



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

VACANCY ANNOUNCEMENT

The SADC Secretariat invites suitably qualified, experienced, innovative, result oriented and self-driven individuals **who are citizens of SADC** to apply for the following position tenable at SADC Secretariat Headquarters.

Position title	:	Policy Advisor
Application Deadline	:	19 February 2021
Post Grade	:	6
Duration of Contract:	:	18 months
Package:	:	US\$ 72, 527 per annum

For detailed job descriptions and Submission of applications, please visit the following link <https://jb.skillsmapafrica.com/Job/Index/46268>

Interested and qualified candidates are advised to read the requirements very carefully before submitting their applications.

Applicants are advised to apply online and do a full registration process, attaching Motivation Letter, CV's, certified copies of educational, professional certificates and references. Applications with inadequate supporting documents will not be considered.

Only applicants who meet the requirements of the SADC Secretariat will be considered for interview. Should you not hear from the SADC Secretariat within two months after the closing date, kindly consider your application as unsuccessful.

Applications received through any other sources will not be considered.

Eligibility

All SADC member States

Background

The purpose of this position is to assist the SADC Secretariat in the implementation of the outcomes of the Summit of SADC Heads of State and Government on Poverty and Development, through establishment and operationalisation of the SADC Regional Poverty Observatory (RPO), and the implementation of the 2030 Agenda for Sustainable Development. The holder will also produce knowledge products on poverty and inequalities from a regional perspective; liaise with African and global groupings on poverty and inequalities, and the attainment of the Sustainable Development Goals.

The Policy Advisor will be responsible for:

- Facilitating the planning, implementation, monitoring and reporting of programme activities as they relate to issues of poverty and inequalities, and the Sustainable Development Goals (SDGs);
- Coordinating the various initiatives to ensure that issues of the reduction of poverty and inequalities are addressed through the various SADC projects and programmes.
- Identifying challenges to the project and programme implementation and provide guidance on addressing the bottlenecks for smooth implementation of the poverty strategies.
- Facilitating institutionalisation of the SADC Regional Poverty Observatory within the SADC Secretariat and in the Member States, through strategic engagements with the various stakeholders, information dissemination, as well as the strengthening the research capacity and knowledge base of the SADC Secretariat in relation to policies on poverty reduction and sustainable development.
- Coordinating various studies, including the state of poverty and inequalities in the region, and providing a baseline for regular monitoring of the initiatives geared towards poverty eradication and economic development in the region;
- Organising Member States and various stakeholders in multi-stakeholder forums in the implementation of the Agenda 2030 to achieve Sustainable Development Goals (SDGs), as well as assisting Member States in the preparations of the Voluntary National Reviews (VNRs).
- Coordinating the consultations with Member States and various stakeholders, for production of the SADC Human Development Index Report;
- Facilitating the convening of regional events that provide opportunities to exchange experiences and lessons learned between Member States through peer-to-peer formats.

Qualifications:

- At minimum of a Master's Degree in Social Science, preferably in Economics or related field from a recognised institution.
- Postgraduate training in poverty and policy analysis will be an added advantage

Experience:

- At least 10 years of relevant professional experience at the national, regional or international level in undertaking research and policy analysis or supporting research undertaken by external parties in the areas of poverty, inequality and sustainable development.
- Demonstrated experience in preparing various knowledge products in the areas of poverty, inequality and sustainable development;
- Experience in facilitating multi-stakeholder and consultative processes and demonstrated experience in the process of building strategic partnerships.

Functional Competencies:

- Extensive knowledge of regional dynamics, with a particular focus on the economy of the SADC region;
- Thorough knowledge of issues of poverty and inequalities and how sectoral priorities and plans address them;
- Thorough knowledge of the 2030 Agenda for Sustainable Development, its implementation and alignment in regional and global fora;
- Excellent writing, communication, and advocacy skills, able to synthesize and analyse data for the preparation of high-quality project analyses;
- Ability to lead, support and coordinate research undertaken by experts at various levels and external parties;
- Strong liaison and coordination skills to engage different Directorates and units, and other outside offices and departments;
- Knowledge and understanding of SADC's work and/or other multicultural/bilateral actors' works and roles related to regional and international development cooperation.

People Management:

- Hold regular liaison meetings with key officers in the various Directorates responsible for implementation of the related projects and programmes;
- Provide support for implementing officials in the participating Member States;
- Ensure team compliance with all relevant Secretariat and Member States values, policies and standards, and statutory requirements;
- Work towards building positive and compelling workplace and team culture within the various projects and programmes.

Behavioural Competencies:

- Build strong relationships with peers and stakeholders to achieve meaningful impact and results for SADC, and responding positively to feedback;
- Strong interpersonal skills and excellent ability to organize and coordinate diverse tasks and handle complex situations;
- Result-oriented team player with the ability to maintain good relationships with colleagues and partners;
- Curiosity and desire to work in a complex, regional and international environment.

Corporate Competencies:

- Demonstrates integrity by modelling the SADC's values and ethical standard;
- Promotes the vision, mission, and strategic goals of SADC;
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Treat all people fairly without favouritism.

Language:

- Fluency in both written and spoken English required;
- Working knowledge of another SADC language is an advantage.

IT Requirements:

Familiar with computer applications and programmes, including word/data-processing (e.g., Word and Excel), database applications (e.g., Access, STATA), presentation software (e.g., PowerPoint).