



JOB PROFILE

Programme Manager - ECESPA

Purpose of the job:

To provide strategic, technical and financial leadership to the overall implementation and monitoring of the SADC–EU Peace and Security Programme:- *Enhancing the Capability and Effectiveness of SADC's Peace and Security Architecture (ECESPA)*. The Programme is designed to support and strengthen key Organ mechanisms and institutions from June 2024 to June 2028. The Overall Objective of ECESPA is to promote peace, security, stability, and democracy as a foundation for regional integration and development, *in line with the SADC Regional Indicative Strategic Development Plan (RISDP 2020-2030)*.

The Specific Objectives are twofold:

- i) Effectiveness of SADC Peace and Security Architecture to enable early response and action enhanced; and
- ii) Capacity of Non-State Actors (NSAs) in Conflict tracking and early response enhanced.

Guided by SADC's *RISDP 2020-2030*, ECESPA aims to strengthen SADC's peace infrastructure, making it more capable and responsive to crises in a timely and informed manner. In this respect, the Programme will seek to enhance the capacity of SADC conflict prevention and management structures effectively integrating gender and human rights, (in line with SADC Protocol on Gender and Development and Women, Peace and Security Strategy), as well as addressing Transnational organised crime, terrorism and violent extremism, radicalisation, and human security concerns. The Programme also includes Conflict Related Sexual Violence (CRSV), Sexual and Gender Based Violence (S/GBV) and the Prevention of Sexual Exploitation and Abuse (PSEA) in conflict and humanitarian situations. In addition, the capacitation of women and youth to participate in SADC peace and security interventions is cardinal, as is the strengthening of SADC's peer review mechanisms on good governance.

In this regard, the Programme enhances the capacity of the Organ partly through the curriculum development and trainings of the Regional Peace Keeping Training Centre (RPTC) based in Harare; support to the Regional Counter Terrorism Centre (RCTC) in Dar-es-Salaam, Tanzania, as well as targeted technical support to the Regional Early

Warning Centre (REWC), the Mediation, Conflict Prevention and Preventative Diplomacy Structures, and the region's electoral assistance mechanisms. The work is implemented through the five (5) Sectors of the Organ on Politics, Defence and Security Cooperation (OPDSC), namely, the State Security Sector; the Public Security Sector; the Police Sector; the Political Sector and the Defence Sector; as well as the Gender Unit in their implementation of RISDP 2020-2030 priorities. As such, the Programme seeks to promote synergies within and between sectors in addition to strengthening collaboration with strategic partners, including research institutions and non-state actors.

Duties and Responsibilities

Strategic Programme Management

- Lead strategic planning processes and implementation of programme activities in all key Result Areas (RAs) of the Programme in line with the Organ priorities in the RISDP 2020-2030;
- Facilitate and lead the identification and development of concepts and technical outputs for support in collaboration with the respective Organ Sectors, to ensure access to the Emergency Response Mechanism (ERM) fund as appropriate;
- Facilitate the development of Monitoring and Evaluation systems to enhance programme monitoring and reporting, and implement multi-annual and annual workplans, consistent with the SADC Planning, Monitoring and Evaluation (SPME) policy requirements;
- Effectively manage the resources of the Programme in line with the provisions of the Contribution Agreement (CA) between SADC and the EU;
- Coordinate the convening of the Programme Technical Committees (TCs) and Programme Steering Committee (PSC) meetings; as well as contribute to SADC–EU Dialogue meetings; and implementation of the related Decisions.
- Convene monthly programme meetings involving all project staff and beneficiaries within the Secretariat and develop programme progress reports (monthly, quarterly annually, or as may be required) in line with Secretariat and International Cooperating Partners (ICP) project reporting requirements;
- Develop systems and procedures to aid the effective implementation of the Programme;

Leadership

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the Programme's objectives.
- Participate in the formulation and development of the Organisational Strategy for the Secretariat.
- Coordinate the development of short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis;
- Facilitate mid-term reviews of the project and lead the process of re-formulation and project development as may be required;
- Facilitate the internal and external evaluation of the project, including process evaluations, summative or ex-poste/outcome evaluations;
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the Programme, and report progress to the ES and Director;
- Assist the Audit teams in their review of this function.

- Work in collaboration with the Finance Directorate, facilitate the work of the EU Expenditure Verification Missions;

Capacity Building and Skills Enhancement on Results-Based Management

- Lead the development of project evaluation tools and capacity building on their use, including the OECD Development Assistance Committee (DAC) frameworks;
- Keep abreast of the international evolution of global, continental and national trends in the area of project monitoring and evaluation;
- Conceptualise, plan, coordinate and contribute to the development of regional strategies and National Action Plans (NAPs) on relevant areas of peace and security programming;
- Coordinate, plan, and conceptualise the enhancement of Knowledge Management and Information Sharing systems to ensure the effectiveness and informed governance of SADC's peace and security issues;
- Facilitate capacity building in support of relevant Organ Sectors/Units/institutions for SADC Secretariat staff, member states, and non-state actors in the use of specialised AI-ICT-based tools in areas such as electoral assistance and counter-terrorism, as part of the overall enhancement of SADC's infrastructure for peace.

Research, data collection, awareness raising and information dissemination

- Research and adopt best practices in all the thematic and strategic areas of work covered by the Organ and specifically, the Programme, and maintain high levels of knowledge in order to effectively undertake the duties of the post;
- Ensure the documentation of the Programme's knowledge products and results;
- Ensure the sharing of Programme results with relevant stakeholders to enhance programme visibility;
- Strengthen data collection on emerging threats and actions related to peace and security, including areas such as CRSV, S/GBV, and the Prevention of Sexual Exploitation and Abuse (PSEA).
- Strengthen Awareness raising on all RAs and strategies, interventions of the Programme, in support of the Organ's peace and security work, including counter-terrorism, transnational organised crime, mediation and conflict prevention, good governance and electoral assistance, and human security-related matters.

Harmonisation

- Effectively and efficiently manage the Programme, including timely mobilisation of adequate financial, material and human resources.
- Work collaboratively with the Heads of OPDSA Sectors to implement the Programme.
- Interact and represent the Programme at internal and external partners' fora.
- Efficiently and timely address all internal and external audit requirements.

Management of Technical and Policy Committee Meetings and Workshops

- Draft technical papers, presentations for discussion, dissemination at technical meetings or public policy forums and for publication as may be required;
- Facilitate Liaison with Conference Services unit to (a) and facilitate the organisation of the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations.
- Facilitate the holding of Programme Steering Committee Meetings, technical committees and workshops as required;

Research and Information Dissemination

- Research and adopt best practices in one's area of work, and maintain a high level of knowledge in order to effectively undertake the duties of the post
- Ensure the documentation of the Programme's knowledge products and results;
- Ensure the sharing of Programme results with relevant stakeholders to enhance programme visibility.
- Facilitate the evaluation of programme activities, including Mid-Term and ex-post evaluations of the Programme.
- Support the Director of the Organ in the execution of related activities of the Directorate as required;
- Work collaboratively with key stakeholders, including Member States, the EU, and other ICPs, in the implementation of the Programme, as required.

Position Requirements

Qualifications

Master's degree in Political Science, Development Studies, International Relations, Security Studies, Communication Science or other suitably related Social Sciences or Management disciplines.

Specialised Knowledge

- Experience and knowledge of EU Development Assistance Procedures/facilities, such as Contribution Agreements (CA) and Pillar-Assessed Grant or Delegation Agreement (PAGoDAs) OR any other EU funded programmes, is highly desirable
- 10 years practical experience and knowledge in at least four key thematic areas of the Programme including: i) Transnational organised crime ii) conflict prevention and management iii) electoral assistance and good governance; iii) CRSV, GBV, PSEA and other related human security areas iv) Post Conflict Reconstruction and Development (PCRD) v) Knowledge Management and partnership building (including Non state actors)

Experience

- Minimum of 15 years of general work experience, preferably in developing countries in the area of governance, peace and security;
- At least 10 years of experience in a management position in the public, private or non-State sectors;

- Minimum of 10 years' experience in programme management in the public, private or non-governmental sectors;
- 15 years of experience in developing ICP funded multi-sectoral regional projects/programmes initiation, planning, design, formulation, execution and closure of projects;
- Minimum of 15 years' experience in monitoring, evaluation and reporting of multi-sectoral ICP funded projects
- Experience in developing and implementing project communication and visibility strategies.

Skills Requirement

- Project conceptualisation and development of technical funding proposals
- Results-Based Management skills
- Financial Management skills
- Communication and presentation skills
- Decision-making skills
- International relations skills
- Interpersonal relations 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 the 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
- 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 details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- 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
- Visionary, thinks and acts strategically