

VACANCIES AT THE SADC SECRETARIAT

The following posts are vacant at the SADC Secretariat, in Gaborone, Botswana, except, where otherwise specified:

1. Re-Advert - Senior Programme Officer – Transport
2. Senior Programme Officer Natural Resources and Wildlife
3. Senior Officer – Development and Performance Management
4. Senior Officer Politics and Diplomacy
5. Re-Advert - Senior Programme Officer – Documentation and Information Based SPGRC, **Zambia**
6. Programme Officer - Science, Technology and Innovation
7. Officer – Policy and Doctrine
8. Systems Super User
9. Human Resources Officer (Remuneration & Admin Officer)
10. Translator – French
11. Translator – Portuguese
12. ICT Network Officer
13. Re-Advert - Programme Officer – Industrial Policy
14. Re-Advert - Programme Officer – Seasonal and Climate Forecaster (Climate Services Centre)
15. Re-Advert - Communication Officer – Internal
16. Re-Advert - Programme Officer – Fiscal
17. Re-Advert - Officer – Meetings Management and Logistics
18. Re-Advert - Programme Officer - Climate Diagnosis and Monitoring (Climate Services Centre)
19. Re-Advert - Programme Officer - Gender Mainstreaming
20. Re-Advert - Programme Officer – Regional Trade
21. Re-Advert - Legal Counsel
22. Internal Auditor

The age limit for applications is 50 years. Interested candidates are requested to send **two** sets of their applications, in both hard and soft copy, by **Friday 13 November 2020, 14:00 hours**, to:

Ag. Director Cooperation

Regional Integration Division

Ministry of Foreign Affairs, Regional Integration and International Trade

9th Floor, Newton Tower,

Sir William Newton Street

Port Louis

Email address : mofarc@govmu.org

The Applications should include the following:

- (i) Duly signed 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 Curriculum Vitae; and
- (iv) Certified copies of Degree(s), Diploma(s) and Certificates.

(Uncertified copies of Certificates will not be accepted)

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 descriptions and application forms are available on the website of the Ministry (<http://foreign.govmu.org>) and the SADC Secretariat (<http://www.sadc.int>).

**Ministry of Foreign Affairs,
Regional Integration and International Trade
20 October 2020**