



### **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 positions tenable at SADC Secretariat Headquarters.

<b>Position title</b>	:	<b>IICB Programme Coordinator</b>
<b>Application Deadline:</b>	:	<b>25 February 2022</b>
<b>Post Grade</b>	:	<b>4</b>
<b>Duration of Contract:</b>	:	<b>1 year</b>
<b>Package:</b>	:	<b>\$ 76,740 - 81,650.00 per annum</b>

For detailed job descriptions and Submission of applications, please visit the following link <https://sadc.job.skillsmapafrica.com/Job/Index/57551>

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.**

## **IICB Programme Coordinator**

Location: Gaborone, Botswana, with travel in Southern Africa

Duration: 01 April 2022 to 31 March 2023

### **Background**

The Integrated Institutional Capacity-Building (IICB) Programme funded by the European Union has two specific objectives: Specific Objective 1 (SO1) seeks to enhance the capacity of SADC Member State structures to facilitate and coordinate implementation of the regional agenda at country level; it is implemented by GIZ through the SNRL Programme. Specific Objective 2 (SO2) will enhance service delivery by the SADC Secretariat in support of programme/projects planning, coordination, resource mobilisation, implementation, monitoring and knowledge-sharing of regional commitments at country level; the SADC Secretariat is responsible for its implementation.

### **Responsibilities**

Working under the Director Policy, Planning and Resource Mobilisation, the IICB Programme Coordinator has the following responsibilities regarding SO1 and SO2:

- Overall management and coordination/support to the planning, implementation, monitoring and reporting of activities;
- Develop and maintain contacts with collaborators and stakeholders and establish cooperation with other programmes and potential development partners;
- Ensure cross-cutting issues are considered in programme activities;
- Provide technical support to the strategy, planning, monitoring and evaluation functions of the SADC Secretariat as part of the capacity-building initiatives;
- Provide support to Member States' capacity-building on monitoring protocols and other regional interventions;
- Draft progress reports for the IICB Programme;
- Facilitate meetings of the IICB Programme's steering structure;
- Collaborate with the EU on formulating terms of references for evaluations;
- Collaborate with the Communication and Public Relations Unit and relevant partners on the implementation of communication and visibility activities; and
- Participate in monitoring processes, document outcomes and feed results into the overall monitoring of the IICB Programme.

Responsibilities specific to SO1 include ensuring good and continuous communication between GIZ, the SADC Secretariat and Member States; providing input and facilitating technical feedback from the relevant Secretariat structures to terms of reference for short-term consultancies and change projects; collaborating with Member States on developing capacity-development strategies for national coordination

structures; and participating in Member States events to promote SADC protocols, policies and procedures.

Responsibilities specific to SO2 include formulating and providing input to terms of reference for short-term consultancies; collaborating with Secretariat structures on developing and implementing capacity-development strategies; participating in Secretariat activities to promote the implementation of SADC protocols, policies and procedures; and working with the Project Management Support Unit to facilitate events to exchange experiences and lessons among Secretariat structures.

## **Qualifications and Experience**

### Minimum Requirements

- At least a Master's degree in Economics, Management, Political Science, Engineering or equivalent;
- At least 10 years proven working experience in managing complex regional projects; and
- At least 5 years proven working experience in managing multicultural teams.

### Specific Requirements

- Demonstrated ability to synthesize issues and effective report writing skills;
- Proven previous working experience in regional integration context;
- Proven experience working closely with senior management of large regional/international organisations;
- Proven experience in drafting strategic and policy documents;
- Ability to work independently, as well as part of a team;
- Strong problem-solving skills and a "can do" attitude;
- Advanced coordination and prioritisation skills;
- Previous experience in institutional capacity building, drafting & conducting trainings;
- Proven previous experience in managing contracts;
- Proven experience in setting up corporate systems and processes; and
- Proven experience in dealing with regional economic communities in Africa.

### Other Requirements

- Fluency in written and spoken English;
- Excellent communication and analytical skills; and
- Proven working experience in the SADC region is an asset.

### Preferred Skills

- Proven working experience in the African context, particularly in Sub-Saharan Africa;
- Previous experience in working with International Cooperating Partners (ICPs);
- Knowledge of SADC priorities and challenges to regional integration; and Experience in using MS Project or other project management systems.