



Officer – Resource Mobilisation – Job Grade 6

Purpose of the job:

Under the overall supervision of the Director of Policy, Planning and Resource Mobilisation and direct supervision of the Senior Officer – Planning and Programming, the incumbent is responsible for mobilising funds for SADC programmes through the coordination of dialogue and fostering of partnerships with International Cooperating Partners (ICPs) and other donors.

Duties and Responsibilities;

- Resource Mobilisation and ICP Support
- Coordinate the organisation of meetings with ICPs.
- Logistics planning and organisation for bilateral and courtesy meetings with ICPs
- Preparation of documentation for the SADC/ ICP meetings.
- Attendance to and facilitation of ICP conferences and meetings.
- Preparation of progress reviews of agreed action plans resulting from the meetings and discussions with ICPs.
- Preparation and presentation of reports and reviews on ICP coordination, resource mobilisation and development cooperation
- Coordinate the mobilisation of resources for funding of SADC programmes.
- Development of capacity building framework and training of SADC staff on resource mobilisation.
- Check compliance with the ICP policies and guidelines, rules and regulations, and signed commitments.
- Participate in negotiations with ICPs.
- Day to day liaison with ICPs.
- Coordinate development assistance to SADC.
- Maintenance and update of the SADC Donor matrix.
- Maintenance of the Development Cooperation Information System (DCIS).
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post.
- Perform any other duties as may be assigned by the supervising officer.

Position Requirements

Qualifications

- At least a Master's Degree in Economics or related technical field from a recognized institution

Professional Certification

- Certification in Programme Finance / Development Funding

Specialised Knowledge

- Knowledge of techniques and approaches for donor coordination
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7 -10 years of similar experience within a public or private sector, regional or international organisation

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines.
- 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.