

## Advert

### VACANCY AT THE SADC SECRETARIAT

The following posts are vacant at the SADC Secretariat in Gaborone, Botswana:

- 1) **Director Human Resources and Administration**
- 2) **Senior Legal Counsel**
- 3) **Head Civilian**
- 4) **Senior Officer -Disaster Risk Reduction**
- 5) **Senior Programme Officer Health and Nutrition**
- 6) **Senior Officer Internal Audit**
- 7) **Senior Officer – ICT**
- 8) **Senior Officer – Learning, Development and Performance Management**
- 9) **Senior Officer Administration**
- 10) **Senior Officer Police / SARPCCO**
- 11) **Senior Officer Research and Statistics**
- 12) **Senior Programme Officer Education and Skills Development**
- 13) **Senior Programme Officer Transport**
- 14) **Senior Programme Officer Water**
- 15) **Senior Programme Officer Food Security and Agriculture**
- 16) **Senior Programme Officer ICT**
- 17) **Senior Programme Officer Macroeconomic Convergence**
- 18) **Senior Programme Officer Science, Technology and Innovation**
- 19) **AUC Liaison Senior Officer**
- 20) **Senior Programme Officer – Investment and Finance**
- 21) **Senior Officer Remuneration, Recruitment and Relations**
- 22) **Senior Programme Officer Trade**
- 23) **Senior Programme Documentation and Information  
based in Zambia SADC Plant Genetic Resource Centre (SPGRC)**
- 24) **Senior Programme Officer Ex-Situ Conservation  
based in Zambia SADC Plant Genetic Resource Centre (SPGRC)**
- 25) **Senior Programme Officer In-Situ Conservation  
based in Zambia SADC Plant Genetic Resource Centre (SPGRC)**
- 26) **Senior Translator**
- 27) **Reviser x2 (1 French & 1 Portuguese)**
- 28) **Finance Officer Project Audits and Compliance**
- 29) **Officer Research and Statistics**
- 30) **Programme Officer HIV and AIDS**
- 31) **Programme Officer Gender Mainstreaming**
- 32) **Translator x2 (1 French & 1 Portuguese)**
- 33) **Internal Auditor**
- 34) **IT Support Officer  
based in Zimbabwe Regional Peace Training Centre (RPTC)**
- 35) **Liaison Officer Disaster Risk Reduction**
- 36) **Elections and Good Governance Officer**
- 37) **Mediation and Peacebuilding Officer**

- 38) **Officer - Logistics**
- 39) **Operation and Plan Officer**
- 40) **Planning and Budget Support Officer x2**
- 41) **Programme Officer Multilateral Trade**
- 42) **Programme Officer SQAM**
- 43) **Programme Officer Customs Capacity Building**
- 44) **Programme Officer Capital Markets**
- 45) **Programme Officer Financial Sector**
- 46) **Programme Officer Investment**
- 47) **Programme Officer Regional Trade**
- 48) **Public Security Officer**
- 49) **Human Resources Officer**
- 50) **Officer Resource Mobilisation x2**

Interested candidates are requested to send two sets of their applications in both hard and soft copy (MS Word) which should include the following:

- (i) The duly completed SADC Application Form;
- (ii) A short covering letter describing how the qualifications, experience and competencies of the prospective candidate are relevant to the position;
- (iii) A five-page updated CV; and
- (iv) **Certified copies** of Degree(s), Diploma(s) and Certificate(s).

Applications should reach the:

**Director, Regional Integration**

**Regional Integration Division**

**Ministry of Foreign Affairs, Regional Integration and International Trade**

**9<sup>th</sup> Floor, Newton Tower**

**Sir W. Newton Street**

**Port Louis, Mauritius**

and be sent by email on [mofarc@intnet.mu](mailto:mofarc@intnet.mu) at latest by **Wednesday 30 May 2018 at 14:30 hours**.

Applications sent directly to the SADC Secretariat will not be considered. Only Candidates shortlisted by the SADC Secretariat will be called for interview.

Details about the job description and application form are available on the websites of the Ministry (<http://foreign.govmu.org>) and the SADC Secretariat (<http://www.sadc.int>).

**Ministry of Foreign Affairs,  
Regional Integration and  
International Trade  
14 May 2018**