



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 Organisation Structure.

1. Re-Advert – Director Social and Human Development

Primary Purpose of the Job

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 implementation of adoption of protocols in 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

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- Undertake resource mobilisation for programmes and manage partnerships with ICPs supporting programme sectors
 - 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
- Undertake performance appraisals of staff as part of SADC's performance management culture
- 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.

Qualifications and Experience

Education

Master's degree in Economics, Social Sciences, Development Studies from a recognised institution.

Specialised Knowledge

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

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

2. Senior Programme Officer – Food Security and Agriculture

Primary Purpose of the Job

- Facilitate and coordinate the development, implementation and M&E of policies, strategies and programmes aimed at increasing agricultural production, productivity and competitiveness, in order to ensure food security and contribute towards industrialization and promote trade and sustainable economic development of the region including the Comprehensive Africa Agriculture Development Programme (CAADP) and the Regional Agriculture Policy (RAP).
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer

Duties and Responsibilities

Policy Development and Harmonization

- Commission and coordinate research/studies to identify strategy, policy and regulatory gaps with regard to Agriculture Production, Food and Nutrition Security and Agro-Industry.
- Coordinate the development, strengthening and harmonization of the strategies, policies, regulations, standards and systems.
- Coordinate the approval and adoption of the strategies, policies, regulations, standards and systems by the SADC Structures.
- Facilitate the implementation of the strategies, policies, regulations, standards and systems by Member States.
- Coordinate the development, review and monitoring of the implementation of relevant Protocol for these focal areas.

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, promote think-tank work, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralized database on this focal area
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions for enhanced Agriculture Production, Food Security and Agro-Industry in the region
- Coordinate the development of long-term, medium and short strategic plans aligned to the RISDP and the RAP
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the sector
- Facilitate the development and strengthening of regional programmes on Agriculture Production, Food Security and Agro- Industry
- Support resource mobilization for programme implementation as and when required by PPRM

Programme Implementation

- Coordinate the implementation of the Regional Agriculture Policy and the Regional Agriculture Investment Plan 2023-2030, and the regional programmes/projects resulting from these
- Coordinate and promote regional value chains and value addition for agricultural products (Crops and Livestock)
- Coordinate the enhancement of the application of agriculture science, technology and innovation to support the priorities of regional integration
- Coordinate the development of regional frameworks for reducing social and economic vulnerability as well as long term resilience and adaptive capacities for food and nutrition security
- 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
- Coordinate the implementation of decisions of Summit, Council of Ministers, Ministerial Meetings and FANR and ICP Thematic Group Meetings (especially the Agriculture and Food Security)
- 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 organizations) 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, HIV/AIDS, DRR, IDT, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergized 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

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- Liaise with Conference Services unit to (a) organize 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 as required
 - Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC programme

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Agenda for agriculture and food security in these forums
- Work closely with Communication and Public Relations unit to promote the 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
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Coordinate the implementation of Audit and Risk Management recommendations
- 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) scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, 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 as delegated by the Head.

Qualifications and Experience

Education

At least a Master's Degree in Agricultural Economics or related field from a recognized institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring in the specific context of agriculture and food security

- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10 years of experience in agriculture and food security matters within a public or private sector, regional or international Organisation
- 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 prioritization, 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
- Organizational awareness with an understanding of how to engage the Organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organized, and able to look at the big picture without losing the 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

3. Programme Officer – Crop

Primary Purpose of the Job

Facilitate and coordinate policy, planning, programming and M&E work aimed at increasing crop production, productivity and competitiveness in the region.

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
- Facilitate and coordinate the following activities:
 - Development, strengthening and harmonization of policies, strategies, regulations, and standards in crop production, including crop related diseases, crop genetic resources and production systems
 - Review, development and monitoring of protocol relevant to this focal area
 - Development, review and implementation of relevant strategies and plans
 - Capacity building and promotion of agro-industry, value addition, and post-harvest management
 - Development and implementation of programmes/projects aimed at:
 - Control of crop and pest diseases
 - Increasing crop production, productivity and competitiveness
 - Promoting regional agro-business value chains
- Gaining access to markets for crop and crop products through the provision of marketing information and strengthening capacity of Member States to meet SPS standards
 - Setting of research priorities and policies on crops
 - Organisation of relevant Technical & Policy Meetings & Workshops
 - Procurement of consultancies and supervision of consultants
 - Monitoring and evaluation of the implementation of programmes in crop development and preparation of M&E reports
 - Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
- Prepare documentation for relevant official SADC meetings (technical Committees, Council, Summit etc.) and technical papers for discussion and /or publication
- Stakeholder engagement and networking in crop production
- Make presentations to various stakeholders / audiences on relevant issues pertaining to crop production
- Coordinate research, analysis and dissemination of information on crop production:
 - Regularly collect data and information on status/profile in Member States, using primary and secondary research techniques
- Identify priority research areas in collaboration with Regional research organisations to promote innovation and adoption of appropriate crop technologies and practices

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- Analyse the data and information from the research commissioned
 - Regularly populate the regional database on crop production
 - Prepare data for publishing on the SADC website and other forms of media
 - Mainstream cross cutting issues (e.g. Gender, HIV and AIDS, and poverty etc.) in crop production programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross-cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
 - Maintain effective contact with Member States in all matters related to the crop production programmes
 - Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
 - 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 duties as may be assigned by the supervising officer

Qualifications and Experience

Education

At least a Master's Degree in Crop Science or related technical field from a recognised institution.

Specialised Knowledge

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

Experience

- At least 7 years of similar experience within a public or private sector, regional or international organisation.

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to

deadlines

- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Team player