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. Director – Policy Planning and Resources Mobilization – Job Grade 2

Under the supervision of the Deputy Executive Secretary- Regional Integration, the incumbent will carry out the following functions:

- Provide the SADC Secretariat with strategy development, policy analysis, monitoring and evaluation, strategic partnerships, inter-regional and continental integration, as well as resource mobilisation services.

- Support policy and strategy formulation processes within the SADC Secretariat in consultation with Member States, and promote the role of a policy think-tank within the SADC Secretariat on key Regional Integration issues in collaboration with regional and international research networks

- Coordinate the development of short, medium, and long – term corporate and operational plans within the SADC Secretariat, and provide advice with regard to their alignment to RISDP and SIPO priorities

- Set up appropriate mechanisms to enable results-based monitoring and evaluation system to provide early warning mechanism, and monitoring the implementation of SADC instruments (protocols, Declarations, MoUs, etc.), and policies and evaluate them in terms of their fit and contribution to the implementation of RISDP and SIPO

- Support the Regional Integration process as a central resource-base for official regional data, and provide relevant and accurate statistics related to economics and social issues.

- Coordinate the development of policies, strategies and instruments to secure the financing of the SADC Regional Integration agenda according to SADC strategic priorities, and provide leadership in the conduct of structural dialogue with International Cooperating Partners.

- Facilitate and coordinate implementation of the monitoring of the macroeconomic convergence programme through the peer review based surveillance process referred to as the macroeconomic convergence surveillance/peer review mechanism.
• Coordinate SADC National Committees (SNCs), Continental Integration (AU/NEPAD), other RECs, as well as other key stakeholders as part of the planning processes

Position Requirements

Qualifications

MSc Social Sciences/MA

Experience

10 years relevant experience with 5 years in senior managerial position in the public or private sector in policy and planning programme development, coordination and implementation

Competences

The core competences required of the position are;
(i) Strategic orientation
(ii) Influence and Impact
(iii) Leadership
(iv) Budgeting and Resources Management, and
(v) Teamwork

2. Director, Human Resources and Administration - Job Grade 2

Under the supervision of the Deputy Executive Secretary- Finance and Administration, the incumbent will carry out the following functions:

Main Duties

• To direct, coordinate and lead the development and implementation of Corporate Services Strategies, Policies and Systems relating to Human Resource Management, Conference Management, Records Management, Administrative and Logistical Support Services.
• To develop human resources strategies and ensuring that the Secretariat has the skills, knowledge and competencies in employees to meet strategic goals of the Secretariat.
• To provide strategic and discipline expert contribution into the formulation of SADC Secretariat’s business strategy.
• To develop and implement human resource strategies aligned to the overall SADC Secretariat’s strategy.
• To provide leadership in the building and ensuring sound relations and engagement with stakeholders to ensure a harmonious working relationships
• To direct, lead and manage the provision of cost effective office administrative and logistical support services.
• To direct lead and manage the development and maintenance of records Management policies, procedures and standards.
To oversee and manage facilities maintenance management services.
To build win – win partnerships and relationships with key stakeholders

Organise the provision of the following Human Resource Management services to the Secretariat;

(i) Human Resource Planning.
(ii) Recruitment, Selection and Appointment
(iii) Remuneration Management
(iv) Performance Management
(v) Training and Development, and
(vi) Employee Relations

Ensure the provision of the following institutional administrative services;

(i) Asset Management and Disposal
(ii) Facilitation of Consular Services
(iii) Safety health and environment (OSHE)
(iv) Logistics, Transport and Fleet Management,
(v) Records Management.
(vi) Compliance with SADC Administrative Rules and Procedures.
(vii) Common understanding of issues concerning the Community by providing documents for meetings in all SADC working languages and by providing interpretation services at meetings.
(viii) Effective planning of SADC meetings/conference and;
(ix) Adequate provision of conference facilities at all SADC policy meetings

Position Requirements

Qualifications

• MA/MSc Human Resource Management/ Development, Industrial Psychology, Industrial Engineering, MPA or MBA

Experience

• 10 years’ experience in Human Resources with a minimum of 5 years at senior management level

Competences

(i) Strategic orientation
(ii) Influence and Impact
(iii) Leadership
(iv) Budgeting and Resources Management, and
(v) Teamwork
3. **Position: Director (Budget and Finance) – Job Grade 2**

Under the supervision of the Deputy Executive Secretary - Finance and Administration, the incumbent will carry out the following functions:

- provide strategic guidance to Executive Management and deliver financial management strategies, capacity, systems and processes in line with financial policies, rules, regulations and best practice to achieve sound financial management and internal financial controls over SADC Secretariat's resources;
- Principal financial adviser to Executive Secretary, Deputy Executive Secretary (Finance and Administration) and Management on effective and efficient financial management strategy, capacity, systems and processes aligned with financial policies, rules and regulations;
- Oversight on preparation of long, medium and annual budgets and statutory annual accounts and financial statements in line with standards;
- Formulation and presentation of papers on policy, strategic and technical financial matters in line with international standards and best-practice;
- Ensure that systems and processes for financial administration, financial control and protection of the organisation's resources and assets are in place and designed in conformity with appropriate ethical standards and monitor their continuing effectiveness in practice;
- Ensure the maintenance of an effective financial management infrastructure that extends to all Regions and is responsive and adaptable to the varied business initiatives pursued by SADC Secretariat.
- Contribute to the formulation of SADC Secretariat overall strategies and policies through advisory services to the Executive Director and Deputy Executive Director and participation in the senior management meetings on current and future business operations, strategy development and planning.

**Position Requirements**

**Qualifications**

(i) Master's Degree in Finance, Management, Business Administration or equivalent

(ii) Professional qualification such as Certified Accountant or Chartered Public Accountant CPA, with an internationally recognized accounting body is required

(iii) Member of an internationally recognized accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent

**Experience**
• A minimum of ten (10) years of experience with an exceptional track record of progressively responsible leadership experience in financial management and accounting, eight (8) years of which should in a similar position.
• Knowledge of IPSAS, IFRS or GAAP is required.
• Previous experience as a CFO of a large organization is highly desirable.
• Strong acumen derived through public and private sectors' experience would also be an advantage.
• Solid experience in risk management

Competencies

(i) Demonstrates strategic orientation and integrity by modeling the Secretariat values and ethical standards

(ii) Promotes the vision, mission, and strategic goals of Secretariat

(iii) Strong planning, budgeting and resources' management capability

(iv) Promotes teamwork

4. Position: Secretary to the SADC Administrative Tribunal (SADCAT) - Job Grade 2

Reporting to the President of SADCAT the incumbent will have the following specific duties and responsibilities:

i. Maintain and manage the work of the SADCAT;

ii. Analyze cases and appeals brought before the SADCAT and provide written technical advice where requested by the President for their consideration at proceedings before the SADCAT;

iii. Provide assistance and guidance to the SADCAT on procedural issues;

iv. Function as custodian of all legal records and documentation pertaining to the work of the SADCAT;

v. Publish annual Reports containing summarized information on the number and nature of cases heard before the SADCAT;

vi. Transmit dossiers and other documentation to Judges relating to cases referred to them;

vii. Receive applications instituting proceedings submitted to the SADCAT and related documentation of the case;

viii. Receive responses to applications and transmit them to Staff members;

ix. Ensure all applications are properly filed in accordance with the Rules of Procedure of SADCAT;

x. Make all notifications required in connection with cases before the SADCAT;

xi. Prepare a dossier for each case recording all actions taken in connection with the case; the dates thereof, and the dates on which any document or notification forming part of the procedure are received in or dispatched from the Secretary's office;

xii. Prepare documents recording the outcome of the SADCAT’s proceedings. Attend hearings and meetings of SADCAT as may be instructed by the President;
xiii. Prepare and keep the minutes of these hearings and meetings as may be instructed by the President;
xiv. Perform the functions entrusted to the Secretary by the Rules; and
xv. Carry out any other tasks assigned by the President.

**Position Requirements**

**Qualifications**

The incumbent should be a national of SADC and have a Masters Degree in Law or equivalent qualification with specialization in Administrative Law.

**Experience**

The incumbent must have at least a minimum of 10 years litigation experience in the public, sector or in private practice and experience in Administrative law and mediation skills.

**Other relevant skills required**

- General knowledge of law, in-depth knowledge of international law and constitutional law;
- Legal analytical skills;
- Problem solving skills;
- Negotiation skills;
- Legislative drafting skills;
- Research, policy analysis and development;
- Organizational skills;
- Communication and networking;
- Advocacy and management;
- Computer literacy;
- Management experience and excellent interpersonal skills and ability to organize and motivate others and to work in a multi-cultural environment;

**Language requirement**

Proficiency in one of the SADC official working languages (English, Portuguese, French). Knowledge of other more than one official working languages would be an added advantage.

**Age requirement**

Candidates must preferably be between 30 and 50 years old.

**Tenure of appointment**

The appointment will be made on a fixed term contract for a period of four (4) years, renewable once for an equal period subject to satisfactory performance.

5. **Position: Senior Officer Public Relations - Job Grade 4**

Under the supervision of the Executive Secretary, the incumbent will carry out the following functions:

- Develop information and knowledge sharing public outreach programmes;
- Formulate and periodically review information and communications policies;
- Advise Management and Staff on communications and information sharing good practices;
• Train frontline staff on Customer Service and frontline public relations;
• Put in place systems with check lists for proper events planning and management.

• Develop media strategies and communications frame works
• Identify stakeholders and develop strategies on how best to reach them with SADC information

Position Requirements

Qualifications

• Master’s degree in Public Relations, Journalism, International Communications, Political Communications, Social Marketing.

Experience

• 8 years’ experience with 5 year at managerial level, managerial in public relations, journalism, political communications, social marketing, and international communications. Attendance of diplomacy & Protocol training courses

Competences

Computing skills with proof of training in computerized Desktop publishing skills & production of at least one publication
Planning and Coordination skills
Good communication skills
Research skills
Managerial, organizational and administrative competence.

6. Position: Senior Officer Conference Services – Job Grade 4

Under the supervision of the Director Human Resources and Administration, the incumbent will carry out the following functions:

• Compiles documentation in the three working languages of the Institution and dispatches to Member States;
• Identifies and compiles database of freelance translators;
• Provide interpretations services from database of competent freelances;
• Ensures that the invitations and documentation are timely sent to meeting participants;
• Compiles and circulates calendar of conference and other events;
• Participates in the planning and coordination of meetings, with Member States;
• Set standards for facilities and arrangements for the hosting of meetings;
• Oversees the production of documents for conferences, and ensures timely delivery to Member States during meetings;
• Ensures overall management of the unit, employees, performance discipline and budget

Position Requirements

Qualifications

Masters Degree in relevant field (International Relations, Management etc),

Experience

8 years’ relevant experience of which 5 years should be in a similar position or related

Competencies

(i) Strong Leadership and coordination

(ii) Time Management

7. Position: Senior Finance Officer – Management Accounting - Job Grade 4

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

• Responsible for the effective and efficient management of Accounting Unit within the Budget and Finance functional organogram to achieve the following objectives:
  - Deliver an effective and efficient risk advisory service within Budget and Finance, which ensures achievement of financial management objectives; and
  - Support Budget and Finance to carry out its fiduciary responsibility, which ensures funds are utilized and reported, in line with applicable regulations.

• Value addition to the work of corporate oversight (e.g. Audit Committee; Finance Subcommittee; SADC Board of Auditors) and management;

• Effective and efficient internal financial systems and processes;

• Appropriate use of fiduciary responsibility;

• Useful financial information for management decision-making and control; and;

• Preparation of statutory accounts and financial reports in accordance with financial reporting framework and International Public Sector Accounting Standards

• Coordinating compilation of budget spending; accounting and financial reporting guidelines, training and user support consistent with policies, rules and procedures;

• Review general ledger accounts and subsidiary ledgers to supporting schedules, enforce compliance with monthly accounting timetable and reviews monthly trial balance and produce management accounts;
Drafting technical reports to facilitate work of the Audit Committee which is to ascertain adequacy of internal controls and system, including accounts and financial reports.

**Position Requirements**

**Certificate**

Masters’ Degree in Accounting; Management, Business Administration or equivalent

Professional Accounting qualification with an internationally recognized accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent

Member of an internationally recognized accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent

**Experience**

10 years general experience in the area of professional advisory services or financial management, control and or accounting.

8 years specific experience in a similar position of seniority relating to professional advisory services or financial management, control and or accounting

**Competencies**

(i) Application of International Public Sector Accounting Standards
(ii) Highly developed leadership, management and supervisory skills
(iii) Strong communication (verbal, written and presentation) skills
(iv) Advisory skills
(v) Problem solving skills
(vi) Customer care skills
(vii) Ability to meet deadlines

8. **Position: Senior Procurement Officer – Job Grade 4**

Under the supervision of the Deputy Executive Secretary- Finance and Administration, the incumbent will carry out the following functions:

- Manage the procurement process in line with established procedures whilst ensuring economy, efficiency, transparency, fairness, accountability/ethical standards and promoting competition;
- Coordinate the elaboration of the Procurement Plans and the Overall Procurement Plans;
- Formulation of the procurement strategy;
- Ensure that that ex-ante control unit and Tender Committee are acting promptly within the timeframe set by procurement policy and regulations;
- Provides the secretariat to the Tender Committee ;
- Provides the records of procurement processes ;
Ref: SADC/2/3/3  Vacancy No 1 of 2016

- Provides documents to support the arguments of the Defender;
- Elaborates the reports on procurement implementation;
- Assists the Audit and M&E missions by facilitating their review;
- In cooperation with PR Unit, develops the procurement communication strategy of the Institution;
- Organize annual business meetings with the suppliers and industry;
- Provides procurement advice to the Requisition Unit in preparing procurement related documents;
- Provides support to the Requisition Units in contract administration by providing advice in procurement matters;
- Coordinates the activity of the Ex-ante Control Unit, Tender and Contracting Unit and of the Framework Contract and Database of Approved Suppliers Unit;
- Sets the staff workload and performance indicators;
- Sets HR development plans for the staff and provides technical/managerial support to the staff; and
- Monitors and Evaluates the staff performances

Position Requirements

Certificate

Master Degree in Economics, Law, Procurement or similar qualifications

Experience

10 year’s experience in Public Procurement or International Procurement out of which at least 5 years in International Procurement for international organization (World Bank, African Development Bank or EU)

Competencies

(i) Application of International Procurement standards
(ii) Highly developed leadership, management and supervisory skills
(iii) Strong communication (verbal, written and presentation) skills
(iv) Advisory skills
(v) Problem solving skills
(vi) Customer care skills
(vii) Ability to meet deadlines

9. Position: Executive Assistant to the Executive Secretary (EA-ES) Job Grade 4

JOB PURPOSE: To support the Executive Secretary by providing technical advisory through technical analysis and briefs, overseeing management and administrative support service required to ensure efficient running of the office of the Executive Secretary.

MAIN DUTIES
(a) Provide technical support through technical advise and overseeing management and administrative of the office of the Executive Secretary;
(b) Undertake special assignments as requested by the Executive Secretary including analysis and drafting speeches, and briefs preparations for the Executive Secretary;
(c) Keep the Executive Secretary informed on all topical issues in the Region so as to enable him/her to take effective actions and informed interventions;
(d) Develop and manage the Work Programme for the Executive Secretary’s Office;
(e) Prepare and oversee the management and missions of the Executive Secretary;
(f) Oversee the management of communications, reports and correspondence from and to the Executive Secretary’s office;
(g) Coordinate appointments and official functions of the Executive Secretary at the Secretariat;
(h) Follow up implementation of instructions by the Executive Secretary; and prepare monthly reports;
(i) Undertake any duties as may be assigned by the Executive Secretary;
(j) Organise and supervise the flow of work and other administrative services in the Executive Secretary’s office

Position Requirements

Certificate

Master Degree in Economics or Business Management, Political Science or Law. PhD will be an added advantage

Experience

Candidates must have at least ten (10) years of extensive experience in similar assignments, and the required integration issues.

Languages

Fluency in English, knowledge of the other SADC official languages would be an added advantage.

10. Position: Head of SADC Plant Genetic Resources Centre – Job Grade 4

Under the supervision of the Director FANR, the incumbent will carry out the following functions:

- Supervise and provide strategic management and guidance to the SPGRC staff
- Develop and formulate short and long term strategies for the conservation of plant genetic resources in the SADC region and direct/ supervise SPGRC activities;
- Present workplans, budgets for approval and mobilize funds to finance the operations of SPGRC;
- Supervise and provide guidance on plant genetic resources activities at SPGRC and NPGRCs.
- Liaise with regional and international organizations on matters concerning conservation and utilization of plant genetic resources.
• Coordinate development of policies and procedures for carrying out germplasm exchange in the utilization of plant genetic resources in the region.

**Position Requirements**

**Certification**

At least a Master’s Degree in Crop Science or its equivalent.

**Experience**

8 years’ experience in managing a national agricultural research institution and exposure to the management of regional or international research or training institution. Participation or work experience in conservation of plant genetic resources or related work

**Competencies**

• Planning and Coordination skills
• Good communication skills
• Research skills

11. **Position: Risk Management Coordinator - Job Grade 5**

**Main purpose of the job**

To coordinate operationalization of the risk management and the business continuity policies and ensure that all their framework documents are kept up to date.

**Key result areas**

• Periodic updating of risk management framework documents;
• Facilitation of preparation of risk registers by all business units and projects;
• Facilitation of preparation of business continuity plans by all business units;
• Coordination of implementation of SADC Secretariat Business Continuity Plan;
• Monitoring and periodic reporting on the status of risks and their management to the Audit and Risk Management Committee, the Management Team, the Audit Committee and Council;
• Development and implementation of annual risk management plans in accordance with the SADC Planning Monitoring and Evaluation (SPME) policy requirements;
• Effective and efficient management of the overall risk management at the Secretariat;
• undertaking secretariat functions for the Audit and Risk Management Committee;
• Coordination and facilitation of training on risk management organization wide.
Position Requirements

Qualifications

- Master’s degree in Economics, Finance, Strategic Planning, Monitoring and Evaluation or Equivalent

Experience

- Minimum of 10 years of general work experience. [...]  
- At least 3 years of experience in a senior position in the public, private or non-State sectors  
- Experience in risk management and business continuity policy development and operationalisation  
- Experience in planning, monitoring and evaluation  
- Experience in strategy development  
- Experience in preparation of high level reports

Skills

- Excellent technical skills – risk management and business processes;  
- Excellent analytical skills – strategic thinking, data handling and research skills;  
- Excellent communication skills – written, oral, and presentation  
- Excellent management skills – time management, leadership and facilitation;  
- Excellent relationship skills – influencing, negotiation and networking;  
- Fluent in spoken and written English;  
- Computer proficiency with commonly used packages like MS Office Suite;  
- Knowledge of French or Portuguese would be an added advantage.

12. Position: Communications & Relations Officer (External) - Job Grade 7

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

- plan, manage and implement SADC communications functions as well as promote the SADC image regionally and globally;  
- Well managed production and dissemination of SADC documents, publications and statements;  
- Enhancement and improvement of SADC visibility / public image; and  
- Effective Stakeholder participation;
Position Requirements

Qualifications

- Masters Degree in Media Management, Marketing Management, Journalism, International Communication;

Experience

5 years’ experience in Public Relations, Media Relations, Journalism/International Communications

Competencies

(i) Analytical skills
(ii) Organizations skills

13. Position: Development and Performance Management Officer - Job Grade 7

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

- Develop, recommend and facilitate the implementation of appropriate strategies, policies, systems and programmes relating to training and development, performance management and talent management to equip employees with necessary competencies to meet organizational objectives, improve staff morale and utilization and hence improve productivity throughout the Secretariat;

- Initiate and recommend effective training and development, performance, management and talent management strategies, policies and systems;

- Develop and coordinate the implementation of training and development plans and budgets that are based on identified training needs and priorities of the Secretariat;

- Effectively coordinate and manage the implementation of the performance management system (PMS); and

- Initiate, recommend and coordinate implementation of talent management and succession programmes.

Position Requirements

Qualifications

- Degree in Human Resource Management / Development or related Social Science;

- Membership of recognized professional institution (IPM, ITD IHRM etc.) will be an added advantage
Experience

5 years post qualification experience in the planning and organising of training and development initiatives, talent management and succession planning, and the implementation of performance management systems.

Competencies

(i) Presentation skills
(ii) Facilitation skills
(iii) Good communication skills
(iv) Ability to meet deadlines
(v) Organizations skills
(vi) Team work

14. Position: Human Resources Officer -  Job Grade 7

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

• Interpret and facilitate implementation of HR strategies, policies and procedures with respect to recruitment and placement, industrial relations, staff welfare and occupational safety, health and environment;

• Advises management and staff on terms and conditions of employment and ensures the equitable application, minimal disputes and grievances;

• Coordinate recruitment, selection and placement of staff;

• Coordinate and manage staff welfare programmes; and

• Advise management and staff on discipline and grievance handling procedures; and

• Coordinate and manage safety, health and environment.

Position Requirements

Qualifications

Degree in Human Resources Management / Industrial Psychology/ Bcom Management

• Membership of Professional Human Resource Association is desirable

Experience

5 years’ experience in Human Resource Management.
Competencies

(i) Attention to detail
(ii) Planning skills
(iii) Confidentiality
(iv) Ability to meet deadlines
(v) Organizations skills
(vi) Team work

15. Position: Administration and Logistics Officer - Job Grade 7

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

• Provide qualitative, efficient administrative and logistical support services to the SADC Secretariat;
• Analyze and recommend for appropriate security services;
• Ensure adequate office and residential accommodation;
• Ensure efficient working communication facilities;
• Ensure efficient and reliable administrative logistical services; and
• Ensure availability and good maintenance of Secretariat vehicles.

Position Requirements

Qualifications

Bachelor of Commerce, Bachelor of Arts in Public Administration

Experience

5 Years’ experience in Facilities Management and Administration

Competencies

(i) Attention to detail
(ii) Planning skills
(iii) Ability to meet deadlines
(iv) Organizations skills
(v) Team work

16. Position: Officer Documentation x 2 - Job Grade 7

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

• Ensure adherence to SADC Terminology prescribed format and length of documents;
• Edit documents before they are sent for translation; and
• Compile Documents for SADC meetings;
• Prepare records of meetings for all Policy meetings;
• Receive inputs from Directorates and compile calendar of events;
• Timely dispatch of calendar of events to SADC stakeholders;
• Ensure availability of freelance interpreters and translators at all SADC meetings
• Compile and dispatch documents to Member States in all SADC languages.

Position Requirements

Qualifications

Degree in Languages/English

Experience

5 years’ Experience in the similar position

Competencies

(i) Attention to detail
(ii) Planning skills
(iii) Ability to meet deadlines
(iv) Organizations skills
(v) Team work