

## **VACANCIES AT THE SADC SECRETARIAT**

The following 19 posts are vacant at the SADC Secretariat, Gaborone, Botswana:

1. Director Industrial Development and Trade
2. Head of Gender
3. Head of ICT
4. Head Procurement Ex-Ante
5. Senior Programme Officer – Transport
6. Senior Programme Officer- Tourism
7. Senior Programme Officer – Meteorology
8. Senior Programme Officer – Standards and Quality/SQAM
9. Senior Officer Records
10. Programme Officer – HIV and AIDS
11. Procurement Officer
12. Planning and Budget Support Officer
13. Programme Officer – Food Security
14. Programme Officer – Investment
15. Systems Super user
16. Officer – Resource Mobilization
17. Officer Policy and Doctrine
18. Programme Officer – Policy and Market Development
19. Programme Officer- Boundless Southern Africa

Interested candidates are requested to send their applications **only in soft copy** (word format) by **Friday 28 October 2022, 14:00 hours** to:

**Director Cooperation**

**Regional Integration Division**

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

Email address : [mofarc@govmu.org](mailto:mofarc@govmu.org)

The Applications should include the following:

- (i) 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-pages updated Curriculum Vitae; and
- (iv) Certified copies of Degree(s), Diploma(s) and Certificate(s).

**(Uncertified copies of Certificates will not be accepted)**

Certified copies imply that photocopies of the original documents should be stamped as true copies of the originals by a Government Authority, Notary or any independent Authority.

**The age limit of the candidate is 52 years.**

Applications sent directly to the SADC Secretariat will not be considered. Only qualified candidates who will be considered for interview will be contacted by the SADC Secretariat.

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

**Ministry of Foreign Affairs  
Regional Integration and International Trade  
18 October 2022**