



1. Director Social and Human Development - Job Grade 2

Job Purpose: Under the supervision of the Deputy Executive Secretary- Regional Integration the incumbent will be responsible for senior level decision making, day to day management and strategic direction to the social and human development programme cluster of the Secretariat.

Duties and Responsibilities

Strategic Leadership

- Oversee the formulation, review and implementation of relevant policies, strategies, rules, regulations, systems and procedures for the directorate
- Oversee the development of plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals
- Provide expert guidance and advice in the social and human development focal areas, with regard to the following:
 - Development and review of relevant sections in the RISDP
 - Coordination and monitoring of implementation of adoption of protocols in Member States
 - Development, review, alignment / harmonisation, and implementation of policies, strategies, regulations, standards etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programmes
 - Data and information collection, sharing and dissemination, analysis and reporting
 - Production of documents and reports for circulation to SADC Institutions and Policy Organs
 - Promotion of the work of SADC in regional and international forums
 - Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business
 - Ensure effective stakeholder relations with key partners (such as SNCs, ICPs, etc.) and other external stakeholders
 - Analyse problematic situations and provide solutions to ensure directorate efficiency, effectiveness and growth
 - Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements
 - Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate strategy
 - Mobilise resources for programme implementation and manage partnership with ICPs
 - Ensure that audit recommendations for the directorate are duly implemented
 - Act as Secretary to any relevant internal committee or working group as required

- Contribute to the following activities, as part of the Senior Management Team:
- Establish overall goals, strategies, plans and objectives for the Secretariat, which are consistent with the mandate of the SADC region
- Ensure implementation of organisational plans and monitor achievements against targets
- Determine, provide, maintain and re-evaluate the resources and institutional infrastructure necessary to carry out the activities of the organisation
- Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices
- Undertake any other duties as delegated.

People Management

- Hold regular directorate liaison meetings
- Build, lead and motivate subordinates to advance into a high performing team
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building positive workplace and team culture within the directorate
- Be responsible, and under the guidance and assistance of the HR and Admin Directorate, for the recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate

Internal Controls

Qualifications

Masters Degree in Economics, Social Sciences, Development Studies from a recognised institution.

Experience

- **A minimum of ten (10) years relevant experience with five (5) years in senior managerial position** in social / development policy and planning, programme development, coordination and implementation within a public or private sector, regional or international organisation
- **This includes experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel**

Skills Requirements

- Communication and presentation skills, including strong writing skills
- Management Skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- International relations and diplomacy 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

- Strategic planning and execution skills
- Team building skills

Competencies

- 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 conducive environment for high performance
- 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
- Demonstrated ability to work across disciplines/sectors
- 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
- encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically