REF: SADC/2/3/3/3

SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

VACANCY ANNOUNCEMENT

Background

The Southern African Development Community (SADC) is a regional economic community founded and maintained by countries in Southern Africa. It aims to further improve the socio-economic, political, and security cooperation among its Member States and foster regional integration in order to achieve peace, stability, and wealth. SADC currently has sixteen (16) Member States with a population of approximately 340 million and a combined GDP of US$720 billion.

The Secretariat is currently recruiting for various positions to enhance its capacity to deliver on the above mandate. The Secretariat is therefore inviting suitably qualified and experienced citizens of SADC to apply for the following position tenable at its Headquarters in Gaborone, Botswana or as stated in the job advert:

Position	**Job Grade**
1. Senior Programme Officer – Energy	4
2. Finance Officer-Grants/ Contracts & Projects	6

Remuneration

The SADC Secretariat offers a competitive package for the position as outlined below.

Job Grade	**Salary range per annum (US$):**
Job Grade 4	93,097.00 - 99,643.00
Job Grade 6	72,598.00 - 77,084.20

Tenure of appointment

The term of appointment of the position shall be for a fixed period of four (4) years, renewable twice for another period of four (4) years, subject to:

- satisfactory completion of 6 months' probation;
- satisfactory performance;
- retirement age limit of 60 years; and
- the continued need for the position.

Eligibility

The position is open to qualified applicants who:

- Are 52 years old or younger. This requirement is based on the organisation's need to recruit staff who can serve for a reasonable period of time before reaching the mandatory retirement age of 60 years.

- The SADC recruitment age limit for internal candidates shall be 56 years to remedy turnover, retain institutional memory and ensure business continuity.

- Are from the following eligible Member States: **Angola, Botswana, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, United Republic of Tanzania, Zambia and Zimbabwe.**

Closing Date and Submission of Applications: Applications must be submitted to the **SADC National Contact Point** of the eligible Member States not later than or on **11 September 2026.**

Applications should be accompanied by the following:

a) a cover letter stating the position that you want to be considered for and describing how your qualifications, experience, and competencies are relevant to the position;
b) not more than **five (5) pages** of updated curriculum vitae;
c) certified copies of your degree(s), Diploma(s) and Certificate(s); and
d) duly signed and completed SADC Application Form.

Should you be shortlisted, you will be required to produce evidence of educational and professional qualifications supporting your application, on the day of your interview.

Gender Mainstreaming

SADC is an equal opportunity employer and particularly encourages applications from female candidates.

Mainstreaming of People with Disability

SADC is an equal opportunity employer and particularly encourages and promotes employment for people with disabilities.

If you are results orientated, you have a passion for the transformation and development of Southern Africa and possess the required competencies, please submit your application.

Only applicants, who meet the requirements of the SADC Secretariat and being considered for an interview, will be contacted. Should you not hear from the SADC Secretariat within three months of the closing date, kindly consider your application unsuccessful.

For further details on the position that you want to apply for, job profiles, and **SADC Application Form**, refer to the **SADC Website: www.sadc.int**

Details can also be obtained from the National Contact Point in your respective country.