



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 – ICT – Job Grade 4

Purpose of the job:

- Responsible to harness ICT to support the objectives and effective and efficient operation of the SADC Secretariat
- Manage the efforts and performance of the team

Duties and Responsibilities

Management of information systems and provision of IT support

- Lead the long term planning for ICT use in the Secretariat, and ensure implementation of the ICT plans and programmes to support its operation.
- Ascertain that all ICT network infrastructure, services and applications are operational
- Ensure that IT needs of users are identified and transmitted to developers, and that appropriate systems are implemented
- Supervise the development of IT systems
- Manage the IT architecture of the organisation
- Guide the development of the asset replacement plan for ICT
- Monitor systems utilisation and recommend relevant corrective measures
- Supervise the drafting of tender documents for sub-contracting services and oversee the procurement process to hire IT contractors
- Manage IT projects and outsourced IT providers and ensure compliance with terms of the service level agreements
- Oversee on-going maintenance and support of networks and services, databases and information systems
- Provide guidance to IT staff regarding solutions to address hardware and software related problems
- Coordinate the provision of end user training

- Direct development and implementation of IT security practices/standards
- Lead the development and implementation of a IT disaster recovery plan
- Direct subordinates to maintain up-to-date and accurate inventory of technology hardware, software and resources
- Direct on-going update and upgrade of the Secretariat's website/portal
- Collaborate with auditors for audit of information systems
- Advise or work with Programme directorates in the implementation of ICT related projects for socio-economic development and regional integration

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 Head

Position Requirements

Qualifications

At least a Master's Degree in a computer-related field (computer science, information technology) from a recognised institution

Professional Certification:

- Professional certification in IT governance
- Professional certification in project/programme management.
- Professional certification in IT Service management (desirable)

Specialised Knowledge

- Knowledge of the IT governance, IT Service management,
- project/programme management and Enterprise resource planning (ERP) systems.

Experience

At least 10-15 years' post-graduate work experience in IT, preferably within a public or private sector, regional or international organization. This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict 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, work prioritisation)
- Research, analytical and problem-solving skills
- Team building skills

2. Senior Procurement Officer – Job Grade 4

Purpose of the job:

- Plan, coordinate, manage and direct the overall procurement functions of the Secretariat in
- accordance with established procurement policies, procedures and regulations, whilst ensuring economy, efficiency, transparency, fairness, accountability/ethical standards and promoting competition.
- Manage the efforts and performance of the team

Duties and Responsibilities

Procurement

- Design a procurement strategy in line with the mission, vision and mandate of the secretariat
- Coordinate procurement planning across the various directorates and units of the secretariat and come up with a consolidated procurement plan.
- Manage, coordinate and monitor all the Secretariat's procurement function and ensuring compliance with the SADC procurement policies and guidelines
- Design, review and oversee the implementation of framework contracts
- Review, update and monitor the SADC procurement procedures to reflect changes in technology and leading technique

- Provide adequate assistance, support and advice to Heads of Directorates / Units in the preparation of Terms of references/Specifications and Bills of quantities and evaluation of tenders to ensure adherence to procurement policy and guidelines
- Roll out training on a formal procurement process so that all Directorates are aware of their roles and responsibilities in the process
- Identify and source suitable suppliers; manage negotiation of contracts with suppliers, tenders in accordance with authorized limits to optimise services to Secretariat; and secure advantageous terms
- Ensure the public has appropriate access to procurement notices and solicitation documents so as to promote competitiveness.
- Supervise the activities of staff involved in procurement activities and ensure that they are compliant with the procurement policy and guidelines
- Act as secretary to internal committee for procurement / tendering matters
- Review purchase orders and process vouchers, and ensure items are ordered as and when required, and that deliveries are as per orders
- Regularly evaluate supplier/contract performance and ensure contracts are complied with; take remedial action in case of contract breach
- Ensure proper maintenance of procurement processes records
- Track and report key functional metrics to reduce procurement costs and improve effectiveness; control spend and build a culture of long-term saving on procurement costs; and continually improve purchasing methods
- Perform risk management for supply contracts and agreements
- Conduct an annual supplier performance evaluation and produce a report to leadership/ management
- Be the focal point to the tender/ evaluation committees and provide input on procedural rules
- Provide support to tender/ evaluation committee by providing exhaustive relevant documents to the latter
- Launch and support the evaluation and contracting for calls for proposals (Grants)
- Advise management and staff on procurement matters at the Secretariat.

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 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 Head delegating tasks, and (d) recruiting, training, developing,

Position Requirements

Qualifications

At least a Master Degree in Procurement or related field from a recognized Institution.

Professional Certification:

Professional qualification in procurement

Specialised knowledge:

- Knowledge in sourcing and procurement techniques
- Knowledge of procurement laws, rules, regulations, procedures etc.
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years' experience in strategic Procurement of a large Organisation.
- Minimum of 10 years in public procurement, of which at least 4 should have been at a management level
- Experience of leading of a procurement department or team
- Knowledge of use of electronic procurement system is an added advantaged

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 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
- Visionary, thinks and acts strategically

3. Senior Procurement Officer Ex-ante - Job Grade 4

Purpose of the Job

- Responsible in undertaking quality assurance of the procurement process and related documentation (as the name suggests, audit before an event) in line with established procedures (SADC Procurement and Grants Policy and Guidelines) whilst ensuring efficiency and effectiveness. transparency, fairness, accountability, ethical standards and promoting competition.
- Supervise the work of the team falling under this position

Duties and Responsibilities

- Provide procurement advice and guidance on all aspects of the procurement function
- Plan and monitor quality of work output, reviewing all procurements prior to execution for appropriateness, completeness and accuracy
- Ensure that all solicitation documents prepared by the procurement unit are compliant with the Secretariat procurement policy and guidelines
- Participate in the formulation / revision of procurement strategy, policy, procedures and regulations, and plans

- Independent review of advice provided by the tender committees on the tender process to the Executive Secretary
- Provide adequate procurement support in any appeal processes made by suppliers
- Deliver on job training for user departments in procurement techniques, processes and systems
- Assist in the development Technical Specifications and Terms of Reference, and review them for compliance with the SADC procurement policies and guidelines and best practices
- Ensure that all contractual documents have been reviewed by the Finance and Legal Services before they are sent for execution
- Assist and provide support to the Director of Internal Audit Risk Management during Ex post audit
- Support Procurement Unit during the Ex Post Audit
- Review the eligibility, qualification, evaluation and award criteria for compliance with the procurement procedures
- Participate in Tender Evaluations as Observer in order to ensure compliance with rules and procedures.

Management of the unit

- 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
- Prepare progress reports for the Executive Secretary, as and when required
- 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 Executive Secretary

Position Requirements

Qualifications

- At least Masters in Procurement or related field from a recognized institution

Professional Certification

- Procurement management or
- Certified Procurement Professional

Specialised knowledge

- Seasoned knowledge and specialized command of all major facets of procurement policies and practices as applied across a wide range of technical sectors
- Procurement audit principles, practices and techniques
- Proficient in the use of computers and computer software relevant to the position

Experience:

- At least 10 years of experience in a similar position conducting procurement in a large organisation either in public sector or regional organization
- Experience in drafting and revising procurement policies and guidelines for large organisations
- Experience in procurement audit will be an added advantage
- Minimum of 4 years in a line management position

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 status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player