



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. Coordinator - SADC Regional Counter Terrorism Centre (RCTC), Dar es Salaam, Tanzania – Job Grade 4

Reports to: Director Organ on Politics, Defence and Security Affairs

Job Summary

The Coordinator will lead the SADC Regional Counter Terrorism Centre, coordinating regional efforts to combat terrorism, enhance security cooperation, and implement SADC counter-terrorism strategies and policies. This role involves high-level engagement with member states, international organisations, and stakeholders to foster a safe and secure environment in the Southern African Region.

Primary Purpose of the Job

- Coordinate all functions of the SADC-RCTC.
- Lead in implementing the SADC Regional Counter-Terrorism Strategy and its Action Plan.
- Supervises the monitoring and evaluation and implementation of the SADC Regional Counter-Terrorism Strategy, anti-terrorist response generation, analysis and studies on terrorism, violent extremism and organised crime, capacity building of SADC Member States and training of the RCTC staff.
- Supervises the Prevention and countering of violent extremism (PCT/PCVE) assistance to member states.
- Submits annual reports on the activities of the RCTC for consideration by the SADC policy Organs.
- Represents the Centre at national (SADC MS), regional, continental, and international forums and maintains outreach and liaisons between the Centre and relevant centres and Institutions at the national, regional, continental and global levels to consolidate cooperation and joint activities.

- Exchange intelligence on the nature and extent of threats through developing a common database on suspected terrorist activities and related transnational organised crime, etc.
- Provide technical, managerial and leadership skills and direction to the RCTC to achieve its objectives.
- Coordinate, supervise, renew and manage the human and financial resources and other properties of the RCTC.
- Initiates and implements activities related to the functions of the Centre.
- Draw up the programs and budget of the Centre and oversee their implementation.
- Review the structure and budget of the Centre vis-à-vis its activities and needs with the aim of making recommendations to the SADC policy organs.
- Lead the review and assessment of the curriculum and programs of the Centre to ensure that they are focused and practicable within a given timeframe, consistent with the mandate and functions of the Centre.
- Lead the promotion of the Centre, its activities, and projects on security and counter-terrorism, as well as maintain contacts with international organisations and possible donors.
- Lead and manage the Centre's Communication Strategy in cooperation with similar centres, internationally interested organisations and institutes.
- Cooperate and coordinate with other relevant international organisations dealing with security issues/studies on implementation arrangements, potential partners and detailed specifications.
- Undertake negotiations and consultations on security and counter-terrorism issues with relevant international, governmental and non-governmental organisations, as required.
- Ensure the maximum performance of the Centre and make necessary recommendations to the SADC Secretariat.
- Ensure and protect the confidentiality of the Centre's activities.
- Perform any other duties as may be assigned by the Director of the Organ on Politics Defense and Security Affairs.

Main Responsibilities

Strategy Implementation: Lead the implementation of the SADC Counter-Terrorism Strategy and Action Plan. Ensure alignment with regional and international laws and conventions

Coordination: Facilitate cooperation and coordination among Member States in intelligence sharing, law enforcement, and capacity building to prevent and counteract terrorism.

Policy Development: Contribute to the formulation and revision of Counter-Terrorism policies and other protocols, ensuring they are effective and up-to-date. Lead in developing concepts and policies to underpin and guide the Region's overall fight against terrorism, including its relations with its partners in the related security field. Provide advice on matters within his/her responsibility and maintain a forward-

looking focus. Be innovative and ensure the vision is translated into concrete objectives to be carried out by the section. Align policies and objectives with the vision of the Region.

Expertise Development: Advise on general issues and questions concerning counter-terrorism issues. Prepare reports, briefing notes/materials and documents.

Project Management: Oversee the implementation of projects/programmes and initiatives aimed at counter-terrorism capacities within Member States. Ensure that the Centre meets Member States objectives through successful preparation for and execution of these programmes. Recommend appropriate allocation of resources in support of ongoing and planned programmatic activities, and effectively manage budgets, resources, and reporting requirements.

Stakeholder Management: Develop an effective internal network and effectively maintain and enhance relationships with national agencies (intelligence authorities and law enforcement) and regional and international agencies involved in counter-terrorism. Coordinate with the above and other stakeholders to promote the research, development, demonstration and testing of technologies.

Representation of the Organization: Contribute to public information on issues relating to the fight against terrorism, including presenting to visitors to the Centre, providing briefings, and representing the Region at international forums.

Information Management: Ensure cross-sectional and divisional collaboration. Analyse ongoing and completed projects and programs, identifying innovations to improve working practices, procedures and performance. Oversee the team's work, improving workflow, enhancing coordination and harmonising the different aspects of work.

Training and Capacity Building: Develop and implement training programs for regional law enforcement agencies to enhance their counter-terrorism capabilities.

Reporting and Evaluation: Regularly report to the Director Organ on Politics, Defence and Security Affairs and to Member States through SADC Structures, assessing the effectiveness of initiatives and making recommendations for improvements.

Education

- At least a Master's degree in Security Studies, Strategic Management/Studies, International Relations, Public Administration or equivalent Postgraduate Diploma in Security and Strategic Studies/Intelligence from the national police, law enforcement or institute of recognised standing or equivalent qualification.

Required experience

- Relevant knowledge and understanding of the political, socio-economic, and security situation in the SADC region;
- Experience in major contemporary political, defence and security matters, and be able to analyse and assess these issues and prepare competent products under pressure;
- At least ten years of experience in dealing with security threats, including counter-terrorism and transnational organised crime;
- At least 06 years of managerial experience
- Knowledge of counter-terrorism policies/strategies and planning
- Proficient in the use of computers, data analysis and strategic planning.
- Have a capacity for independent conceptual analysis and intellectual leadership on issues affecting the Member States' security capabilities;
- Be able to draft quickly, clearly and concisely, give convincing presentations and negotiate at senior level;

Specialised Knowledge

- Professional experience in similar work, with a focus on counter-terrorism and/or transnational organised crime and/or international relations, for a national administration, international organisation or specialised body;
- basic knowledge of the SADC or national counter-terrorism procedure/strategy.

Skills Requirements

- Communication and presentation skills, such as English, French, or Portuguese proficiency, are essential. Knowledge of two or more of these languages will be an added advantage.
- High-level managerial and supervisory skills.
- High ethical standards and professionalism, with a commitment to transparency and accountability
- Strong analytical skills with the ability to make decisions under pressure. Relevant skills in information research, analysis and forecasting.
- Strong oral and written communication skills.
- Knowledge of the functioning and operations of SADC, more particularly its peace and security agenda and architecture.
- Computerised desktop publishing and production skills
- Conflict and crisis management skills.
- Mentoring and coaching skills.
- Negotiation, persuasion, advocacy, networking and relationship-building skills.
- Organisational skills (planning, budgeting, time management).
- Research, analytical and problem-solving skills.

- Team building skills.

Competency Requirements

- **Leadership:** Great ability to communicate the vision of SADC to the staff and partners of the RCTC; Proven supervisory ability and technical leadership; ability to establish and maintain effective working relations as both a team member and a team leader.
- **Managing performance:** excellent ability to provide direction to staff at various levels.
- **Planning and organisation:** Demonstrated planning, organisational skills, and great ability to coordinate the work and ability to work with others.
- **Accountability:** Supports the team members, provides oversight and takes responsibility for delegated assignments.
- **Communication:** Excellent communication (spoken, written, presentation) skills, including the ability to defend complex issues and positions, excellent analytical skills, and the ability to prepare reports with sound rationale, demonstrating openness in sharing information.
- **Teamwork:** Outstanding interpersonal skills, working collaboratively with colleagues to achieve organisational goals, and establishing and maintaining effective working relations with the Staff.
- **Professionalism:** Expert knowledge and command of planning, programming, budgeting and other relevant administrative policies.
- **Technological awareness:** Good knowledge of computers and Information Technology.
- **Judgment/decision-making:** Discretion and sound judgment in resolving complex and/or sensitive issues, typically broad in scope, demonstrated ability to evaluate a situation or problem and propose an appropriate course of action effectively and thoroughly.

2. Senior Programme Officer – Science, Technology and Innovation – Job Grade 4

Main Purpose of the Job

- Facilitate and coordinate policy, planning, programming and M&E work in order to harness science, technology and innovation (STI) in support of sustainable industrial development in the region.
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer.

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify STI strategy, policy and regulatory gaps in the region.
- Coordinate the development, strengthening and harmonisation of STI strategies, policies, regulations, standards and systems.
- Coordinate the approval and adoption of the STI strategies, policies, regulations, standards and systems by the SADC Structures.

- Facilitate the implementation of the STI strategies, policies, regulations, standards and systems by Member States.
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit.

Research and Information Dissemination

- Supervise data collection relevant to this focal area, using primary and secondary research techniques.
- Identify research priority areas, commission research on these areas, and use the findings to feed into the planning process.
- Coordinate the development and maintenance of a database / observatory on this specific focal area.
- Supervise publication of research/data and dissemination on the SADC website, through media or through reports to SADC Institutions.

Strategic Planning and Programming

- Identify key areas of interventions to develop STI in the SADC region.
- Coordinate the development of long-term, medium and short strategic plans.
- Facilitate the adoption of the Strategic Plans by various policy structures.
- Undertake periodic reviews of the strategic plans.
- Prepare annual plans and budgets for the STI sector.
- Facilitate and coordinate implementation of capacity building initiatives in STI in Member States; monitor and evaluate the success of the interventions.
- Develop projects/programmes to implement the Protocol on STI and annual plans.
- Solicit funding for programme and project implementation in support of programmes in STI.

Programme Implementation

- Facilitate implementation of STI programmes/projects in the region:
 - Development, review and implementation of relevant strategies and plans
 - Strengthening of regional STI capacities and the protection of Intellectual Property Rights (IPR)
 - Promotion of public understanding, advocacy and awareness of science, technology and innovation
 - Establishment of collaborative regional Research, Development and Innovation (R&DI) and Technology Transfer programmes in priority areas of science, technology and innovation.
 - Establishment of regional Centres of Specialisation and Excellence in priority areas of STI in support of industrial development and strengthening existing networks and centres.
 - Establishment of strategic regional partnerships to promote collaboration and networking on STI.
 - Promoting Public Private Partnerships (PPP) investment in STI and Research and Development Infrastructure.
 - Establishment of a regional Funding instrument/mechanism to support research and development and innovation programmes.
 - Resource mobilisation for programme implementation.
- Develop Terms of Reference for studies and manage project staff and consultancies.

- Develop and agree on indicators, systems and criteria for monitoring, the STI sector in the region. Build capacities in STI measurement and reporting.
- Monitor implementation of programmes/projects and evaluate their impact.
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC.
- Contribute to the development of the SADC Annual Report.
- Share programme impact and lessons.
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programmes
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Industrialization and Trade, Educations, Gender, Health, Agriculture, ICT, Environment and climate etc.) into own programmes.
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat.

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Draft technical papers for discussion, dissemination and publication.
- Planning and convening of technical policy meetings: (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations.
- Facilitate technical committees, meetings and workshops specific to the STI sector .
- Prepare records of the technical and policy meetings including communiqué for policy meetings.

Representation and Promotion of SADC Science, Technology and Innovation programme

- Organise strategic dialogue on key policy issues with stakeholders in the region.
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's STI Agenda in these forums.
- Promote the science, technology and innovation (STI) programme portfolio, pipeline, specific projects and programme impact and broker strategic partnerships in STI.

Management of the Unit

- Develop, update and implement processes, systems and procedures for the effective delivery of the unit's objectives.
- Participate in the formulation of the Organisational 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 budget to ensure optimal use and implementation of programmes.
- Achieve the unit's mission, goals and objectives, and report progress to the Director and DES-RI.
- Manage unit staff, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution;

evaluate performance and make recommendations for staff actions; motivate staff to achieve peak productivity and performance..

- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made.
- 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 functions as may be assigned by the Director/DES-RI.

3. Senior Programme Officer – Tourism – Job Grade 4

Main purpose of the job

Under the supervision of the Director Food, Agriculture and Natural Resources the incumbent will facilitate and coordinate the development, implementation and Monitoring of policies, strategies and programmes to ensure equitable, balanced, complimentary development of tourism industry in the region and to promote environmentally and socially sustainable tourism based on sound management practices.

Duties and Responsibilities

- Facilitating the implementation of Protocol on Development of Tourism.
- Facilitating implementation of regional strategies and programmes on tourism development in the region such as RIDMP, RISDP, the SADC Tourism Programme, and the SADC Transfrontier Conservation Area (TFCA) programme, particularly component 7 or the SADC TFCA Programme i.e. Development of TFCAs into marketable regional tourism products.
- Facilitating harmonization of regional policies, strategies and/or rules regarding cross-border tourism operations.
- Promoting the development of cross border tourism activities as a means of fostering regional and socio-economic development.
- Facilitating removal of barriers to cross-border travel and operations
- Facilitating development of policies and strategies that promote favorable investment climate for tourism within the region for both public and private sectors including small and medium scale tourism establishment.
- Promoting equitable private sector and community partnerships in tourism development.
- Facilitating improvement of tourism service and infrastructure in order to foster a vibrant tourism industry.
- Facilitating the setting of research priorities and policies on tourism development in order to develop sustainable tourism across the region;
- Assessing, monitoring and reporting on the implementation of programmes for sustainable tourism development.
- Engaging and strengthen Centres of Excellence for the purpose of ensuring complementarity of tourism training institutions in the region.
- Collaboration with the SADC Business Council in supporting SADC Tourism Private Sector Forum to deliver against its mission of developing effective and

impactful tourism initiatives in the region in order to make Southern Africa a regional destination of choice by 2030.

- Coordinating the development of a Private Sector lead promotional and marketing arm of the SADC tourism sector.
- Preparing documentation for relevant official SADC meetings (Technical and Ministerial Committees, Council, Summit etc.) and technical papers for discussion and /or publication; and
- Coordinating resource mobilization efforts.

Senior Programme Officer Tourism will serve as the overall head of unit to be responsible for the coordinating the functions of the unit and providing technical guidance on issues of Tourism Development.

Qualifications

At least a Masters Degree in Tourism Development, Marketing, Tourism Economics, Business Administration, Natural Resources Management and Economics or a related field from a recognized institution.

Experience

- At least 10 years of experience in a senior tourism-related management position within a public or private sector, regional or international organization
- Experience in development of strategy, policy, business plans and programme formulation and implementation
- Minimum of 4 years in a line management position

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, present and win support for ideas 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

4. Senior Programme Officer - Health and Nutrition – Job Grade 4

Primary Purpose of the Job

- Facilitate and coordinate the development and implementation of policies and programmes in Health and Nutrition to enhance the achievement of the objectives of Regional Integration
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify the policy gaps in relation to Health and Nutrition in the region.
- Coordinate the development, approval and adoption of policies strategies by the SADC Structures
- Support Member States in the implementation of the policies, strategies , standards , and guidelines
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocols in Health

Research and Information Dissemination

- Undertake research and generate knowledge and evidence to inform programming in health and nutrition.
- Document and disseminate programme delivery, lessons learned for capacity building, policy making and effective programming.

Strategic Planning, Programming and Reporting

- Identify key areas of regional interventions to foster regional cooperation and integration in Health and Nutrition
- Coordinate the development and implementation of strategies in key health /disease programmes
- Undertake periodic reviews of the strategies to factor new and emerging issues

- Facilitate implementation of the programmes/projects
- Develop indicators, M&E systems, monitor and evaluate programme impact.
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC.
- Contribute to the development of other Secretariat reports.

- Participate in joint planning and programming in collaboration with other Units and Directorates

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Liaise with Conference Services unit to organise the logistics for the meetings and workshops, including timely translation of documents.
- Facilitate technical committees, meetings and workshops as required.
- Prepare Annotated agenda and background documents and other relevant documents for Sector Ministers meetings as well as other policy meetings.
- Prepare records /reports of the technical and policy meetings.

Representation and Promotion of SADC Health and Nutrition programme

- Participate in relevant and strategic regional, continental and international meetings to promote the SADC's Health and Nutrition Agenda
- Work closely with Communications and Public Relations Unit to promote Health and Nutrition programme portfolio.

Resource Mobilisation and Partnership Building

- Develop funding proposals to support health and nutrition related programmes
- Engage International Cooperating Partners (ICPs) and stakeholders in building strategic alliances and partnerships to deliver programme objectives.
- With the support of Technical Partners, regional experts and institutions provide capacity building and skills transfer to Member States as required

Management of the Unit

- Develop and implement the Annual Operational Plan for the unit
- Manage unit staff, including project staff and consultants and undertake performance appraisals.
- Perform any other functions as may be assigned by the Director/DES-RI.

Qualifications and Experience

Education:

- At least a Master's in public health or any health related discipline from a recognised institution
- A Medical Degree is desirable.

Specialised knowledge:

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Health and Nutrition
- Knowledge in the fields of pooled procurement , medicines regulation and pharmaceuticals
- Experience in working in health emergencies, an added advantage
- Proficient in the use of computers and computer software relevant to the position.

Experience:

- At least 10-15 years similar health/nutrition related experience within the public sector, bi-lateral, multilateral, international or regional organisation
- Minimum of 5years in a line management position

Skills Requirements

- Communication and presentation skills (verbal and strong writing 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, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Ability to work in a team

Competency Requirements

- Applying 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 culture of performance.
- Making decisions and exercising judgement
- Providing strategic focus, methodical and organised
- Maintain confidentiality and is respectful of sensitive situations.
- Strong understanding of Government and Member States processes
- Professionalism and adherence to a high work ethic
- encourage new ideas and innovations for positive change
- Resilience and personal drive, self-motivation
- Results and performance driven.
- Analytical and strategic thinker

5. Re-Advert – Programme Officer – Boundless Southern Africa – Job Grade 6

Main purpose of the job

Under the supervision of the Senior Programme Officer – Tourism the incumbent will be responsible for implementation of the activities of the SADC Tourism Programme and the Boundless Southern Africa (BSA) Programme mainly dealing with the development of Tourism in Trans frontier Conservation Areas (TFCAs) and aspects related to marketing tourism products and experiences and to position TFCAs as preferred tourist and investment destinations in the region.

Duties and Responsibilities

- Facilitating the implementation of Protocol on Development of Tourism;
- Facilitating implementation of regional strategies and programmes on tourism development in the region such as RIDMP and the SADC Transfrontier Conservation Area (TFCA) programme, particularly component 7 or the SADC TFCA Programme i.e. Development of TFCAs into marketable regional tourism products;
- Facilitating harmonization of regional policies, strategies and/or rules regarding cross-border operations and trade in support of liberalization of exchange control regulations;
- Facilitating and promoting use of TFCAs as a mechanism to foster cross-border cooperation in tourism development
- Promoting the development of cross border tourism activities as a means of fostering regional and socio-economic development;
- Facilitating removal of barriers to cross-border travel and operations;
- Facilitating development of policies and strategies that promote favorable investment climate for tourism within the region for both public and private sectors including small and medium scale tourism establishment;
- Promoting equitable private sector and community partnerships in tourism development;
- Facilitating improvement of tourism service and infrastructure in order to foster a vibrant tourism industry;
- Facilitating the setting of research priorities and policies on tourism development in order to develop sustainable tourism across the region;
- Assessing, monitoring and reporting on the implementation of programmes for sustainable tourism development;
- Facilitating development and implementation of the Fundraising Strategy and resource mobilization efforts for TFCAs.
- Facilitating development and implementation of Investment and Infrastructure Development Plans in order to increase investment in tourist related facilities and supporting infrastructure in TFCAs;
- Coordinating implementation of the marketing plan for TFCAs;

- Mobilizing political support and commitment from all participating countries for successful implementation of the strategy
- Providing administrative support to strategic business planning and processes and support the development and management of projects in TFCAs
- Providing regular updates of the Boundless Southern Africa investment catalogue
- Identifying funding mechanisms appropriate for small businesses, community based projects and new entrants
- Facilitating increasing number of cross-border events and provide technical support for the hosting such.
- Providing guidance to TFCA stakeholders in the identification, planning and implementation of increasing number of cross-border events and products
- Developing and implement a reporting mechanism for cross-border events that includes number of jobs created, training provided, public sector resources invested, media value generated, and partnerships established
- Implementation of investment promotion plan for TFCAs in order to increase investment in tourist related facilities thereby increasing the tourism potential of TFCAs.
- Supporting the SADC TFCA Tourism Working Group to deliver its mandate as guided by the Member States and Preparing documentation for the working group meetings and technical papers for discussion and /or publication;

Programme Officer BSA will be responsible for the facilitating implementation of the TFCAs programme and related strategies and providing technical guidance on issues of Tourism Investment and development of Cross- border products.

Qualifications

At least a Masters Degree in Tourism Development, Marketing, Tourism Economics, Business Administration or a related field from a recognised institution

Experience

- At least 10-15 years of experience in a senior tourism-related management position within a public or private sector, regional or international organization
- Experience in development of strategy, policy, business plans and programme formulation and implementation
- Minimum of 4 years in a line management position

Skills Requirements

- Research, analytical and problem-solving skills
- Report writing skills

- Organisational skills (planning, budgeting, time management, work prioritisation)
- Communication and presentation skills
- Interpersonal skills

Competency Requirements

- Ability to set priorities and complete tasks with minimum supervision to strict deadlines.
- Ability to take initiative, work well as a member of the team as well as having a flexible, friendly, co-operative personality, enabling the incumbent to work well in a multi-cultural and multinational environment
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- 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
- Team player and ability to work with diverse teams

6. Translator Portuguese - Grade 6

Purpose of the job:

- Translate written texts and materials required by the Secretariat, with Portuguese being language A, and English language B.

Reporting Line

- This position reports to the Senior Translator

Duties and Responsibilities

- Check original texts and discuss with originators/source of documents to understand translation requirements as well as the content and meaning of original texts
- Use appropriate computer assisted translation (CAT) tools / applications, especially Trados
- Translate and align SADC official documents into specified target languages (English or Portuguese)
- Refer to relevant reference materials (dictionaries, online terminology databases, etc.) as and when needed to ensure accuracy of translations
- Ensure that translations retain the content and meaning of original documents
- Revise and double-check translations of technical terms and terminology
- Prepare and continuously update a glossary/database of technical terminology used in translations, and make reference to it in future translations
- Proofread, edit, and revise translated materials before submission to the next level of review
- Produce and maintain folders of translated documents
- Interact with internal clients to ensure satisfaction and understanding
- Continuously increase specialist vocabulary both in English and the target language (Portuguese) in order to effectively undertake translation assignments
- Upload and maintain a record of all translated material in the Unit's Shared Folder
- Perform any other translation-related duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution.

Professional Certification

- Certification in Translation
- Trados certification will be an added advantage

Specialised Knowledge

- Knowledge and fluency of Portuguese as language A and English as language B. The knowledge of French will be an added advantage.
- Working knowledge of the key terminology used in SADC

- Proficient in the use of computers and computer software relevant to the Position, especially Trados.

Experience

- At least 5-7 years' work experience in translation

Skills Requirements

- Communication skills
- Interpersonal skills
- Mentoring and coaching skills
- 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
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without much close supervision
- Be flexible and adaptable to change
- Maintain confidentiality and be respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

7. Research and Analysis Officer, (Regional) SADC Regional Counter Terrorism Centre (RCTC), Dar es Salaam, Tanzania – Job Grade 6

Reports to: Coordinator-RCTC

Job Summary

- The successful candidate will provide analysis and deliver research (either in-house or commissioned externally) on extremism and terrorism-related issues in the Region. As a senior member, you will be required to help set the framework for the work of junior colleagues, including embedding organisational vision and values.

Roles and responsibilities

With SADC policy leads, support the design and strategic direction to deliver detailed and evidence-based analysis.

- Identify knowledge gaps for research opportunities and take ownership of developing the research strategy and delivery plan to produce evidence-based well, informed political analysis.
- Support the Centre and the Region by providing informed, timely and strategically aware political analysis on terrorism, extremism and violent extremism issues.
- Ensure the research products are impactful by disseminating them to the wider region and identifying opportunities for improving policy-making and programmatic activities based on the findings.

Deliver the research strategy and delivery plan

- Commission and evaluate relevant research to ensure the Centre can design evidence-based programmes and support the Political team's access and influence.
- Undertake proactive and reactive open source research on topics of interest to the region, verify this research with expert contacts and use it to increase depth and breadth of understanding, often to tight deadlines.
- To ensure that policy and programme alignment is maintained, develop and maintain a network of contacts to inform this research and analysis and be responsible for ensuring the programme and political teams.
- Work closely with the Coordinator to ensure quality, impactful research products are delivered.

Monitoring and evaluation of research project results and impact

- Monitor research project outputs and milestones to ensure the project(s) are on track to deliver results outlined in the results framework and update the programme documents accordingly.
- Quality assures project-level products, ensuring key results are met and, as necessary, escalating any issues, risks and challenges faced by the projects through appropriate channels
- Deliver against Annual Review recommendations relating to research and analysis, ensuring they are implemented.

Additional requirements

- Actively support cross-secretariat and cross-regional corporate requirements as and when required.
- You will also play a leading role in the coordination of events and visits to support programme objectives.

Other skills / experience / qualifications:

- Education: Master's Degree in Political Science, International Relations, Public Administration, Public Relations, Management or any other relevant qualification from an accredited academic institution.
- Strong research background with experience in undertaking research in fragile and conflict-affected states.
- A proactive dynamic individual with a can-do attitude who works well in a team.
- Be well organised and able to demonstrate flexibility.
- Have strong computer skills (particularly MS Word, Excel and Outlook).
- Excellent interpersonal and communication skills, including presentation delivery.
- Have a high standard of accuracy and attention to detail.
- Ability to think creatively to solve problems, sometimes under pressure and multi-task.
- Have a track record in managing and prioritising your workload.
- Confidence and commitment to deliver with minimal supervision.
- Detailed knowledge of extremism and terrorism issues in Southern Africa.
- Evidence of producing relevant political or conflict analysis.
- Experience managing research projects, including implementing partners, familiarity with commercial arrangements and quality assurance processes. Research and analyse events related to terrorism and violent extremism in the Region;
- Liaise with the REWC as an early warning mechanism on terrorism and violent extremism;
- Consolidate inputs from National Counter Terrorism Centres (NCTCs);
- Monitor terrorism and violent extremism in the region, using early warning terrorism and violent extremism indicators and other relevant tools and methods;
- Conducts data mining in cyberspace with the assistance of the ICT Officer;
- Prepare products, such as News Briefs, Reports, Alerts and research papers on issues related to terrorism and violent extremism in the Region and disseminate as directed by the Coordinator;
- Share information and relevant products on cross-cutting issues with the SADC Regional Early Warning Centre;
- Identify the specificities of the local context and measures to prevent the emergence of terrorism and violent extremism in the Region;
- Create and manage the database on terrorism;
- Disseminate and liaise early warning products and information to identified persons, groups and organizations;
- Lead the effort of the section/unit in the collection, analysis and interpretation of information and data on incidents of terrorism and violent extremism for report writing, building a trend and dissemination;
- Lead in the design, preparation and conduct of systematic review studies and assigned research studies in relation to the prevention and combating terrorism and violent extremism;
- Conduct regular threat assessments and develop trend analysis of the terrorism situation in various regions;
- In collaboration with the Coordination, Policy Development and Response Generation Section/Unit, develop RCTC Collection, validation and dissemination

of information and data policies and procedures, as well as Access and Classification of Information and Data Policies and Procedures;

- Carry out any other related responsibilities that may be assigned.

8. Officer Policy Coordination, Development, & Response Generation (Regional), SADC Regional Counter Terrorism Centre (RCTC), Dar es Salaam, Tanzania – Job Grade 6

Reports to: Coordinator

Job Summary

Provide advisory functions to the Center on overall policy issues and related strategic decisions. Perform coordinating functions to ensure that the planning and programming of the Centre are undertaken in line with the SADC Counter-Terrorism Strategy, and coordination with Member States.

Responsibilities Within assigned authority, the incumbent is responsible for undertaking the following specific duties/tasks, in close coordination with the Coordinator.

- Responsible for the development, monitoring and implementation of the RCTC Strategic Communication;
- Monitors and evaluates the implementation of the SADC Regional CT Strategy;
- Initiates the generation of the timely SADC response to emerging and ongoing terrorist, Violent Extremism, as well as other threats to peace and security in the region;
- Monitors and evaluates the implementation of the response in SADC MS affected by the threat SADC MS;
- Design and monitor the implementation of CT policies and regulatory frameworks, as well as procedures and mechanisms between SADC MS, between the RCTC and SADC MS, as well as between the RCTC and international partners;
- Provide technical and expert advice on how best SADC can contribute in a more meaningful way to the Regional, African and international campaign against terrorism, particularly the implementation of relevant international instruments by SADC Member States;
- Continuous assessment of Capacity Building needs of SADC Member States and RCTC staff in areas of Counter terrorism (CT) and prevention of violent extremism (PVE);
- Lead in the identification of gaps that training programs should address in the effort to build the capacity of Member States in Counter-Terrorism and PCVE;
- Conduct Capacity Building programs including training and coordinate their implementation, monitoring and evaluation based on the needs assessment;
- Identify gaps in the Legal framework and Counter-Terrorism/PCVE architecture of Member States and provide advice to enhance capacity;

- Work closely with regional and international organisations dealing with terrorism, violent extremism and related transnational organised crime;
- Submits quarterly proposals and reports on the activities of the Coordination, Policy Development and Response Generation Section/Unit for consideration by the RCTC Coordinator;
- Manage the resources of the RCTC under his/her responsibility;
- Contributes to the formulation of the RCTC's Strategy;
- Participates in the drawing up of programs and budget of the Centre;
- Ensure the respect of protective measures of the confidentiality of the activities of the Centre in his Section/Unit;
- Perform any other duties as may be assigned by the SADC RCTC Coordinator.

Requirements

Competencies Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to the Centre's mandates. Has knowledge of policies and practices in international crime and terrorism prevention. Has demonstrated professional competence and expert knowledge of counter-terrorism or closely related criminal justice issues, especially their policy and programmatic aspects as well as the legislative, judiciary, rule of law and other crime prevention dimensions. Has expertise in substantive servicing of intergovernmental bodies, programme coordination and management support.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Education: Advanced university degree (Master's degree or equivalent) in law, international law or criminal law, political science, international relations, business administration, management, social science, or a related field is required.

Work Experience A minimum of four years of progressively responsible professional experience, including experience at the international level, in legal aspects of terrorism prevention or crime prevention is required.

Experience: Five years of experience in counter-terrorism policy and programme development, management, and administration. Experience in designing and

Ref: SADC/2/3/3

implementing, capacity building programmes on criminal justice and legal aspects of terrorism prevention is required. Experience in preparing and delivering substantive technical presentations in terrorism prevention is desirable. Relevant experience in servicing intergovernmental meetings. Experience in data analytics or related area is desirable.