



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. Re-Advert - Senior Officer - Internal Audit – Job Grade 4

Purpose of the job:

- Plan, coordinate, manage and direct the Internal Audit functions of the Secretariat
- Plan and execute internal audit, special investigation, inspection, monitoring and evaluation of the adequacy and effectiveness of the internal control, financial management, accounting, administrative, data quality, computing and other operational activities of the SADC Secretariat
- Adopt a systematic and disciplined approach to evaluate and improve risk management, internal control systems and administrative processes compliant with relevant statutes, directives, guidelines, policies and governance standards.
- Provide the Audit Committee and Management with an independent and objective assurance regarding good corporate governance
- Quality review of the work of Internal Auditors including audit planning, field work, reporting and documentation.
- Manage the efforts and performance of the internal audit team

Duties and Responsibilities;

Internal auditing

- Facilitate meetings with other directorates and units to determine the audit scope, auditable activities and design detailed plans
- Prepare comprehensive risk based audit programme covering inspection and operational audits at the Secretariat and submit to Director for approval
- Define the scope for operational, information technologies and financial audit projects and select/develop appropriate audit steps necessary to promote effective audit coverage and delivery of risk assessment and internal audit services and solutions

- Focal person for the directorate of Internal Audit and Risk Management on issues of planning and budgeting, and quarterly reporting on internal audit budget utilisation
- Lead the development of internal control policies, processes and systems for effective governance
- Implement the annual audit programme to ensure an effective control environment in all operational, financial and systems environment of the Secretariat
- Organise and undertake special assignments as assigned by the Director, including investigation of fraud or other irregularities (forensics), and report to Director outcomes of such assignments
- Recommend way of improving the economy, efficiency and effectiveness of operations based upon findings from an impartial and objective examination.
- Review audit reports, and present recommendations and conclusions of audit reviews to the Director.
- Identify and analyse risks that may hinder the achievement of the Secretariat's objectives and recommend how those risks should be addressed through proper internal control systems and procedures
- Analyse effectiveness and efficiency of operational and management processes and system controls
- Report any weaknesses in internal controls and processes to the Director, and participate in the development of new systems to ensure that efficient and effective controls are incorporated
- Oversee and monitor progress in the implementation of audit recommendations through follow up audits to ensure that proper corrective actions are taken.
- Provide periodic reporting on the status of implementation to the ES Ensure adherence to international audit standards
- Coordinate with and support the activities of the external auditors
- Provide support to the Audit Committee

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.

Position Requirements

Qualifications

- Professional qualification (e.g. CPA, ACCA, ACA, CA, Masters in Finance, Accounting, Management etc.) from a recognised institution
- Professional Certification in Auditing
- Must also be a Certified Internal Auditor and a member of a recognized institute / association of internal auditors is desirable

Specialised Knowledge

- Knowledge in Auditing standards, techniques, activities, and processes
- Knowledge in Risk management and risk assessment
- Knowledge in accounting and financial rules, laws, standards, and practices
- Knowledge in Fraud investigation and detection criteria and strategies
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background
- Experience in conducting or supervising all types of audits (operational, performance, financial and IT), preferably in a regional 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

- Ability to work well in a multi-cultural and highly political environment (internal and external)
- 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
- 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
- Visionary, thinks and acts strategically

2. Re-Advert - Senior Programme Documentation and Information - SADC Plant Genetic Resource Centre (SPGRC) (Lusaka, Zambia) – Job 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 of developed databases and information systems.
- 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.
- Ensure that newly developed data bases and information systems are fully adopted by Member States.
- Support the Ex Situ and In Situ Conservation units to adopt newly developed data bases and information systems and ensure that they are constantly trained on the use of such systems.

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Coordination and support documentation activities in SPGRC network

- Carryout 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
- Carryout any other task assigned by the Head of SPGRC.
- Ensure SPGRC data is backed up in real time on site and off site
- Monitor and supervise ICT related contracts at SPGRC
- Procure all ICT related equipment for SPGRC
- Oversee repairs, maintenance and installation of ICT equipment at SPGRC.

Position Requirements

Qualifications

At least a Master's Degree in Agriculture or Plant Sciences with bias towards or knowledge of information systems and data management from a recognized 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

3. Officer – Policy and Doctrine – Job Grade 6

Purpose of the Job

- Under the direct supervision of the Senior Officer – Defense Affairs and Planning (SODAP) and overall supervision of the Director - Organ on Politics, Defence and Security Affairs, the Officer – Policy and Doctrine shall undertake the planning, development, and coordination of policy and doctrine matters related to SADC Regional Collective Defence. This to include but not limited to regional defence policy and doctrinal development, review, harmonization, and rendering support to the planning of regional operations and exercises.
- The incumbent shall also provide Strategic and Operational Information analysis related to regional and international conflict trends and indicators, as they may affect the SADC Region. S/he shall also actively support and advise, through the SODAP, on Regional Collective Defence and security matters, including in the areas of current and emerging security threats; and ensure line liaison with other internal structures,

such as the SADC Standby Force, SADC Regional Early Warning Centre (REWC) and other authorized external institutions as deemed necessary.

- In the fulfilment of his duties, the incumbent may also coordinate with key relevant internal actors such as the SADC Standby Force and Member States, as well as authorized external actors and/or institutions.

Duties and responsibilities:

- Plan and advise on programmes and activities related to Defence affairs, including confidence building measures;
- Advise on all Policy related issues pertaining to the ISDSC Statutory Standing Committees and Working Groups;
- Plan and coordinate all Military Information activities in the purview of Defence Affairs and Planning Unit, including in the area of Regional Collective Defence;
- Ensure collation and analysis of Military Information in possible areas of deployment within the SADC Region and beyond as they may affect the region;
- Liaison with internal units/entities within SADC, including the SADC Standby Force, Regional Early Warning Centre (REWC), etc and other authorised external agencies/institutions cooperating with SADC, especially in areas of strategic and operational military information;
- Assist in the preparation, coordination and review of policies, doctrine and procedures related to the planning and conduct of joint and multinational operations and/or exercises as well as collective Defence cooperation for the region;
- Assist the Senior Officer in organizing for engagement among regional stakeholders and in monitoring regional implementation of agreed policies related to joint and multinational exercises or operations;
- Assist in following up with relevant authorized partners, civil society stakeholders etc that contribute to the furtherance of the Inter-State Defense and Security Committee (ISDSC) objectives;
- Conduct periodic review of policies and procedures pertaining to the execution of regional defense and security affairs;
- Prepare periodic briefs and quarterly reports for sharing and updating key stakeholders, through the Senior Officer;
- Monitor implementation of sectoral functional plans and policies and produce periodic reports regarding Defense and security for onward dissemination to stakeholders through the Senior Officer;
- Initiate the development and review of Defense and Security Cooperation Programmes;

- Monitor the participation of regional defense forces in collective Defence, peace support and humanitarian operations;
- Update Defense Affairs and Planning Unit plans to ensure inclusion of the decisions and directives from the Inter State Defense and Security Committee (ISDSC);
- Advise and support the Senior Officer Defense Affairs and Planning on any policy-related matter requiring necessary intervention; and
- Perform any other relevant duties and responsibilities as may be assigned by the Senior Officer from time to time.

Position Requirements

An active service military officer at the rank of Lieutenant Colonel or equivalent.

Qualifications

- Minimum of a Bachelor's degree or equivalent
- Joint Senior Command and Staff Course (psc) or higher.

Specialised Knowledge

- Experience in military information analysis and defence intelligence/security
- Research experience.

Experience

Minimum of seven (7) years' experience in the areas of Defence Policy, Doctrine and/or Planning, two (2) years of which at formation or higher military headquarter.

Skills Requirements

- Should have integrity and accountability in handling public resources
- Excellent organizational and communication skills
- Ability to set priorities and complete tasks with minimum supervision to strict deadlines
- Report writing skills
- Ability to take initiative
- Team player and ability to work with diverse teams
- Maintain confidentiality and is respectful of sensitive situations