



## **SADC HUMANITARIAN AND EMERGENCY OPERATIONS CENTRE (SHOC)**

### **Job Profile: Executive Director**

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

- The Executive Director provides overall strategic leadership, stewardship and direction for the SADC Humanitarian and Emergency Operations Centre (SHOC), ensuring effective coordination of disaster preparedness, early warning, response and recovery across Member States.
- The role ensures that SHOC delivers on its mandate as a regional coordination hub aligned to SADC priorities, continental frameworks, and global commitments.

#### **Duties & Responsibilities**

##### **Strategic Leadership and Regional Coordination**

- Lead the strategic planning, implementation, monitoring and evaluation of SHOC programmes and operations.
- Provide strategic advisory support to Member States on disaster risk management, preparedness and response.
- Represent SHOC in regional and international forums and serve as the primary spokesperson.

##### **Early Warning Systems and Decision Intelligence**

- Oversee the development and strengthening of regional multi-hazard early warning systems.
- Ensure interoperability with national systems and continental frameworks.
- Promote impact-based forecasting, anticipatory action and last-mile early warning dissemination.

##### **Emergency Coordination and Response**

- Provide leadership in the activation and coordination of regional emergency response mechanisms.
- Provide leadership in coordinate bilateral support between SHOC State Parties affected by disasters

- Provide leadership in the deployment of SADC surge capacity (SADC Emergency Response Teams) including civil military coordination to respond to disasters. .

### **Resource Mobilisation and Disaster Risk Financing**

- Lead resource mobilisation efforts and strengthen partnerships with development partners and financial institutions.
- Promote innovative disaster risk financing mechanisms and link early warning to early action financing.

### **Partnerships and Stakeholder Engagement**

- Strengthen collaboration with Member States, UN agencies, development partners and regional institutions.
- Promote integrated approaches across the humanitarian–development–peace nexus.

### **Knowledge Management and Innovation**

- Establish knowledge management systems and promote innovation in disaster risk management.
- Lead After Action Reviews and institutional learning processes.

### **Monitoring, Evaluation and Accountability**

- Ensure implementation of results-based management systems and performance monitoring frameworks.
- Promote accountability and evidence-based reporting.

### **Governance and Compliance**

- Ensure compliance with SADC policies, governance structures and donor requirements.
- Support effective functioning of SHOC governance bodies.

### **Qualifications and Experience**

#### **Education**

- An advanced university degree (Master's degree or equivalent) in Disaster Risk Management, Climate Change, Development Studies, Public Administration, Humanitarian Affairs, or related fields.
- A first degree in a relevant field may be accepted with additional years of experience.

#### **Experience**

- At least 20 years of progressively responsible experience, including senior leadership roles in regional or international organisations.

- Experience in disaster risk management, emergency coordination, and multi-stakeholder engagement is required.

### **Specialised Knowledge**

- Knowledge of leadership governance and effectiveness in regional or international organisations
- Proficient in the use of computers and computer software relevant to the position
- Experience with regional economic communities, UN system, or international financial institutions is an added advantage.

### **Skills & Competencies**

- Strong leadership
- Strategic planning
- Communication
- Negotiation and stakeholder engagement skills
- Ability to operate in a multicultural environment and manage complex regional programmes.
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills

### **Eligibility**

The position is only eligible to SHOC State parties