- Excellent computing skills and computer software for climate modelling
- Good knowledge in programming languages such as R and Python
- Ability to work with Linux
- Understanding of integrated programme planning, budgeting, development, administration and monitoring for weather and climate

Experience

At least 7-10 years experience in climate science research and/or application within a public sector or a regional organisation

Skills required

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised

- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

21. Programme Officer - Seasonal and Climate Forecaster (Climate Services Centre) - Grade 6

Primary Purpose of the Job

- Generate climate forecasts (seasonal) and early warning products to support practical and strategic decision-making in climate sensitive sectors
- Develop regional ensemble climate prediction based on new generation of improved and typically higher-resolution climate models, covering time scales from seasons to decades
- Avail services to National Meteorological and Hydrological Services (NMHSs) in Member States and other stakeholders

Duties and Responsibilities

Climate forecasts (seasonal)

- Acquire and archive, remote sensing, near real time and historical climate data;
- Process acquired data for verification of climate forecasts;
- Develop regional weather and climate forecasting models;
- Carry out climate forecasting using the developed models;
- Ensure timely preparation and dissemination of weather and climate products and advisories;
- Assist NMHSs in the training of users on the application and on implications of Long rang forecast products;
- Assist in professional capacity building of climate experts for generating user-targeted products;
- Promote studies of regional climate variability and change driven, predictability and impact;
- Validate regional climate models forecasts, methods of downscaling and interpretation of global output products.

Early warning products

- Monitor climate forecasts from WMO Global Producing Centres
- Assess the ability of the climate forecast system to simulate unprecedented and extreme events (eg ENSO and other climate drivers)

- Prepare regional early warning bulletins at different time scales (eg. 5days, 10days, monthly and seasonal)
- Evaluate forecast quality (both skill and reliability) on a range of time

Research, analysis and dissemination of information

- Collect data and information from Member States, using primary and secondary research techniques
- Assist in research projects
- Analyse the data and generate plausible information
- Populate the regional database
- Prepare data for publishing on the SADC website and other forms of media
- Promote studies of the economic value of climate information

Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes

- Integrate cross cutting issues in all programme documents
- Invite relevant stakeholders on these to participate in discussion on this matter in meetings and workshops
- Monitor and draft a report on the extent of mainstreaming

Technical and administrative support in programme / project implementation □

- Contribute in research papers, concept notes and minutes of meetings.
- Assist in promoting the relevant SADC programme portfolio, pipeline, specific projects and programme impact
 - Contribute in organising relevant Technical & Policy Meetings & Workshops
 - Engage in presentations to various stakeholders / audiences on climate forecasting
 - Assist in procuring consultancies and in supervision of consultants
 - Assist in monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
 - Assist in organising relevant Technical & Policy Meetings & Workshops
 - Support in capacity building activities including data management
 - Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
 - Liaise with National Meteorological and Hydrological Services (NMHS) and users of climate information and prediction services in SADC Member States
 - Liaise with Regional and National Climate Services as and when required
 - Liaise with Disaster Risk Reduction (DRR) as and when required
 - Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post □ Perform any other duties as may be assigned by the supervising officer

Position requirements

Qualification

At least a Masters in Meteorology from a recognised institution

Professional Certification

Non required

Specialised knowledge

- Good knowledge in climate science and seasonal climate forecasting
- Proficient in the use of computers and computer software relevant to the position
- Good knowledge in programming languages such as R and Python
- Ability to work with Linux
- Understanding of integrated programme planning, budgeting, development, administration and monitoring for weather and climate

Experience

At least 7-10 years experience in climate research and forecasting within a public sector or a regional organisation

Skills required

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

22. Information Systems Officer – Grade 6

Purpose of the job: Under the supervision of Senior Officer – ICT, the incumbent will be responsible to develop and implement the installation, upgrade and maintenance of systems

Duties and Responsibilities

- Plan, develop, implement and maintain ICT applications according to international best practices
- Ascertain that ICT applications meet the needs of individuals, projects and statutory requirements and are completed on time and within budget
- Ensure the smooth running of all ICT applications and relevant databases, including post-implementation evaluation
- Provide 'end user support' service in a structured way
- Manage service providers and assist in the relevant tendering process
- Ensure the implementation of adequate security measures for ICT applications and data, including business continuity planning
- Implement mechanisms to allow authorised users to access systems and detect and prevent malicious access and abuse of systems
- Ensure that data transmission, processing and storage comply with business rules
- Undertake procedures to restore operations in case of system failures
- Implement system backup procedures and participate in recovery operations in the case that all or part of the system is compromised □ Train end users in relevant ICT applications.
- Assist the Senior Officer, ICT in the formulation, documentation and adherence to relevant policies, procedures and standards.
- Help in the preparation and monitoring of the budget of the ICT Unit
- Research, evaluate and recommend technologies and applications relevant to the ICT needs of SADC
- Perform any other duties as assigned maybe assigned.

Position Requirements

Qualifications

At least a Degree in Computer Science, Information Technology or any related field from a recognised institution

Professional Certificate

- Professional software development certification in Microsoft technologies/Open source software/ERP systems
- Professional certification in project management (desirable)

Specialised Knowledge

- Knowledge of Microsoft technologies, business analysis and programming
- Knowledge of Enterprise Resource Planning (ERP) and open-source software

Experience

At least 7-10 years post-graduate experience in systems analysis, design, development, implementation and maintenance

Skills Requirements

- Communication skills
- Interpersonal skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

23. Translator x 2 (French) - Grade 6

Purpose of the job:

- Translate written texts and materials required by the Secretariat, with French being language A, and English language B.

Reporting Line

- This position reports to the Senior Translator

Duties and Responsibilities

- Check original texts and discuss with originators/source of documents to understand translation requirements as well as the content and meaning of original texts
- Use appropriate computer assisted translation (CAT) tools / applications, especially Trados
- Translate and align SADC official documents into specified target languages (English, French or Portuguese)
- Refer to relevant reference materials (dictionaries, online terminology databases, etc.) as and when needed to ensure accuracy of translations
- Ensure that translations retain the content and meaning of original documents
- Revise and double-check translations of technical terms and terminology
- Prepare and continuously update a glossary/database of technical terminology used in translations, and make reference to it in future translations
- Proofread, edit, and revise translated materials before submission to the next level of review
- Produce and maintain folders of translated documents
- Interact with internal clients to ensure satisfaction and understanding
- Continuously increase specialist vocabulary both in English and the target language (French or Portuguese) in order to effectively undertake translation assignments
- Upload and maintain a record of all translated material in the Unit's Shared Folder
- Perform any other translation-related duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution.

Professional Certification

- Certification in Translation
- Trados certification will be an added advantage

Specialised Knowledge

- Knowledge and fluency of French as language A and English as language B. The knowledge of Portuguese will be an added advantage.
- Working knowledge of the key terminology used in SADC
- Proficient in the use of computers and computer software relevant to the Position, especially Trados.

Experience

- At least 5-7 years' work experience in translation

Skills Requirements

- Communication skills
- Interpersonal skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without much close supervision
- Be flexible and adaptable to change
- Maintain confidentiality and be respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

24. Legal Counsel - Grade 6

Job Purpose: Under the Supervision of the Senior Legal Counsel the incumbent will coordinate drafting, interpretation and amendment of SADC Treaty and Protocols, their Annexes and subsidiary instruments; provide legal advice, assistance and information to all Policy Organs as well as all Directorates and Units of the Secretariat on treaty, protocol and related legal matters.

Responsible for providing appropriate advice, opinion and assistance to the Secretariat on legal matters and issues pertaining to the SADC development and integration agenda; and for monitoring the implementation of all protocols signed by the SADC (from a legal perspective)

Main duties and responsibilities

- Act as an advisor to the on corporate legal matters
- Provide appropriate legal opinion, advice and assistance on the formulation, review, enforcement and interpretation of corporate legal documents (policy, rules and regulations, resolutions, contracts, leases, agreements etc.)
- Render legal services to SADC Secretariat in its areas of activity, its institutions.

- Initiate draft rules on specific policy issues; notify on the proposed rules and solicit comments; interpret and apply existing SADC Policies, Rules and Procedures
- Conduct legal and factual research to inform the writing of memoranda on draft legal solutions to disputes across SADC Institutions
- Act as legal counsel representative in staff grievance and dispute resolution hearings, litigations, court hearings and judicial proceedings, contract and partnership negotiations etc.
- Prepare cases and court pleadings
- Conduct legal analysis and research to keep abreast of all relevant changes of laws and advise Management on the required changes and impact to the operations of the Secretariat
- Review the legal implications, for the Secretariat, of new policies and legislations
- Custodian of all corporate legal documentation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Provide legal advice and assistance to all Policy Organs and to all Directorates and Units of the Secretariat on the (a) drafting, revision and implementation of the Treaty, protocols, and any other legal instruments governing the SADC, (b) application or interpretation of Protocols, and (c) conformity of decisions and actions with the Treaty, protocols, and any other legal instruments
- Monitor the status of signature and ratification of protocols by Member States and coordinate the deposit and registration of SADC legal instruments with the UN and AU
- Interpret and apply SADC Treaty and Protocol provisions
- Participate in the development of legal instruments that should create an enabling environment for SADC Member States to operationalize SADC policies and strategies
- Undertake all steps to register the SADC Protocols with the UN and the AU
- Conduct research on various legal issues arising from the implementation of SADC regional integration programmes
- Advise the Secretariat on legal issues arising from the implementation of the SADC Protocols and their Annexes.
- Provide legal advice to dispute settlement matters
- Facilitate effective participation of Member States in regional, continental and international fora including in World Trade Organisation (WTO) ACI, AU etc.
- Interpret agreements and decisions reached by Committees of Ministers
- Provide advisory, drafting and interpretation services to SADC Economic Partnership Agreement (EPA) countries during the negotiation and implementation process
- Conduct subject-specific legal analysis and research to keep abreast of all relevant changes of economic and political integration, advise on the implications for the regional integration agenda
- Perform any other duties as may be assigned

Position requirements Qualification

- At least a Masters in Law from a recognised institution and a license to practice law in any jurisdiction of a SADC Member State
- Specialisation in international trade laws would be an added advantage

Experience

- At least 7-10 years of work experience in providing legal advice □ Knowledge of Treaties, Protocols, Conventions etc.
- Knowledge of trade and customs laws and regulations in the Member States

Other relevant skills required

- Communication and presentation skills
- Interpersonal skills
- Networking and relationship building skills, persuasion and advocacy skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Proficient in the use of computers, and forensic tools and software

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines □ Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

25. Officer - Research and Statistics x2 - Grade 6**Purpose of the job:**

- Responsible for processing, compilation, analysis, reporting and dissemination of data and statistics on all matters related to the SADC regional integration
- Responsible for the maintenance of an integrated regional statistical data, information and knowledge database

Duties and ResponsibilitiesResearch and Statistics

- Liaise with Member States National Statistical Offices, Research and other key institutions to share and exchange statistical data and research information that are critical for analysis
- Conduct and / or commission studies and research to gain information and data
 - Supervise commissioned research and research consultants
 - Ensure use of appropriate survey design and data collection instruments for collection of primary and secondary data where required
 - Perform quality control to verify accuracy and integrity of data for analysis and reporting
- Harmonise standards and procedures for processing, compilation and analysis of data - Develop, document, maintain and implement methodologies, statistical tools and guidelines, standards, procedures and dissemination strategies
 - Advise Member States on data collection / analysis for specific regional indicators, and recommend where possible short term statistical training courses
- Perform specific analyses and reporting on regional integration data as required:
 - Apply statistical techniques and methods in the processing and analysis of data, and perform necessary statistical routines related to the collection, processing, compilation, analysis and reporting of statistical data
 - Prepare statistical tables and reports for internal analysis
 - Produce analytical reports to support the publication of regional statistics
 - Produce and disseminate regional statistical publications to key stakeholders
- Provide relevant, timely and quality data in response to both anticipated needs as well as specific requests from internal and external customers
 - Respond to local, regional and international organisations requesting relevant statistics from the unit
 - Provide Programme directorates sector data and statistics that will inform their planning, programming, monitoring and evaluation activities
- Explore and recommend new and improve methods and ideas of data processing, analysis, reporting and dissemination
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Knowledge Management

- Review and maintenance of standards and nomenclature for infrastructural design of an integrated regional statistical database
- Feed data and statistics into the knowledge database, and maintain it up to date
- Consult with ICT for technology enhancements to the database as and when required
- Define and maintain access rights to database

Position Requirements

Qualifications

- At least a First Degree in Statistics or related technical field from a recognized institution
- At least a Master's Degree in Statistics or related technical field from a recognised institution

Specialised Knowledge

- Knowledge of statistical methods, packages / systems, principles etc.
- Knowledge of research techniques for data collection, compilation, processing, analysis and reporting
- Knowledge of development and maintenance of statistical databases
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7 years of experience in development and maintenance of statistical databases and development of standards and procedures for statistical analysis within a public or private sector, regional or international organization

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
 - Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

26. Re-Advertisement - Programme Officer - Gender Mainstreaming - Grade 6

Purpose of the job:

- Support the Senior Programme Officer in ensuring the mainstreaming of gender perspectives into all SADC policies, programmes, projects and activities at both national and regional levels and in monitoring the implementation of the Revised SADC Protocol on Gender and Development.
- Monitor, evaluate and report progress made in the implementation of all gender commitments of SADC Member States at the regional, continental and international levels.

Duties and Responsibilities

- Draft calendar of events for the year and maintain effective and efficient development and management of the coordinated Gender Mainstreaming Management Structures of Gender unit
- Provide effective support to the Senior Programme Officer in mainstreaming gender in all the Directorates and Units' policies and programs;

□

Facilitate and coordinate the capacity building in mainstreaming gender into all SADC programmes, policies and activities;

- Continuously, review and update the SADC Gender Mainstreaming Toolkit and sectoral gender mainstreaming checklists and guidelines to be used to build the capacity of all SADC Institutions
- Promote the documentation and sharing of knowledge about current and emerging gender mainstreaming related concerns and trends, evaluate programmes, document lessons learned, best practices as well as replicable strategies and approaches in the SADC Region.
- Provide effective support to the Senior Programme Officer in women empowerment issues
- Develop framework and guidelines for scaling up women's participation in politics and decision-making positions
 - Facilitate the sensitization and capacity building of regional women parliamentarians caucus in advocacy, lobbying, leadership and management skills. Also, advocate for the critical importance of women's participation in politics and decision-making positions
 - Facilitate the biennial reporting by the Member States on the implementation of the SADC Protocol on Gender and Development and the production of the SADC Gender and Development Monitor
 - Compile Bi-annual reports of Women In Politics and Decision making positions for submission to Council of Ministers and Summit
 - Facilitate and coordinate the regional Women In Business Trade Fairs
- Assist the Senior Programme Officer to facilitate and coordinate the:
 - Review, development and monitoring of the implementation of the relevant protocol/policies and its harmonisation / alignment
 - Development, review and implementation of the relevant strategies and plans
- Support the Senior Programme Officer for improved quality programme/project delivery of the Gender Unit through:
 - Ensuring, facilitating and monitoring expenditure of the Gender Unit
 - Mainstreaming project funds and making budgetary allocations as per regular resources ceiling and funding sources
 - Supporting budgetary entries and requisitions/voucher approvals on SIMS
 - Participating in the Gender Unit Review Meetings and prepare monthly programme reports, quarterly and annual implementation progress reports
 - Contributing to the facilitation of mid and year end reviews of Gender Unit Operational Plan to assess progress of implementation
 - Drafting of papers, concept notes, minutes of meetings, annotated agendas etc. -
 Organisation of relevant Technical & Policy Meetings & Workshops
 - Engagement with or presentations to various stakeholders / audiences on relevant sector issues
 - Monitoring and evaluation of the implementation of programmes/projects
 - and preparation of M&E reports
- Research and disseminate gender related information:
 - Promote evidence-based programming by regularly collecting data and information on sector status/profile in Member States, using primary and secondary research techniques

- Co-ordinate research projects on the issues facing the sector in the region
- Analyse the data and information from the research commissioned
- Develop and regularly populate the regional database on the sector
- Prepare data for publishing on the SADC website and other forms of media
- Establish formal contacts with Regional Gender Advocacy groups
- Maintain effective contact with Member States in all programme related matters for the sector
- Liaise with other programme directorates, as and when there is a need for joint/ synergised programme implementation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- At least a Master's Degree in Social Sciences / Development Studies/ Gender or related relevant technical field from a recognised institution

Specialised Knowledge

- Knowledge; understanding and the application of gender and gender concepts, as well as integrated programme planning, budgeting, development, administration and monitoring from a Gender perspective
- Knowledge of Planning, Monitoring and Evaluating for Development Results (ResultsBased Management)
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7-10 years of similar experience within a public or Civil Society Organization (CSO), private sector, regional or international organization

Skills Requirements

- Communication and presentation skills
- Advocacy and lobbying skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, good writing, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused

□

- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- Maintain confidentiality and respectful of sensitive situations
Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

27. Re-advertisement - Programme Officer - Capital Markets - Grade 6

Purpose of the job:

Facilitate development of an improved capital market and non-banking financial sector in the SADC region so as to create a conducive environment for sustainable economic growth.

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
- Monitor strategies in order to act in an advisory capacity to strengthen and deepen capital markets development in the region
 - Assist in the development of a framework for non-banking financial sector development in SADC Member States
 - Work closely with the committee of stock exchanges and CISNA in identifying new trends in the non-banking financial sector to align with international standards
 - Coordinate cooperation between Stock Exchanges and Non-Banking financial authorities to ensure convergence and harmonisation of the regulatory framework in SADC
 - Identify weaknesses and obstacles that hinder the development of regional NonBanking Authorities, and provide input to those responsible for formulating appropriate strategies to address identified obstacles
 - Assist in the co-ordination and cooperation between stock exchanges, including NonBanking Authorities ensuring convergence and harmonisation of capital markets regulation in SADC in line with International best practices
- Facilitate the development of a Framework for cooperation and coordination in exchange control across SADC Member States:
 - Facilitate regular reviews of exchange control policies of Member States
 - Provide policy advice to the Member States to assist in the development and implementation of policies aimed at achieving full currency convertibility in the region

- Monitor the liberalisation programme of Member States to ensure set timeframes are met and assist Member States in achieving these timeframes - Facilitate co-operation between customs and exchange control
- Coordinate research, analysis and dissemination of information:
 - Regularly collect data on the regional capital markets and Non- Banking financial authorities, using primary and secondary research techniques
 - Co-ordinate research projects in the region
 - Analyse the data and information from the research commissioned
 - Regularly populate the regional capital markets database including other nonbanking authorities
 - Process and disseminate related information either on the SADC website or other forms of media
- Maintain effective contact with Member States in all matters related to the capital markets; and provide advice to them in developing their capital market in line with the regional frameworks established
- Service official meetings / subcommittees and other relevant SADC structures that are related to the capital markets agenda
 - Liaise with Conference Services unit to organise and facilitate the convening of the meetings as and when necessary
 - Prepare documentation for relevant official SADC meetings and technical papers on regional capital markets related matters for discussion and /or publication
 - Provide relevant technical inputs that are key for regional integration to the meetings / committees
 - Attend the meetings / committees as observer or facilitator or presenter
- Make presentations on the capital market and non-banking financial sector situation in the region to various stakeholders / audiences
- Procurement of consultancies and supervision of consultants
- Assist the Senior Programme Officer in:
 - Harmonisation of finance and investment related policies in Member States
 - Review, development and monitoring of finance and investment protocol
 - Development, review and execution of strategies, plans and programmes
 - Monitoring and evaluation of programme implementation
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

□

Qualifications

At least a Masters Degree in Financial Economics or related technical field from a recognised institution

Professional Certification:

Certification or specialisation in capital markets

Specialised Knowledge

Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for capital markets

- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years of work experience in a capital markets environment

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

28. Re-advertisement - Operation and Plan Officer - Grade 6

Purpose of the job:

- The Operations Officer of SADC POL PLANELM serves as the key person in planning and coordinating the SADC Police Operations and developing planning concepts in line with UN / AU Peace Support Operation systems.
- Be responsible for planning for upcoming missions as well as evaluation of lessons learnt from previous missions.
- To maintain and update documentation of the SADC POL PLANELM planning processes and procedures as well as the planning estimates.

Duties and Responsibilities

□

To undertake fact finding missions as directed by the Chairperson of the SADC Chiefs of Police.

- Conduct geographic and logistic requirements appraisal for all possible missions operating conditions both in terms of.
- Prepare annual activities and work plans for implementation of police programs.
- Prepares training plans for approval by the SADC Chiefs of police committee.
- To undertake fact-finding missions as directed by the Chairperson of the SADC Chiefs of Police.
- Plan and negotiate with Member States for the execution of the SADCPol roster in consultation with Head of Police Component.
- Check on the readiness of resources and pledged capabilities by Member States.
- Participate in International or regional conferences, symposia and seminars that enhance the effectiveness of SADCPol.
- Perform any other Police related duties as may be assigned by Head of Police Component.

Position Requirements

Qualifications

A Masters Degree in Police Science, Criminal Justice, Criminology, Law, Security Studies, or any other relevant Masters with requisite Police experience.

Experience

At least 7-10 years of similar experience within a public or private sector, regional or international organization

Competency and Skills Requirements

- Oral and written communication skills in one of SADC working languages; viz English, French and Portuguese. □ Computer literacy
- Problem solving skills
- Planning and organizing
- Ability to work in a team
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking,
- Relationship building
- Organisational skills
- Analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

- Ability to draft major policy papers with limited guidance.
- Ability to articulate ideas in an understandable manner.
- Ability to work under pressure

29. Re-advertisement - Planning and Budget Support Officer - Grade 6

Purpose of the job:

- Responsible for providing planning and budget assistance, advice and technical support to the Programme directorates

Duties and Responsibilities

- Assist, support and advise the Programme directorates in the following:
 - Come up with a list of programmes and projects based on their plans
 - Ensure that the programmes and projects are aligned with the RISDP or existing Strategic and Operational Plan of the Secretariat
 - Sequence the programmes and projects, based on priorities
 - Resource the programmes in terms of staffing
 - Identify synergies and cross-cutting aspects between own programmes and projects, and those of other directorates
 - Harmonise / synchronise own programmes and projects with those of other directorates
 - Estimate an optimal budget particularly when programmes and projects are cross-cutting in nature and require multiple directorate involvement
 - Define the KRAs and KPIs in the most appropriate manner
 - Clarify and delineate the roles and responsibilities of each implementing partner in the programmes and projects
 - Estimate the budget
- Prepare appropriate templates with unit costs for budgeting by all concerned directorates
- Liaise with programme directorates to ensure that they comply with the approved budgeting deadlines
- Receive plans and budgets from all programme directorates and critically examine them for correctness, accuracy and completeness, and conformance with agreed criteria
- Consolidate the plans for review by the Head
- Assist in enhancing the integrated process of planning, programming, budgeting, monitoring and evaluation on SIMS
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- At least a first Degree in Economics or related technical field from a recognized institution
- At least a Master's Degree in Economics or related technical field from a recognised institution

□

Professional Certification

- Certification in planning, programming and budgeting or related field an added advantage

Specialised Knowledge

- Knowledge of integrated programme planning, budgeting, development, administration, monitoring and evaluation processes and systems
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7-10 years of similar experience within a public or private sector, regional or international organization

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

30. Re-advertisement - Programme Officer - Regional Trade - Grade 6

Purpose of the job:

Support the Senior Programme Officer in facilitating and coordinating policy, planning, programming and M&E work aimed at increasing intra and extra SADC-trade on the basis of fair, mutually equitable and beneficial trade arrangements

Duties and Responsibilities

- Facilitate and coordinate the following activities with regard to promotion of regional trade in SADC:
 - Development, strengthening and harmonisation of policies, strategies, regulations, and standards
 - Review and development of the SADC Protocol on Trade
 - Monitoring and reporting on the implementation of the SADC Protocol on Trade
 - Development, review and implementation of relevant strategies and plans
 - Development and implementation of programmes/projects
 - Organisation of relevant Technical & Policy Meetings, Committees & Workshops; preparation of documentation and technical papers for the meetings, and participation
 - Procurement of consultancies and supervision of consultants Monitoring and evaluation of the implementation of programmes and preparation of M&E reports
- Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
 - In conjunction with other Units responsible for implementation of the Protocol on Trade, Protocol on Trade in Services, in particular Standards and Quality Assurance and Customs, monitor and facilitate the implementation of mechanisms to eliminate Technical Barriers and Non-Tariff Barriers to trade
- Facilitate implementation of decisions on the SADC's Customs Union □ Assist the Senior Programme Officer to:
 - Maintain, register and monitor the implementation of decisions made by SADC Policy organs regarding the SADC Trade Policy regime
 - Monitor the implementation and compliance with provisions of the SADC Protocol on Trade by Member States with particular reference to Tariff phase downs, Rules of Origin, Non-Tariff Barriers and Trade Facilitation
 - Monitor notifications by Member States on all changes made to trade related laws, regulations, procedures and requirements
 - Monitor existing and new bilateral agreements entered into or being negotiated by Member States with third parties to ensure consistency with the SADC trade policy regime
 - Coordinate SADC's input and participation in Tripartite, Continental and other regional trade and economic integration processes, agreements and activities
- Make presentations to various stakeholders / audiences on relevant issues pertaining to regional trade
- Coordinate research, analysis and dissemination of information on regional trade:
 - Regularly collect data and information on status/profile in Member States, using primary and secondary research techniques
 - Co-ordinate research projects in the region
 - Analyse the data and information from the research commissioned
 - Regularly populate the regional database on regional trade
 - Prepare data for publishing on the SADC website and other forms of media
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross-cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming

- Maintain effective contact with Member States in all matters related to the regional trade programmes
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- A Master's Degree in International Economics, Development Economics, Trade Law, International Relations and/or in a related area from a recognised Institution

Professional Certification

Trade Policy Analysis, Trade Agreements and Trade Negotiation

Specialised Knowledge

- Knowledge of the region's economic and business environment as well as both private and public sector operations
- Knowledge of trade agreements, negotiations, and other trade related issues
- Knowledge of the political environment and its influence on trade and regional integration development
- Proficient in the use of computers and computer software relevant to the Position

Experience

At least 7-10 years of similar trade policy experience within a public or private sector, regional or international organization

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive

- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to work well in a international, multi-cultural and highly political environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

31. Records Officer – Grade 6

Purpose of the job:

- Maintain, schedule, transfer and dispose of the Secretariat's Records according to policies established by the organisation, and perform records management activities in accordance with standards and procedures
- Supervise the work of a team working underneath this position

Duties and Responsibilities

Records Management

- Act as custodian of all official files and documents (except for personnel files) □
Undertake records management activities:

Records Management

- Act as custodian of all official files and documents (except for personnel files) □
Undertake records management activities:
 - Accurately record, file and distribute all inward and outward correspondence including mail, faxes, email and internal correspondence
 - Opening, indexing, classification, retrieval, despatch, tracking and closing of files
 - Provide storage, repository and reference services for all files
 - Develop and implement Retention and Disposition Schedules for the Secretariat's records
 - Archive and dispose of out-dated records in accordance with retention periods
 - Process staff requests for archived information as well as returned files
 - Assist staff with requests to locate and retrieve information/records
 - Collect/follow up files from action officers and file them away

- Maintain the Records Management System
- Follow organisational security and confidentiality of information in accordance with relevant policy and legislative requirements
- Train internal users on the use of the Records Management systems and processes
- Assist the head of unit in the formulation, implementation and review of Record Management policies and procedures
- Implement and operate the electronic document management system developed by the ICT unit, and liaise with the unit for support on the system
- Respond to any information requests from external stakeholders
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Supervision

- Prepare work plan, schedule work, allocate and delegate tasks to subordinates
- Supervise the subordinates and their work, and appraise their job performance
- Provide advice and guidance as and when required to subordinates
- Provide quality services as per service level agreements
- Consult with the Head of Unit on any staff related issues
- Provide inputs to the annual budget estimation for the unit
- Prepare regular progress reports for the Head of Unit, as and when required
- Undertake any other duties as delegated by the Senior Officer

Position Requirements

Qualifications

At least a Degree in Records Management from a recognised institution

Specialised Knowledge

- Knowledge of records / information / document management rules, regulations, principles and procedures
- Knowledge of different filing systems
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7-10 years work experience in a similar field

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Negotiation, networking and relationship building skills

- Organisational skills (planning, budgeting, time management, work prioritisation) □
Research, analytical and problem-solving skills
- Supervisory skills

Competency Requirements

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player

32. IT Internal Auditor – Job Grade 6

Purpose of the job:

- Develop, examine, analyse, evaluate the Secretariat's information systems, internal controls, and management procedures to make sure records are accurate and information controls are in place
- Review the books and accounting procedures, to ensure that operational practices makes fraud difficult and to improve the likelihood of detecting any fraud that takes place

Duties and Responsibilities

Information Systems Audit

- Design the IT audit plan and programme and determine, statistically, the sample sizes to be used
- Perform general, application and system control reviews for existing systems
- Perform reviews of internal control procedures and security for systems under development and/or enhancements to current systems
- Work with ICT unit on various operational issues related to computerized information systems
- Maintain and develop computerized audit software
- Consolidate all audit findings, prepare audit reports with findings, conclusions and recommendations on completed audits; submit to the Head for review

- Follow up on audit findings to ensure that management has taken corrective action(s)

Fraud Auditing and Investigation

- Conduct fraud auditing through meticulous review of financial records and employees interviews, as a precautionary step to prevent fraud from happening
- Evaluate controls for fraud prevention and detection; determine existing control weaknesses by way of forensic procedures
- Conduct investigations of suspected fraud and abuse under the guidance of the Senior Officer Internal Audit; work backwards and determine the total prejudice to the company and to determine who the actual perpetrators of the fraud are
- Draft reports for forensic audits and investigations, and submit to the Head of Unit for review and approval
- Provide effective recommendations to Management and solutions to identified issues, and on how to recover the loss from the perpetrators
- Utilise “data mining” software and other tools to identify anomalous transactions for further investigation and analysis
- Direct and participate in special investigations, projects, and programmes as requested
- Work with other Internal Auditors and Risk Management Officer on audit planning, and coordinate forensic work with their regular internal audit exercise
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- At least a Degree in Accounting or Finance or management or information systems or professional qualification (e.g. ACCA or CIMA) from a recognised institution

Professional Certification

- Certified Information Systems Auditor

Specialised Knowledge

- Knowledge in systems and fraud auditing standards, techniques, activities, and processes
- Knowledge in Risk management and risk assessment
- Knowledge in accounting and financial rules, laws, standards, and practices
- Knowledge of computer software and systems
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7-10 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Networking and relationship building skills, persuasion and advocacy skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Proficient in the use of computers, and forensic tools and software

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player