



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

VACANCY ANNOUNCEMENT

The Southern Africa Development Community Secretariat (SADC) is seeking to recruit a highly motivated and experienced professional who is a SADC Member State citizen to fill the following regional position.

1. Secretary to the SADC Administrative Tribunal (SADCAT) - Grade 2

Job Purpose:

This position will support the main functions of the SADC Administrative Tribunal. The SADC Administrative Tribunal's role is to adjudicate on labour disputes between SADC employees and the SADC Secretariat in line with Council decision.

Main duties and responsibilities

SADCAT Secretary work shall involve extensive technical/Legal work, as well as secretarial functions. Amongst others, the proposed Secretary will: analyse cases and appeals brought before the Tribunal, provide "written technical advice" to the President of the Tribunal, act as custodian of all legal records and documentation, publicize annual reports of cases heard before the Tribunal, and prepare dossiers for each of the cases put before the Tribunal.

The incumbent will have the following specific duties and responsibilities:

- Maintain and manage the work of the SADCAT;
- 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;

- Provide assistance and guidance to the SADCAT on procedural issues;
- Function as custodian of all legal records and documentation pertaining to the work of the SADCAT;
- Publish annual Reports containing summarized information on the number and nature of cases heard before the SADCAT;
- Transmit dossiers and other documentation to Judges relating to cases referred to them;
- Receive applications instituting proceedings submitted to the SADCAT and related documentation of the case;
- Receive responses to applications and transmit them to Staff members;
- Ensure all applications are properly filed in accordance with the Rules of Procedure of SADCAT;
- Make all notifications required in connection with cases before the SADCAT;
- 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;
- Prepare documents recording the outcome of the SADCAT's proceedings. Attend hearings and meetings of SADCAT as may be instructed by the President;
- Prepare and keep the minutes of these hearings and meetings as may be instructed by the President;
- Carry out any other tasks assigned by the President.

Position requirements

Certificate

Post-graduate qualification in Law or equivalent qualification.

Experience

Minimum 10 years legal working experience of which 5 years is in litigation and additional experience in Labour law and Contract law shall be an added advantage.

Skills and Competencies

- General knowledge of law
- knowledge of international labour law
- Legal analytical skills
- Problem solving skills
- Alternative Dispute Resolution (ADR) skills
- Legislative drafting skills
- Research, policy analysis and development
- Organizational skills
- Communication and networking
- Advocacy skills
- Computer literacy
- Management experience;
- excellent interpersonal skills
- ability to organize and motivate others
- experience of working 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.