



## 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 position in its Organization Structure.

#### **Senior Programme Officer – Water - Job Grade 4**

##### **Primary Purpose of the Job**

- Facilitate and coordinate the development, implementation and M&E of policies and programmes in support of water infrastructure development to contribute to industrialisation, Regional Integration and poverty eradication so as to ensure sustainable and universal access to water 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

- Coordinate the development, strengthening, harmonisation and adoption of water strategies, policies, regulations, standards and systems.
- Coordinate the approval and adoption of the water strategies, policies, regulations, standards and systems by the SADC Structures.
- Facilitate the implementation of the water strategies, policies, regulations, standards and systems by Member States.
- Monitor and facilitate the domestication of the regional water instruments in national water legislations, policies, strategies and plans.
- 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

- Commission and coordinate on-going research/studies/ Think Tank Approach to identify water strategy, policy and regulatory gaps in the region.

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- Manage the collection of information and data relevant to this focal area
  - Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process.
  - Coordinate the development and maintenance of a centralised database on this focal area.
  - Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions and other forms of media, including social media platforms.

#### Strategic Planning and Programming

- Identify key areas of interventions to improve access to water in the region.
- Coordinate the development of long-term, medium and short-term strategic plans/ programme of Action for water resource management in the region, i.e. the Regional Strategic Action Plan (RSAP) on the Integrated Water Resource Management and Development (IWRMD).
- Facilitate the adoption of the Strategic Plans by various policy structures.
- Undertake periodic reviews of the strategic plans.
- Prepare Annual Corporate Plan and Risk Register for the regional water infrastructure, governance and management.
- Facilitate and coordinate implementation of capacity building Initiatives for the design, development, implementation, maintenance and operations of regional water infrastructure in Member States and River Basin Organisations; monitor and evaluate the success of the interventions.
- Develop projects/programmes to implement the Strategic Plan.
- Support resource mobilisation for programme implementation as and when required by PPRM
- Undertake steps to promote and strengthen Public-Private
- Partnerships for infrastructure development, funding and operations.

#### Programme Implementation

- Facilitate implementation of water related programmes/projects aimed at:
  - Development, construction, maintenance and rehabilitation of regional infrastructure networks.
  - Establishment and strengthening of regional institutions and frameworks for coordination of water infrastructure and services.
  - Strengthening of institutional capacity of SADC river basin organisations.
- Manage project staff and consultancies.
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of projects by the Member States.
- Monitor implementation of programmes/projects and evaluate their impact.
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC.
- Implementation of Ministerial and Technical meeting decisions directed to SADC Secretariat which relate to the Water Sector.

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- Implementation of risk management measures as outlined in the Water Division's Risk Register.
  - Implementation of audit recommendations pertaining to the Water Sector.
  - 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 programme.
  - Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, and health issues such as HIV/AIDS, other related pandemics, Poverty, Youth, ICT, STI, Environment and Climate change 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 Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC.
- Liaise with Conference Services unit to (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, workshops and Thematic Group for the water sector as required.
- Prepare records of the technical and policy meetings including communiqué for policy meetings.

#### Representation and Promotion of SADC Regional Water Programme including Strategic Water Infrastructure 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 SADC's Water Infrastructure Agenda in these forums
- Work closely with Communication and Public Relations unit to promote the regional Water infrastructure programme portfolio, pipeline, specific projects and programme impact.

#### Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives.
- Participate in formulation of the Corporate 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 unit budget to ensure optimal use.
- Achieve the mission, goals and objectives of the unit, and report progress to the Head.

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- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements.
  - Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel.
  - Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, motivating and appraising staff.
  - Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post.
  - Undertake any other duties related to the sector as delegated by the Head.

**Education**

At least a master's degree in integrated water resources management or water resources engineering or Hydrology or Hydrogeology from a recognised institution.

**Specialised Knowledge**

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Water
- Proficient in the use of computers and computer software relevant to the position

**Experience**

- At least 10 -15 years of experience in trans -boundary multi -country water resource management within a public or private sector, regional or international organization
- This includes a 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
- Organizational 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 respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing attention to details
- 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
- Visionary, thinks and acts strategically