



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 position to its Organization Structure.

1. Recruitment Officer – Job Grade 6

Primary Purpose of the Job

Implement the SADC Secretariat Recruitment Plan and timely deliver on the recruitment activities.

Duties and Responsibilities

Recruitment

- Conduct all aspects of recruitment and selection for the set positions in accordance with the processes and the SADC Recruitment Selection and Appointment Policy.
- Assist the head of unit in determining staffing levels for the Secretariat
- Draft recruitment adverts based on the requirements of recruiting directorates, and make arrangements for the advertisement of vacancies
- Screen candidates and drawing up shortlists of candidates for clients to interview (Regional, Local, Seconded and Seconded)
- Liaise with Member States as required for recruitment purposes
- Facilitate the setting up of an Assessment Centre and the development of competency-based interviewing techniques
- Arrange logistics for interviews, and prepare interview time tables and schedules
- Provide advice and support to selection panels/committees and ensure that they have accurate and timely information in order to make effective decisions
- Participate as a Committee Member during the interview and shortlisting processes and provide relevant technical expertise.
- Follow up candidates' references as directed and prepare summary post-interview reports on candidates to facilitate selection
- Draft appointment letters for successful candidates and inform unsuccessful candidates
- Work with the Senior Officer to develop manpower plans and forecasts for the Secretariat based on inputs from directorates, and submit to Head for review

- Design employment contracts (for review by the Head of unit)
- Act as custodian of employment contracts duly signed by staff
- Keep track and documentation, and issue regular reports on recruitment, selection, and turnover
- Prepare staff orientation programme and conduct induction for new employees, and assist core directorates in the preparation of specific induction modules related to their respective areas of work
- Conduct exit interviews
- 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

Supervision

- Prepare work plan, 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
- Consult with the Head of Unit on any staff related issues
- Provide inputs to the annual budget estimation for the unit
- Prepare regular progress reports for the Head of Unit, as and when required
- Undertake any other duties as delegated by the Senior Officer

Position Requirements

Qualifications

- A Master's degree in a relevant discipline (Human Resources / Psychology/ Business Administration, Organizational Development).

Specialised Knowledge

- Demonstrated knowledge of the competency interview process.
- Knowledge and ability to apply various candidate assessment and selection methodologies, tools, and platforms; ability to effectively align them with specific recruitment needs
- Ability to interpret psychometric tests and relate the results to the other elements of the comprehensive approach to recruitment.
- Excellent project management and negotiation skills and a demonstrable ability to provide exceptional client service in a cross-cultural context
- Proficient in the use of computers and computer software relevant to the position

Professional Certification

- HR Certification would be an added advantage.
- Member of an HR Professional body

Experience

- At least 10 years' work experience in a similar field of work experience in Human Resources, of which five years should be in recruitment.

- Experience in recruitment for an international non-profit/non-governmental organization is preferred.

Skills Requirements

- Communication and presentation skills interpersonal skills
- Mentoring and coaching skills
- Negotiation, networking, and relationship-building skills
- Organizational skills (planning, budgeting, time management, work prioritization)
- Research, analytical and problem-solving skills
- Supervisory skills

Competency Requirement

- Plans and monitors own work pays attention to details and delivers quality work by the deadline.
- Establish and maintain strong working relationships with hiring managers and the internal HR Directorate.
- Ability to respond timely and appropriately with a sense of urgency.
- Provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the needs of Directorates/Units.
- Strong collaborator with effective relationship building and analytical skills who can work seamlessly across the required cultures and Directorates/ units.
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful sensitive situations
- Methodical and organized, with a high level of attention to detail
- Organizational awareness with an understanding of how to engage the organization to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance-driven
- Team player