



1. PROJECT COORDINATOR – GRADE 5

Main Purpose

Under the direct supervision of the Senior Officer – Research and Statistics, the Project Coordinator shall lead the implementation and coordination of the SADC Regional Statistics Project.

Duties of the Project Coordinator

The main responsibility of the Project Coordinator is to ensure the effective implementation of the Project Component including Administration, Financial Management, Procurement, Monitoring & Evaluation, cross-component learning, and Activities Management, in consultation and coordination with the World Bank and SADC Statistics Unit to make sure that the project achieves its intended objectives.

Specifically, the **Project Coordinator** shall undertake the following:

- Prepare annual project plan with budget and report on progress as per the SADC results-based planning and monitoring & evaluation framework;
- Assist in the implementation of the project activities listed in the project work plans, oversee the implementation of financial and audit procedures, procurement plans, and ensure alignment with the provisions outlined in the Financing Agreement and the guidelines of the Project Operations Manual;
- Review, coordinate and ensure the effective implementation of the project procurement processes as per the Annual Procurement Plan and in line with the Project Procurement Strategy and World Bank procurement procedures;
- Ensure timely and effective financial management reporting of the Project activities as per the SADC financial and audit procedures for the Project;
- Ensure the administrative and logistics preparations required for implementation of the Project activities are undertaken timely and effectively;
- Prepare Project progress reports in line with the Project and SADC reporting requirements and in compliance with the SADC Project Management System;
- Maintain a high-level project internal control and facilitate the annual Project Audits for the project;
- Responsible for the coordination and reporting of the measures and actions of the Project Environmental and Social Commitment Plan (ESCP) as per stipulated

timeframe;

- Prepare technical documents and ensure planning and execution of Steering Committee Meetings for the Project;
- Review, implement and update the Project Stakeholder Engagement Plan (SEP);
- Develop, implement and report on Output and Impact Key Performance Indicators (KPIs) for project implementation activities and on policy instruments guiding regional statistical activities;
- Capacitate Member States in results-based planning and monitoring & evaluation to align national statistical strategies to regional policy instruments on statistics;
- Establish robust project monitoring and evaluation systems and lead the mid-term and external project evaluation;
- People management responsibility through supervision of Project Implementation Unit (PIU) officers;
- Coordinate periodic (twice a year) virtual/hybrid meetings with other Project PIUs to exchange experiences on project implementation; and
- Carry out any other duties as delegated by Management.

5. Qualifications and Experience

Qualifications and Experience	
Education:	<ul style="list-style-type: none"> • A first degree and a master’s degree in Economics, Statistics, or other relevant social sciences from an internationally recognised institution.
Professional Certification:	<ul style="list-style-type: none"> • Professional Certification in monitoring & evaluation and project management will be an added advantage
Specialised knowledge:	<ul style="list-style-type: none"> • Development and implementation of results-based framework • Project Management • Proficient in use of ICT hardware and software relevant to the position • Advanced skills in written and verbal communication • Excellent ability to analyse, summarise and synthesise discussions from Meetings in a coherent way in reports
Experience:	<ul style="list-style-type: none"> • At least 7 years’ experience in development and implementation of results-based monitoring and evaluation systems of policy frameworks and of project activities • Experience as a Project Coordinator in coordination and implementation of relevant activities with administrative, procurement and financial management responsibilities • Experience as Project Coordinator, preferably a Project funded by a multilateral bank/institution.
Skills Requirements	

- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership 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
- Excellent communication skills in written and spoken English; French and / or Portuguese knowledge would be an advantage.
- Planning and priority setting

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- 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
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

2. PROCUREMENT OFFICER – GRADE 6

Main Purpose

Under the direct supervision of the Project Coordinator, the Procurement Officer shall be responsible for the coordination of all procurements under the Project and shall advise and assist the Project Coordinator on all procurement issues in connection with the implementation of the SADC Regional Statistics Project.

Scope of Services

The scope of services of the Procurement Officer will include, but not limited to the following:

- Develop a comprehensive list of all acquisitions of goods and services provided on the financing of the Project for all components;
- Follow up with recipients of technical services for the acquisition of the unit or Project coordination, preparation and finalization of terms of reference (TOR) for the procurement of consultancy service, and technical specifications for goods and works;
- Complete records of tender and requests for proposals based on the models provided by the World Bank and SADC and upload them onto the World Bank System (STEP);
- Proceed with the launch of tenders (if applicable to the call for expressions of interest or screening), in the manner agreed in the grant agreement;
- Ensure proper management of calls for tender;
- Supervise and monitor the evaluation of bids and proposals received;
- Prepare contracts, after completion of procurement processes, if it is required, and ensure their signatures by persons qualified to do so;
- Design, implement a database of providers and ensure the update, and develop management statistics that will allow donors to measure the level of project performance in terms of procurement;
- Plan, prepare and coordinate the timing of acquisition of consulting services and goods and works;
- Prepare reports of activities prescribed by the manual of procedures for acquisition, but also any other reports related to the procurement that the lessor may seek in connection with the performance of the Project;
- Develop and maintain the procurement plan on a model consistent with World Bank procedures, including the provisional estimate, in Protocol of Agreement signed between World Bank and SADC;
- Develop records of tenders for works, supplies and requests for proposals for consultancy services as provided in the grant agreement;
- Prepare, implement and update general reviews and advice specific procurement, expressions of interest for consultancy services, works and supplies;
- Implement activities in accordance with the approved Procurement Plan;
- Participate in committees receiving supplies, works and services, and to ensure that these goods and services received comply with contract specifications;
- Monitor the implementation of service - and supply contracts;
- Produce periodic reports on the market situation and suppliers' performance;
- Keep an up to date and accurate register of all the Project property; and
- Assist in dealing with claims and litigation to contracts and procurement.

- Make sure that the procurement files receive necessary approvals in accordance with the requirements of the grant agreement and procurement plan
- Ensure the inclusion in the agenda of the committee stage of the evaluation process of procurement (opening of bids, evaluations and assignments);
- Ensure the confidentiality of reports evaluating bids up to the award of contracts;
- Make sure that the unsuccessful bidders receive the necessary information immediately after the decision to award of contracts;
- Reporting practices contrary to good governance in the process including cases of influence peddling, conflict of interest or insider trading;
- Ensure that the procedures outlined in the agreement are respected at all stages of the procurement of goods and services;
- Participate as external expert to the committee of Project Management Team meetings; and

Carry out any other duties as may be delegated by the Project Coordinator

Qualifications and Experience

The Project Procurement Officer will have the following qualifications and experience:

Qualifications and Experience	
Education:	<ul style="list-style-type: none"> ▪ A Masters degree in procurement, supply chain management, administration, law or any other relevant field; ▪ Professional qualification such as CIPS or equivalent; ▪ Post graduate training in procurement or related subject, or equivalent by experience
Professional Certification:	<ul style="list-style-type: none"> ▪ Membership to a relevant professional body such as CIPS or equivalent.
Specialised knowledge:	<ul style="list-style-type: none"> ▪ Specific knowledge and experience in World Bank and SADC procurement procedures; ▪ Demonstrated experience in using STEP system ▪ Good knowledge of standard procurement methods and procedures following UNCITRAL model law. ▪ Computer literacy and competence, Microsoft Word, Excel, Access, Power Point; and working knowledge of procurement systems ▪ Fluency in written and spoken English. Knowledge of Portuguese and French would be an added advantage.

Experience:	<ul style="list-style-type: none"> ▪ Minimum Eight (8) years relevant working experience, of which three (3) years continuous experience is in procurement management, preferably in a regional/international organisation;
Skills Requirements	
<ul style="list-style-type: none"> ▪ Excellent analytical skills and report writing. ▪ Excellent planning, organising and writing skills; ▪ Strong management skills, particularly ability to provide strategic direction and technical supervision; ▪ Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships; ▪ Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment; ▪ Excellent coordination and negotiation skills; ▪ Excellent organizational and recordkeeping skills; ▪ Experience in dealing with senior business executives and government officials; and ▪ Good team player while being independent and able to work autonomously. 	
Competency Requirements	
<ul style="list-style-type: none"> ▪ Capable of maintaining quality whilst working under pressure and adhering to deadlines ▪ Customer focused ▪ Decisive ▪ Organisational awareness with an understanding of how to engage the organisation to get things done ▪ Maintain confidentiality and is respectful of sensitive situations ▪ Professionalism and adherence to good work ethics ▪ Resilience and personal drive, self-motivation ▪ Results and performance driven 	

3. ASSISTANT FINANCE OFFICER – GRADE 8

Main Purpose

Under the direct supervision of the Project Coordinator, the Assistant Finance Officer (AFO) shall support the Project Implementation Unit (PIU) in the administration, financial accounting, and reporting of SADC Regional Statistics Project funds managed by the Secretariat. In addition, the AFO shall provide administrative, finance, secretarial and logistical coordination for general project implementation and management processes including day-to-day liaison with technical teams, Finance and Procurement counterparts.

Scope of Services

The scope of services of the Assistant Finance Officer will include, but not limited to the following:

- Provide secretarial, finance and administrative support to the project team to ensure the smooth running of the project operations;
- Maintain records of project team travel and assist in their travel logistics;
- Take minutes of meetings and maintain records for the operations and project team;
- Develop and maintain document control processes for the efficient project management;
- Maintain a proper and user-friendly filing and document control system for recording and tracking of all documents for the project team;
- Support the officers and project team in daily administration roles and assist to keep stock of stationery supplies for the project;
- Perform data-entry, recording, printing and filing duties;
- Undertake any ad-hoc administration projects/duties as required;
- Coordinate travel arrangements inclusive of air-ticket, hotel accommodation, visa arrangements, claims etc;
- Assist to check and verify staff claims and invoices for the project team;
- Prepare and raise purchases requisition for project purchases,
- Support the Finance Officer in undertaking budget and expenditure control on the project,
- Assist in investigating variances and discuss with PIU of potential overspent above approved budget and seek justifications,
- Retention (filing) of all accountable documentation to secure unqualified audit reports,
- Financial services processed and products delivered in accordance with regulatory requirements and supporting documentation retained.

Qualifications and Experience

The Project Assistant Finance Officer will be from the host Member State, Botswana, and will have the following qualifications and experience:

Qualifications and Experience	
Education:	-A minimum of a Bachelor's Degree in Accounting, Finance, or business management. -Studying a professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent
Professional Certification:	Exposure to professional financial management, accounting and audit training e.g. ACCA, CA, CIMA, CPA or equivalent.

Specialised knowledge:	<ul style="list-style-type: none"> ▪ Member of an internationally recognised accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent; ▪ Knowledge of SADC development issues ▪ Proficient in the use of computers and computer software relevant to financial management.
Experience:	<ul style="list-style-type: none"> ▪ At least 4 years of work experience in financial management within a public or private sector, regional or international organisation
Skills Requirements	
<ul style="list-style-type: none"> ▪ Communication and presentation skills ▪ Conflict management skills ▪ Decision-making skills ▪ International relations skills ▪ Interpersonal skills ▪ Negotiation, persuasion, networking and relationship building ▪ Organisational skills (planning, budgeting, work prioritisation, time management) ▪ Problem-solving skills ▪ 	
Competency Requirements	
<ul style="list-style-type: none"> ▪ Capable of maintaining quality whilst working under pressure and adhering to deadlines ▪ Customer focused ▪ Decisive ▪ Organisational awareness with an understanding of how to engage the organisation to get things done ▪ Maintain confidentiality and is respectful of sensitive situations ▪ Professionalism and adherence to good work ethics ▪ Resilience and personal drive, self-motivation ▪ Results and performance driven 	

Contract Terms of Positions

The initial contractual period for the positions of this project shall be **2 years** with the possibility of extension subject to funding and satisfactory performance in line with the SADC principles of Performance Management, and to its annual performance review and appraisal.

Expected Start of Duty

It is expected for the recruited staff to be in position by 01st November 2023 latest.