



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

VACANCY ANNOUNCEMENT

The Southern Africa Development Community Secretariat (SADC) is seeking to recruit highly motivated and experienced professionals who are citizens of Member States of the SADC to fill the following regional positions to its Organization Structure.

1. Director Industrial Development and Trade - Job Grade 2

Purpose of the job:

Responsible for senior level decision making, day to day management and strategic direction to the industrial development and trade cluster of the Secretariat, in line with the RISDP.

Duties and Responsibilities

Strategic Leadership

- Oversee the formulation, review and implementation of relevant policies, strategies, rules, regulations, systems and procedures for the directorate
- Identify and recommend specifications for review, installation and implementation of computerised systems
- Oversee the development of plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals
- Provide expert guidance and advice in the Industrial development and trade focal area including standards and quality, with regard to the following:
 - Development and review of relevant sections in the RISDP
 - Development, review and monitoring adoption of protocols in Member States
 - Development, review, alignment / harmonisation, and implementation of policies, strategies, regulations, standards etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programmes
 - Data and information collection, sharing and dissemination, analysis and reporting
 - Production of documents and reports for circulation to SADC Institutions and Policy Organ
 - Promotion of the work of SADC in regional and international forums

- Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business
- Ensure effective stakeholder relations with key partners (such as SNCs, ICPs, etc.) and other external stakeholders
- Analyse problematic situations and provide solutions to ensure efficiency, effectiveness and growth at directorate level
- Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements
- Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate strategy
- Ensure that audit recommendations for the directorate are duly implemented
- Act as Secretary to any relevant internal committee or working group as required
- Contribute to the following activities, as part of the Senior Management Team:
 - Establish overall goals, strategies, plans and objectives for the Secretariat, which are consistent with the mandate of the SADC region
 - Ensure implementation of organisational plans and monitor achievements against targets
 - Determine, provide, maintain and re-evaluate the resources and institutional infrastructure necessary to carry out the activities of the organisation.
- Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices.
- Undertake any other duties as delegated by the Deputy Executive Secretary Regional Integration and the Executive Secretary.

People Management

- Hold regular liaison meetings of the directorate
- Build, lead and motivate subordinates to advance into a high performing team
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building positive and compelling workplace and team culture within the directorate
- Be responsible for recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate

Position Requirements

Qualifications

At least a Masters in Industrial Development, Trade, Commerce, Economics or any other related area from a recognised institution, a PhD will be added advantage

Specialised Knowledge

- Leadership and Management
- Knowledge of integrated programme planning, budgeting, development, administration and monitoring processes and systems
- Proficient in the use of computers and computer software relevant to the position

Professional Certification:

- Advanced training in trade / industrial sector policy, development, promotion, regulation etc.
- Certification in standards and quality.

Experience

- At least 15-20 years of work experience in the public or private sector in industrial development and/or trade policy and planning, programme development, coordination and implementation.
- This includes 5 years in a senior management position, with experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel.

Skills Requirements

- Communication and presentation skills
- Management skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategic planning skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused

- Decisive
- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Demonstrated ability to work across disciplines/sectors
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

2. Head of Gender – Job Grade 3

Primary Purpose of the Job

- Coordinate, facilitate and monitor gender mainstreaming activities in order to achieve gender equality and equity within the SADC region
- Coordinate, facilitate and monitor the implementation of women empowerment programmes and programmes dealing with Gender Based Violence in the SADC region
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer.

Duties and Responsibilities

Research and Information Dissemination

- Manage documentation and sharing of knowledge about current and emerging gender mainstreaming and gender based violence related concerns and trends, evaluates programmes, documents lessons learned, best practices as well as replicable strategies and approaches in the SADC Region.
- Promote evidence-based programming by regularly facilitating collection of data and information on sector status/profile in Member States, using primary and secondary research techniques
- Identify priority areas, commission studies, and use the findings to feed into the planning process.
- Coordinate the development and maintenance of a regional database on Gender, and a directory of gender networks in the region
- Facilitate the production of the biennial SADC Gender and Development Monitor

- Manage dissemination of information and data through the SADC website, reports to SADC Institutions or through monthly electronic bulletin on developments in gender related issues affecting the region.

Policy Alignment

- Commission and coordinate research/studies to identify the policy gaps in relation to gender in the region
- Coordinate efforts and initiatives for the alignment of gender policies within SADC
- Facilitate review of constitutions of Member States
- Facilitate the implementation of gender policies by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit.

Planning, Programming and Implementation

- Coordinate the development and review of a plan of action to address issues of gender inequality in the region
- Facilitate the adoption of the plan by various policy structures
- Facilitate the conduct of capacity building programmes in the region
- Develop and coordinate programmes that mainstream gender issues through the implementation of gender-sensitive programmes
- Support resource mobilisation for programme implementation as and when required by PPRM

Develop and coordinate women empowerment programmes within SADC

- Develop framework and guidelines for empowerment of women
- Facilitate the development and implementation of regional capacity building programs for women
- Facilitate the development and implementation of the Regional Multi-Dimensional Women Economic Empowerment Program
- Develop a methodology for assessing the gender impact of trade policies
- Facilitate and coordinate the Women in Business Trade Fairs
- Facilitate the Implementation of the SADC Guidelines on Gender
- Responsive Budgeting

Develop and coordinate programmes to deal with Gender Based Violence

- Establish and maintain institutional support mechanisms to deal with Gender Based Violence
- Facilitate the implementation, monitoring, evaluation and reporting of the UN CSW Resolution 60/2 on Women, the Girl Child and HIV, and other relevant global and regional frameworks, in the SADC region
- Document effective practices and facilitate sharing of experiences of Member States on the implementation of the recommendations

- UN Secretary General's Task Force on Women, Girls and HIV and AIDS, and other relevant decisions made at SADC level
- Facilitate legislative reforms to address gender based violence

Strengthen the monitoring system

- Customise the African Gender Development Index (AGDI) for the SADC sub region
- Train key SADC structures in the AGDI usage
- Develop and agree on indicators, systems and criteria for M&E
- Facilitate the operations of the established Regional Gender Advisory Committee (RGAC)
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of projects by the Member States
- Monitor and evaluate SADC gender commitments, progress of implementation of programmes/projects and their impact
- Collect and synthesise national reports; and prepare relevant summary reports for submission to SADC policy structures
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Liaise with Programme Directorates for mainstreaming of Gender in programmes at the Secretariat and key sector levels
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Networking

- Establish formal contacts with regional gender advocacy groups and promote partnerships and collaboration with other key stakeholders in the implementation of the SADC Gender programmes
 - Develop networks with key regional and international stakeholders for (a) sharing of information on the implementation of gender programmes, and (b) soliciting inputs and resources for programme implementation
 - Participate in the mobilisation of internal and external resources for the financing of the SADC Gender Programmes

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC gender programme

- Organise strategic dialogue on key policy issues with stakeholders in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Gender Agenda in these forums
- Work closely with Communication and Public Relations unit to promote Gender programme portfolio, pipeline, specific projects and programme impact
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Head

Qualifications and Experience

Education

At least a Master's Degree in Social Sciences/Development/Gender from a recognised institution.

Specialised knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Gender
- Proficient in the use of computers and computer software relevant to the position relevant to the position

Experience

- At least 10-15 years of similar gender experience within a public or private sector, regional or international organization
- This includes a minimum of 4 years in a line management position.

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills

- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skill

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Demonstrated ability to work across disciplines/sectors
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

3. Head of ICT (Re-advertisement) – Job Grade 3

Purpose of the job:

- Responsible to harness ICT to support the objectives and effective and efficient operation of the SADC Secretariat
- Manage the efforts and performance of the team

Duties and Responsibilities

Management of information systems and provision of IT support

- Lead the long term planning for ICT use in the Secretariat, and ensure implementation of the ICT plans and programmes to support its operation.
- Ascertain that all ICT network infrastructure, services and applications are operational
- Ensure that IT needs of users are identified and transmitted to developers, and that appropriate systems are implemented
- Supervise the development of IT systems
- Manage the IT architecture of the organisation
- Guide the development of the asset replacement plan for ICT
- Monitor systems utilisation and recommend relevant corrective measures
- Supervise the drafting of tender documents for sub-contracting services and oversee the procurement process to hire IT contractors
- Manage IT projects and outsourced IT providers and ensure compliance with terms of the service level agreements
- Oversee on-going maintenance and support of networks and services, databases and information systems
- Provide guidance to IT staff regarding solutions to address hardware and software related problems
- Coordinate the provision of end user training
- Direct development and implementation of IT security practices/standards
- Lead the development and implementation of a IT disaster recovery plan
- Direct subordinates to maintain up-to-date and accurate inventory of technology hardware, software and resources
- Direct on-going update and upgrade of the Secretariat's website/portal
- Collaborate with auditors for audit of information systems
- Advise or work with Programme directorates in the implementation of ICT related projects for socio-economic development and regional integration

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and
- delegating tasks, and (d) recruiting, training, developing,

- supporting, supervising, mentoring, motivating and appraising staff
- Research and adopt best practices in own area of work, and
- maintain high level of knowledge in order to effectively undertake
- the duties of the post
- Undertake any other duties as delegated by the Head

Position Requirements

Qualifications

At least a Master's Degree in a computer-related field (computer science, information technology) from a recognised institution

Professional Certification:

- Professional certification in IT governance
- Professional certification in project/programme management.
- Professional certification in IT Service management (desirable)

Specialised Knowledge

- Knowledge of the IT governance, IT Service management,
- project/programme management and Enterprise resource planning (ERP) systems.

Experience

At least 10-15 years' post-graduate work experience in IT, preferably within a public or private sector, regional or international organization. This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Team building skills

4. Head Procurement Ex-ante (Re-advertisement) - Job Grade 3

Purpose of the Job

- Responsible in undertaking quality assurance of the procurement process and related documentation (as the name suggests, audit before an event) in line with established procedures (SADC Procurement and Grants Policy and Guidelines) whilst ensuring efficiency and effectiveness. transparency, fairness, accountability, ethical standards and promoting competition.
- Supervise the work of the team falling under this position

Duties and Responsibilities

- Provide procurement advice and guidance on all aspects of the procurement function
- Plan and monitor quality of work output, reviewing all procurements prior to execution for appropriateness, completeness and accuracy
- Ensure that all solicitation documents prepared by the procurement unit are compliant with the Secretariat procurement policy and guidelines
- Participate in the formulation / revision of procurement strategy, policy, procedures and regulations, and plans
- Independent review of advice provided by the tender committees on the tender process to the Executive Secretary
- Provide adequate procurement support in any appeal processes made by suppliers
- Deliver on job training for user departments in procurement techniques, processes and systems
- Assist in the development Technical Specifications and Terms of Reference, and review them for compliance with the SADC procurement policies and guidelines and best practices
- Ensure that all contractual documents have been reviewed by the Finance and Legal Services before they are sent for execution
- Assist and provide support to the Director of Internal Audit Risk Management during Ex post audit
- Support Procurement Unit during the Ex Post Audit
- Review the eligibility, qualification, evaluation and award criteria for compliance with the procurement procedures
- Participate in Tender Evaluations as Observer in order to ensure compliance with rules and procedures.

Management of the unit

- Schedule work, allocate and delegate tasks to subordinates
- Supervise the subordinates and their work, and appraise their job performance
- Provide advice and guidance as and when required to subordinates
- Provide quality services as per service level agreements
- Prepare progress reports for the Executive Secretary, as and when required
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

- Undertake any other duties as delegated by the Executive Secretary

Position Requirements

Qualifications

- At least Masters in Procurement or related field from a recognized institution

Professional Certification

- Procurement management or
- Certified Procurement Professional

Specialised knowledge

- Seasoned knowledge and specialized command of all major facets of procurement policies and practices as applied across a wide range of technical sectors
- Procurement audit principles, practices and techniques
- Proficient in the use of computers and computer software relevant to the position

Experience:

- At least 10 years of experience in a similar position conducting procurement in a large organisation either in public sector or regional organization
- Experience in drafting and revising procurement policies and guidelines for large organisations
- Experience in procurement audit will be an added advantage
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills

Competency Requirements

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations

- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

5. Senior Programme Officer – Transport – Job Grade 4

Purpose of the job:

- Facilitate and coordinate the development, implementation and M&E of policies and programmes in support of Regional Integration so as to ensure the availability and universal access to sufficient, integrated, efficient, and cost effective transport infrastructure systems as well as the provision of sustainable services in the region.
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer.

Duties and Responsibilities

Policy Development and Harmonization

- Commission and coordinate research/studies to identify transport strategy, policy and regulatory gaps in the region
- Coordinate the development, strengthening and harmonization of transport strategies, policies, regulations, standards and systems
- Coordinate the approval and adoption of the transport strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the transport strategies, policies, regulations, standards and systems by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit

Research and Information Dissemination

- Manage the collection of information and data relevant to this focal area
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process
- Coordinate the development and maintenance of a centralized database on this focal area

- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions to foster regional cooperation and integration, and to facilitate inter-connectivity
- Coordinate the development of long-term, medium and short strategic plans/programme of Action, i.e. Regional Infrastructure Development Master Plan (RIDMP), Regional Corridor Strategic Plans etc.
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the transport infrastructure sector
- Facilitate and coordinate implementation of capacity building for the design, development, implementation, maintenance and operations of regional transport infrastructure networks, programmes and projects in Member States; monitor and evaluate the success of the interventions
- Develop projects/programmes to implement the Strategic Plan
- Support resource mobilisation for programme implementation as and when required by the Directorate of Policy Planning and Resource Mobilisation (PPRM)
- Undertake steps to promote and strengthen Public-Private Partnerships for transport infrastructure development, funding and operations.

Programme Implementation

- Coordinate transport infrastructure project preparation to ensure availability of bankable projects
- Facilitate implementation of the transport infrastructure related programmes/projects aimed at:
 - The development, construction, maintenance and rehabilitation of regional transport infrastructure networks along the regional corridors
 - The establishment and/or strengthening of regional institutions and frameworks for coordination of transport infrastructure and services
- Manage project staff and consultancies
- Develop and agree on indicators and criteria in line with SADC M&E system for monitoring the implementation of transport projects by the Member States
- Monitor implementation of transport programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share transport programme impact and lessons

- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross cutting implications / linkages with other programme units in the Secretariat.

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC Regional Transport Infrastructure programme

- Organise strategic dialogue on key policy issues with stakeholder's in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Transport Infrastructure Agenda in these forums
- Work closely with Communication and Public Relations unit to promote the regional transport infrastructure programme portfolio, pipeline, specific projects and programme impact.

Management of the unit

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in formulation of the Corporate Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Head
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive workplace and team culture, and a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff

- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Undertake any other duties as delegated by the Director Infrastructure.

Position Requirements

Qualifications

At least a Master's Degree in Transport Economics/Engineering/Planning from a recognised institution.

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Transport
- Proficient in the use of computers and computer software relevant to the Position.

Experience

- At least 10-15 years of similar experience in transport infrastructure within a public or private sector, regional or international organisation
- This includes a minimum of 4 years in a line management position.

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations

6. Senior Programme Officer – Tourism – Job Grade 4

Main purpose of the job

Under the supervision of the Director Food, Agriculture and Natural Resources the incumbent will facilitate and coordinate the development, implementation and Monitoring of policies, strategies and programmes to ensure equitable, balanced, complimentary development of tourism industry in the region and to promote environmentally and socially sustainable tourism based on sound management practices.

Duties and Responsibilities

- Facilitating the implementation of Protocol on Development of Tourism;
- Facilitating implementation of regional strategies and programmes on tourism development in the region such as RIDMP, RISDP and the SADC Transfrontier Conservation Area (TFCA) programme, particularly component 7 or the SADC TFCA Programme i.e. Development of TFCAs into marketable regional tourism products;
- Facilitating harmonization of regional policies, strategies and/or rules regarding cross-border operations and trade in support of liberalization of exchange control regulations;
- Promoting the development of cross border tourism activities as a means of fostering regional and socio-economic development;
- Facilitating removal of barriers to cross-border travel and operations;
- Facilitating development of policies and strategies that promote favorable investment climate for tourism within the region for both public and private sectors including small and medium scale tourism establishment;
- Promoting equitable private sector and community partnerships in tourism development;

- Facilitating improvement of tourism service and infrastructure in order to foster a vibrant tourism industry;
- Facilitating the setting of research priorities and policies on tourism development in order to develop sustainable tourism across the region;
- Assessing, monitoring and reporting on the implementation of programmes for sustainable tourism development;
- Engaging and strengthen Centres of Excellence for the purpose of ensuring complementarity of tourism training institutions in the region;
- Collaboration with the SADC Business Council in supporting SADC Tourism Private Sector Forum to deliver against its mission of developing effective and impactful tourism initiatives in the region in order to make Southern Africa a regional destination of choice by 2030.
- Coordinating the development of a Private Sector lead promotional and marketing arm of the SADC tourism sector;
- Preparing documentation for relevant official SADC meetings (technical Committees, Council, Summit etc.) and technical papers for discussion and /or publication; and
- Coordinating resource mobilization efforts
- Supporting the SADC Tourism Reputation and Policy Harmonisation Partnerships Working Group, responsible for overseeing implementation of the Image Management and Institutional Strengthening Programme to deliver its mandate as guided by the Member States and Preparing documentation for the working group meetings and technical papers for discussion and /or publication;

Senior Programme Officer Tourism will serve as the overall head of unit to be responsible for the coordinating the functions of the unit and providing technical guidance on issues of Tourism Development.

Qualifications

At least a Masters Degree in Tourism Development, Marketing, Tourism Economics, Business Administration or a related field from a recognized institution.

Experience

- At least 10-15 years of experience in a senior tourism-related management position within a public or private sector, regional or international organization
- Experience in development of strategy, policy, business plans and programme formulation and implementation
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations

7. Senior Programme Officer – Meteorology - Job Grade 4

Purpose of the job

Under the supervision of the Director Infrastructure the incumbent will facilitate and coordinate the development, implementation and M&E of policies and programmes in support of weather and climate change in the region and manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer.

Duties and Responsibilities

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify meteorology policy and regulatory gaps in the region
- Coordinate the development, strengthening and harmonisation of meteorology policies and regulations
- Coordinate the approval and adoption of the Meteorology policies and regulations by the SADC Structures
- Facilitate the implementation of the Meteorology policies and regulations by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit

Research and Information Dissemination

- Supervise data collection relevant to this focal area, using primary and secondary research techniques
- Identify research priority areas, commission research on these areas, and use the findings to feed into the planning process
- Coordinate the development and maintenance of a database / observatory on this specific focal area
- Supervise publication of research/data and dissemination on the SADC website, through media or through reports to SADC Institutions

Strategic Planning, Programming and Implementation

- Identify key areas of interventions to foster regional cooperation and integration in matters of weather and meteorology
- Coordinate the development of long-term, medium and short strategic plans/programme of action for the sector
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the weather and meteorology sector
- Facilitate and coordinate implementation of capacity building of National Meteorological and/or Hydrological Services (NMHS) and users of climate information and prediction services in SADC Member States; monitor and evaluate the success of the interventions
- Coordinate the development of technical guidelines on weather and meteorology, and share with relevant practitioners in Member States
- Develop relevant projects/programmes to implement the Strategic Plan, and facilitate their implementation

- Facilitate the setting up and strengthening of Regional and National Climate Services, Regional Centres of Excellence for research and training in Meteorology etc.
- Develop and agree on indicators, systems and criteria for monitoring, and use these to monitor the implementation by the Member States
- Monitor implementation of programmes/projects and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes
- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat
- Liaise with Disaster Risk Reduction (DRR) as and when required, on disasters caused by weather and climate change

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Draft technical papers for discussion, dissemination and publication
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC programme on weather/climate change

- Organise strategic dialogue on key policy issues with stakeholders in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Transport Infrastructure Agenda in these forums
- Work closely with Communication and PR Unit to promote the regional Meteorology programme portfolio, pipeline, specific projects and programme impact

Management of the Unit

- Develop, update and implement processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation of the Organisational Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated budget to ensure optimal use
- Achieve the unit's mission, goals and objectives, and report progress to the Director
- Manage unit staff, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations for staff actions; motivate staff to achieve peak productivity and performance
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other functions as may be assigned

Position Requirements

Qualifications

At least a Masters in Meteorology or Climate Science from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for weather and climate change
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years similar experience in climate science research and/or applications
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills

- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

8. Senior Programme Officer – Standards and Quality - Job Grade 4

Purpose of the job

Facilitate and coordinate the development, implementation and M&E of standards and quality policies, strategies and programmes aimed at achieving a globally competitive, productive and high quality sectors that will contribute to sustainable socio-economic development, alleviation of poverty and improvement of the standard and quality of life throughout the SADC Region.

Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer.

Policy Development and Harmonisation

- Commission and coordinate research/studies to identify strategy, policy and regulatory gaps in technical standards, regulations and quality infrastructure across Member States
- Coordinate the development, strengthening and harmonisation of the technical standards, regulations and quality infrastructure
- Coordinate the approval and adoption of the technical standards and regulations by the SADC Structures
- Facilitate the implementation of the technical standards and regulations by Member States
- Coordinate the development, review and monitoring of the implementation/ domestication of the TBT and SPS Annexes of the SADC Protocol on Trade

Research and Information Dissemination

- Supervise data collection relevant to technical standards, regulations and quality infrastructure in the region, using primary and secondary research techniques
- Identify research priority areas, commission research on these areas, and use the findings to feed into the planning process
- Coordinate the development and maintenance of a database / observatory on this specific focal area
- Supervise publication of research/data and dissemination on the SADC website, through media or through reports to SADC Institutions

Strategic Planning and Programming

- Identify key areas of interventions needed and develop specific interventions to assist better implementation in Member States
- Coordinate the development of long-term, medium and short strategic plans aligned to the RISDP
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual Business Plan for the sector
- Facilitate the development and strengthening of regional projects/ programmes for the development of infrastructures for quality and productivity in the SADC region
- Solicit funding for programme and project implementation

Programme Implementation

Facilitate implementation of regional SQAM programmes/projects linked to the SPS and TBT Annexes of the SADC Protocol on Trade

Facilitate capacity building in Member States:

- Capacity building of Accreditation Experts on accreditation standards
- Implementation of capacity building and training programmes in Technical and managerial skills of standards and quality officials
- Exchange of professional and technical information and transfer of expertise among Member States

- Work with the SQAM personnel and trade officials in Member States to help them identify needs in WTO-technical barriers to Trade Agreement implementation, and advise them on how to address these effectively
- Promote and strengthen cooperation and collaboration with other SADC sectors and international organisations dealing in matters or having shared interest on SQAM and Technical barriers to Trade (TBT) issues
 - Identify issues from international bodies (ISO, ILAC etc.) plenary meetings
 - Arrange consultative workshops/seminars on new issues as necessary
 - Follow up on regional and international issues affecting SQAM programme and TBT Agreement

- Coordinate activities aimed at developing and negotiating a SADC Technical Regulation Framework
- Provide SPS/TBT related support towards the implementation of the Industrialisation Strategy and Roadmap
- Follow up on regional and international issues and developments affecting the implementation of the SQAM programme and the TBT Agreement
- Manage project staff and consultancies
- Develop and agree on indicators, systems and criteria for monitoring, and use these to monitor the implementation by the Member States
- Monitor implementation of the SQAM programme and the TBT Agreement, and evaluate their impact
- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Identify and build relationships with external stakeholders (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Gender, HIV/AIDS, Poverty, ICT, STI etc.) into own programmes

- Ensure joint / synergised planning and programming for programmes that have cross-cutting implications / linkages with other programme units in the Secretariat

Servicing of SADC Standardisation, Quality Assurance, Accreditation & Metrology Expert Group (SQAMEG) meetings, conferences, workshops, seminars

- Draft technical papers for discussion, dissemination and publication
- Liaise with Conference Services unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

Representation and Promotion of SADC programme

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Agenda for SQAM in these forums
- Work closely with Communication and PR Unit to promote the programme portfolio, pipeline, specific projects and programme impact

Management of the Unit

- Develop, update and implement processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation of the Organisational Strategy
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated budget to ensure optimal use
- Achieve the unit's mission, goals and objectives, and report progress to the Director and DES-RI
- Manage unit staff, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations for staff actions; motivate staff to achieve peak productivity and performance
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other functions as may be assigned by the Director/DES-RI

Education

- At least a Masters in Natural Sciences or related technical field from a recognised institution

Professional Certification

Certification in TBT / SPS

Specialised knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring in SQAM
- Knowledge of SPS and TBT
- Knowledge of trade and trade related issues
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years' experience in SQAM related areas within a public sector or a regional organization
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused

- Decisive
- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

9. Senior Officer - Records - Job Grade 4

Purpose of the job:

- Be responsible for the effective and appropriate management of the organisation's records from their creation through to their eventual disposal.
- Manage the efforts and performance of the team

Duties and Responsibilities

Records Management

- Ensure access to institutional records (electronic and/or paper-based), and ascertain quick response to internal and/or external information enquiries
- Guide the development and implementation of file classification scheme; and maintain these to meet administrative, legal and financial requirements
- Supervise the storing, arranging, indexing and classifying of records
- Devise and ensure the implementation of retention and disposal schedules
- Advise the Secretariat on proper use, conservation and preservation of records; control the number of records created and stored, and identify which records are to be preserved and which should be destroyed
- Guide the formulation of Records Management policies and procedures relating to proper care and preservation of current and semi current records
- Supervise research on and analysis of the information needs of the Secretariat, and develop procedures to meet those needs
- Direct the conduct of audits of information created and stored within the Secretariat

- Lead assessments into the effectiveness and relevance of filing systems, methods, standards and procedures
- Manage the changeover from manual/paper to electronic records, and coordinate the development and implementation of a records management system as and when it arises
- Liaise with the ICT unit for the development, implementation and review and support training of an Electronic Document Management System (EDMS)
- Resolve problems and challenges with records management; design and coordinate the implementation of records management disaster plan
- Determine the appropriate layout of the records management section
- Coordinate the Secretariat's response to information requests from external stakeholders

Leadership

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation and development of the Organisational Strategy for the Secretariat
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis
- Manage the delegated unit budget to ensure optimal use
- Achieve the mission, goals and objectives of the unit, and report progress to the Director and the Deputy ES
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

People Management within the unit

- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive and compelling workplace and team culture
- Maintain a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Undertake any other duties as delegated by the Director or the Deputy ES

Position Requirements

Education

At least a Masters in Records Management or related field from a recognised institution.

Specialised knowledge

- Knowledge of records / information / document management rules, regulations, principles and procedures
- Knowledge of different filing systems
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10-15 years professional experience in records management, preferably in a public sector or regional organisation
- Minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive

- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

10. Programme Officer - HIV and AIDS – Job Grade 6

Purpose of the job:

Support the Senior Programme Officer in facilitating and coordinating the development, review, implementation and monitoring of the HIV and AIDS agenda of the SADC.

Duties and Responsibilities

Provide effective support to the Senior Programme Officer on research and dissemination of HIV and AIDS information:

- Collate data and information relevant to the SADC HIV and AIDS programme of action, using primary and secondary research techniques
- Co-ordinate research projects to enhance SADC's response to the HIV and AIDS epidemic
- Analyse data and information from research commissioned on HIV and AIDS issues in the region
- Keep regional database on HIV and AIDS up to date
- Organise and coordinate the sharing of technical information and resources in HIV and AIDS among Member States and partners in SADC
- Prepare data for publishing on the SADC website and other forms of media
- Prepare regional annual report on the implementation of the SADC HIV, TB, Malaria, SRH Integrated Programs Strategy

Provide effective support to the Senior Programme Officer to facilitate and coordinate the:

- Implementation of approved policies and strategic frameworks
- Harmonisation of policies, strategies, regulations and standards
- Review, development and monitoring of protocol on HIV and AIDS

- Implementation of capacity building interventions for effective HIV and AIDS programming, planning and management
- Development, review and implementation of strategies and plans
- Harmonisation of integrated responses on HIV and AIDS
- Mobilisation of sustainable and scaled up multi-sectoral responses

Provide technical and administrative support to the Senior Programme Officer during programme / project implementation:

- Drafting of papers, concept notes, minutes of meetings, annotated agendas etc.
- Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
- Organisation of relevant Technical & Policy Meetings & Workshops
- Engagement with or presentations to various stakeholders / audiences on relevant sector issues
- Procurement of consultancies and supervision of consultants
- Monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
- Mainstream any cross cutting issues (e.g. gender and poverty) in the programmes of the unit
- Integrate cross cutting issues in all programme documents
- Facilitate the participation relevant stakeholders on these cross cutting issues in the key discussion meetings and workshops
- Monitor and draft a report on the extent of mainstreaming
- Maintain effective contact with Member States in all programme related matters for the sector
- Liaise with other programme directorates, as and when there is a need for joint /synergised programme implementation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

At least a Masters Degree in Sciences or related technical field from a recognised institution

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for HIV and AIDS

- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years of similar experience within a public or private sector, regional or international organisation.

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to work well in a international, multi-cultural and highly political environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

11. Procurement Officer – Job Grade 6

Purpose of the job:

Under the overall Supervision of the Senior Procurement Officer the incumbent will undertake the procurement for goods and services in accordance with SADC procurement guidelines, regulations standards and procedures or other approved guidelines and procedures. Efficiently undertake the procurement process whilst ensuring fiduciary compliance, value for money, efficiency, transparency, fairness and accountability/ethical standards.

Main duties and responsibilities

- Carry out procurement in accordance with approved policy, regulations and process
- Participate in the formulation / revision of procurement strategy, policy, procedures and regulations, and plans
- Review the eligibility, qualification, evaluation and award criteria for compliance with the procurement procedures
- Participate in the end to end tender process: Advertise the procurement processes, prepare the solicitation documents, communicate and issue tender clarifications to applicants / bidders, notify bidders and applicants on the outcome of the evaluation processes and formulate supplier service agreements
- Establish and Maintain a Procurement and Contract Monitoring System
- Validate orders received and outstanding stock orders, analyse and reconcile reorder requests; liaise with appointed supplier's / service providers to ensure the timely and accurate completion of orders; and administer contract performance
- Monitor and evaluate performance of suppliers based on end user satisfaction
- Check and advise parties on their adherence with the contractual obligations
- Provide the adequate procurement support to Defender in the appeal processes
- Process purchase requisitions / orders within purchasing authority
- Liaise with Finance for payment of suppliers
- Liaise with and draft any official correspondence with contractors/suppliers
- Manage relationship with suppliers with a view to building win-win partnerships and relationships to ensure stock availability and continuity of services
- Draft Addenda/variation order to contracts/purchase order
- Prepare and consolidate annual estimates for goods and services and, develop and maintain standard stock lists
- Register and deregister the suppliers; maintain a Database of Approved Suppliers, Vet and accredit all Suppliers
- Advise award, modification, renewal and/or termination of contracts
- Prepare and maintain procurement records, and compile procurement reports and submit to the Senior Procurement Officer
- Supervise physical stocktaking and inventory control

- Monitor stock flows and discrepancies, and prepare report for Senior Procurement Officer
- Conduct prior and post-reviews on sample procurement contracts executed outside of Procurement unit
- Verify that all procurement cases subject to the Senior Officer Administration clearance are properly prepared and presented, and collaborate with the latter to ensure consistency in the procurement approach across the Secretariat
- Manage framework contracts for travel
- Serve as the point of contact for customers with the travel management company
- Liaise with Finance for payment of appointed travel providers as per framework contract agreement
- Provide consular services to staff travelling abroad; facilitate the process of applying for and obtaining exemption certificates and diplomatic identification for SADC Secretariat
- Monitor compliance with contract agreements, evaluate and report on the performance of the travel management company
- Compile regular procurement reports and submit to the Senior Procurement Officer; communicate with him/her any issues so that timely remedial measures can be taken
- Monitor competitive terms, conditions and contracting practices by suppliers, and build a database of potential suppliers; use the intelligence gathered to propose any changes that can be made to existing contracts when these are renewed / renegotiated by the Senior Procurement Officer
- Undertake all paperwork required for contract close-out, extension or renewal
- Management Staff under direct supervision
- Perform any other duties as may be assigned

Position requirements

Qualification

- At least a degree in Procurement or related field from a recognised institution
- Having a profession qualification in procurement will be an added advantage

Experience

- At least 7-10 years' practical experience in procurement
- Seasoned knowledge of procurement policies and practices

Other relevant skills required

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills

- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills

Competency Requirements

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

12. Planning and Budget Support Officer – Job Grade 6

Purpose of the job:

Under the overall supervision of the Director of Policy, Planning and Resource Mobilisation and direct supervision of the Senior Officer – Planning and Programming, the incumbent is responsible for providing planning and budget support to all SADC Secretariat Directorates and Units

Duties and Responsibilities

- Assist, support and advise all Directorates and Units to undertake the following:
 - Formulate Annual Operational Plans and Budgets that are informed by the RISDP, Sector Strategies and Policies, as well as Ministerial, Council, Ministerial Committee of the Organ (MCO) and Summit Decisions
 - Identify synergies and cross-cutting issues between Directorates and Units to inform the preparation of Annual Operational Plans

- Define Outputs and Key Performance Indicators (KPIs) in line with Result-Based Management (RBM) principles
- Estimate a realistic budget based on planned deliverables
- Create Annual Operational Plans and Budgets in the SADC Integrated Management System (SIMS)
- Perform budget adjustments and update Quarterly Work Plans in SIMS
- Work closely with approved Member States structures to improve the alignment of National Strategic Development Plans with SADC Regional priorities
- Prepare planning documents, policies, guidelines, templates and other tools to facilitate effective planning and budgeting by all Directorates and Units
- Train Directorates and Units on the preparation of Annual Corporate Plans, taking into account RISDP 2020-30 Outputs
- Ensure that all Directorates and Units comply with the approved planning and budgeting deadlines
- Provide input into the documents for the Planning and Budgeting Committee (PBC) meetings, participate in record taking during the meetings and implement the Committee's decisions
- Receive draft Annual Operational Plans and Budgets from all Directorates and Units and conduct quality assurance in conformance with Result-Based Management principles
- Consolidate Annual Operational Plans and Budgets from all Directorates and Units into Annual Corporate Plans for review and clearance by the Planning and Budgeting Committee and Management
- Support the Secretariat's efforts towards alignment between planning, budgeting, monitoring, evaluation and reporting in line with the provisions of the SPMER Policy
- Implement and update relevant Council and Summit Decisions, Audit Recommendations and Risk Action Plans
- Service relevant Statutory Meetings (e.g. Finance Sub-Committee, Finance Committee, Council)
- Research and adopt best practices in the area of planning and budget support, and maintain a high level of knowledge in order to effectively undertake the duties of the post
- Support the development and functioning of a community of practice on planning and budget support to bolster the Secretariat's capacity for evidence-based knowledge exchange, knowledge management and policy dialogue
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- At least a Masters in Economics or related technical field from a recognised institution

Professional Certification

- Certification in planning, programming and budgeting

Specialised Knowledge

- Knowledge of integrated programme planning, budgeting, development, administration, monitoring and evaluation processes and systems
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7-10 years' similar experience within a public sector or regional organisation

Skills Requirements

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

13. Programme Officer - Food Security – Job Grade 6

Purpose of the Job

Facilitate and coordinate policy, planning, programming and M&E work aimed at promoting food security and reducing vulnerability in the region

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
 - Facilitate and coordinate the following activities:
 - Development, strengthening and harmonisation of Food and Nutrition Security policies, strategies, regulations, and standards
 - Review, development and monitoring of protocol relevant to this focal area
 - Development, review and implementation of relevant strategies and plans
 - Development and implementation of programmes/projects aimed at
 - Reducing social and economic vulnerability
- Developing and coordinating long term resilience strategies
- Promoting and facilitating adaptive capacities for food and nutrition security
 - Sharing information/best practices on vulnerability and the food/nutrition security situation
- Resource mobilisation for programme implementation
 - Organisation of relevant Technical & Policy Meetings & Workshops
 - Procurement of consultancies and supervision of consultants
 - Monitoring and evaluation of the implementation of programmes and preparation of M&E reports
 - Promotion of the relevant SADC programme portfolio, pipeline, specific projects and programme impact
 - Prepare documentation for relevant official SADC meetings (technical Committees, Council, Summit etc.) and technical papers for discussion and /or publication
 - Stakeholder engagement and networking, and presentations on relevant issues pertaining to food security
 - Coordinate research, analysis (including Vulnerability Analysis and Assessment) and dissemination of information on the regional food vulnerability and early warning production:
 - Regularly collect data and information on status/profile in Member States, using primary and secondary research techniques
 - Co-ordinate research projects in the region
 - Analyse the data and information from the research commissioned
 - Regularly populate the regional database on food security
 - Prepare data for publishing on the SADC website and other forms of media
 - Mainstream cross cutting issues (e.g. Gender, HIV and AIDS, and poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops

- Monitor and draft a report on the extent of mainstreaming
- Maintain effective contact with Member States in all matters related to the food security programmes
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer.

Education

At least a Masters in Agriculture Economics or Agronomy or related technical field from a recognised institution

Specialised knowledge

Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for livestock production.
Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years' similar experience within a public sector or a regional organisation

Skills Requirements

- Communication skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details

- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

14. Programme Officer – Investment – Job Grade 6

Purpose of the job

- Facilitate implementation of the objectives of Annex 1 of the SADC Finance and Investment Protocol (FIP) and delivery of investment related action programmes
- Provide support to put into action the decisions and recommendations of the investment subcommittee.

Duties and Responsibilities

- Draft calendar of events for the year and maintain up to date
- Provide effective support to the Regional Action Program for Investment (RAPI) with a view to reduce barriers to investment and improve the SADC investment climate:
 - Work with the SPO Investment and Finance to facilitate implementation of current RAPI elements and to identify new RAPI elements
 - Report back to the investment subcommittee
 - Participate with SPO Investment and Finance in RAPI initiatives
- Facilitate and coordinate the harmonisation of investment policies across SADC Member States:
 - Work with the SPO Investment and Finance in collaboration with OECD to develop policy guidelines and checklists
 - Work with the SPO Investment and Finance to consult with Member States and facilitate adoption
 - Work with the SPO Investment and Finance to convene Investment Policy Framework review meetings
 - Work with the SPO Investment and Finance to facilitate and attend Investment Policy Framework initiatives
 - Liaise with SPO Macroeconomic Policies and Convergence; and PO Fiscal Policies on any tax related policies that affect investment.
- Facilitate and coordinate the implementation of initiatives for strengthening cooperation among SADC Investment Promotion Agencies (IPAs):
 - Work with SPO Investment and Finance to facilitate and convene annual IPA Forum
 - Oversee bi-annual IPA Peer Review

- Monitor agreed benchmarks for ease of doing business in the region
- Facilitate and attend IPA initiatives
- Coordinate and support the investment subcommittee meetings
 - Work with SPO Investment and Finance to convene SC Investment meetings and, provide administrative and secretarial services
 - Work with SPO Investment and Finance to support SC Investment initiatives
- Maintain and update the SADC Investment Regimes database
 - Update investment regimes database annually and post on Investment Portal
 - Regularly post investment related information on the Investment Portal
- Support research initiatives for finance and investment
 - Identify research needs
 - Compile terms of reference
 - Launch and oversee short term expertise studies and information briefs/papers
- Make presentations on the sector situation in the region to various stakeholders / audiences
- Procurement of consultancies and supervision of consultants
- Mainstream cross cutting issues (e.g. Gender, HIV / AIDS, poverty etc.) in own programmes
 - Integrate cross cutting issues in all programme documents
 - Invite relevant stakeholders on these cross cutting issues to participate in the key discussion meetings and workshops
 - Monitor and draft a report on the extent of mainstreaming
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
 - Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Position Requirements

Qualifications

At least a Masters Degree in economics, investment law, international economics or related technical field from a recognised institution

Specialised Knowledge

- Knowledge of the issues and processes involved in regional economic integration and investment climate/conditions, preferably in Southern Africa
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7 years of experience in at least one of the following: economic policy development, investment facilitation and promotion, investment law, regional integration
- Experience in an investment promotion agency would be an advantage

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

15. Systems Super User – Job Grade 6

Job Purpose

Responsible to provide support to finance officers in using the ERP system and implement adequate internal controls.

Duties and Responsibilities

User Support and Training

- Draft, maintain and make available system documentation, instructions and manuals for reference by users and provide training
- Provide timely first line support, on the job training and troubleshooting solutions on the systems to users with reported financial system issues.
- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

Reporting

- Assist users with information needs, handling data from the system to produce tailor made reports
- Assist users in continuously improving their business reporting and templates and attend to special information requests from management.
- Design and use analytical reports for supporting the decision making cycle.
- Validate data integrity for reporting
- Prepare mitigation reports and liaise with statutory auditors.

Analytical Support

- Review transactions log and report on any unusual user transactions
- Perform analytical control procedure on log of transactions
- Assist users to perform analytical review of accounting data and produce reports for management

Internal Control

- Understand internal controls which are system driven, work with solution provider to ensure these are embedded in the system
- Analyse and document financial control processes to enable integration and consolidation across key systems where possible.
- Implement adequate control procedures to maintain data integrity
- Continuously monitor the effectiveness of system controls, and maintain adequate security to ensure user cannot tamper with the configurations
- Review transactions logs as a back-up check to ensure system controls are operating as intended
- Review of finance systems audit trail, follow up with users and take corrective actions
- Implement auditor recommendation for improvements to system controls and liaise with solution provider accordingly
- Implement adequate system backup procedures on site and off site and participate in recovery.
- Development and maintenance of the current and historical finance data warehouse

Manage Access Rights

- Manage user access rights to the accounting modules, ensure alignment with user duties and no conflicting access right, timely activation, change or deactivation of access rights
- Develop and implement appropriate policies, procedures and templates for access rights control
- Make recommendations to management for better internal control
- Periodically extract user access rights report and submit to the Finance Director for review

System Development/Upgrade/Reconfiguration

- Discuss with users, identify information needs and define new functional system requirements to better serve users.
- Communicate requirements to solution provider
- Oversee all system upgrades/modifications, reconfiguration undertaken by the solution provider or new finance system implementation and data migration
- Perform user acceptance testing
- Review system performance and report to management and solution provider.

Position requirements

Qualifications

- At least a Degree in Computer Science, Information Technology or any related field from a recognised institution

Professional Certification

- Professional certification in ERP/Accounting Software

Specialised Knowledge

- Knowledge of Enterprise Resource Planning (ERP) system and accounting system and related modules
- Knowledge of accounting and related principles/concepts
- Knowledge of system controls

Skills Requirements

- Communication skills
- Interpersonal skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

16. Programme Officer – Resource Mobilization – Job Grade 6

Purpose of the job:

Under the overall supervision of the Director of Policy, Planning and Resource Mobilisation and direct supervision of the Senior Officer – Planning and Programming, the incumbent is responsible for mobilising funds for SADC programmes through the coordination of dialogue and fostering of partnerships with International Cooperating Partners (ICPs) and other donors.

Duties and Responsibilities;

Resource Mobilisation and ICP Support

- Coordinate the organisation of meetings with ICPs.
- Logistics planning and organisation for bilateral and courtesy meetings with ICPs
- Preparation of documentation for the SADC/ ICP meetings.
- Attendance to and facilitation of ICP conferences and meetings.
- Preparation of progress reviews of agreed action plans resulting from the meetings and discussions with ICPs.

- Preparation and presentation of reports and reviews on ICP coordination, resource mobilisation and development cooperation
- Coordinate the mobilisation of resources for funding of SADC programmes.
- Development of capacity building framework and training of SADC staff on resource mobilisation.
- Check compliance with the ICP policies and guidelines, rules and regulations, and signed commitments.
- Participate in negotiations with ICPs.
- Day to day liaison with ICPs.
- Coordinate development assistance to SADC.
- Maintenance and update of the SADC Donor matrix.
- Maintenance of the Development Cooperation Information System (DCIS).
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post.
- Perform any other duties as may be assigned by the supervising officer.

Position Requirements

Qualifications

- At least a Master's Degree in Economics or related technical field from a recognized institution

Professional Certification

- Certification in Programme Finance / Development Funding

Specialised Knowledge

- Knowledge of techniques and approaches for donor coordination
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7 -10 years of similar experience within a public or private sector, regional or international organisation

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines.
- Conceptual and practical thinking.
- Customer focused.
- Decisive.
- Demonstrate ability to work independently and largely unsupervised.
- Maintain confidentiality and respectful of sensitive situations.
- Methodical and organised, with a high level of attention to details.
- Organisational awareness with an understanding of how to engage the organisation to get things done.
- Professionalism and adherence to good work ethics.
- Question status quo / conventional approaches and encourage new ideas and innovations for progress.
- Resilience and personal drive, self-motivation.
- Results and performance driven.
- Team player.

17. Officer – Policy and Doctrine - (Re-advertisement) – Job Grade 6

Purpose of the Job

- To undertake the planning, development, and coordination of policy and doctrine matters related to SADC Regional Collective Defence. This includes but is not limited to regional defence policy and doctrinal development, review, harmonization, and rendering support to the planning of regional operations and exercises.
- Provide Strategic and Operational Information analysis related to regional and international conflict trends and indicators, as they may affect the SADC Region.
- Actively support and advise, through the SODAP, on Regional Collective Defence and security matters, including in the areas of current and emerging security threats; and ensure line liaison with other internal structures, such as the SADC Standby Force, SADC Regional Early Warning Centre (REWC) and other authorized external institutions as deemed necessary.

Duties and responsibilities:

- Plan and advise on programmes and activities related to Defence affairs, including confidence building measures;
- Advise on all Policy related issues pertaining to the ISDSC Statutory Standing Committees and Working Groups;
- Plan and coordinate all Military Information activities in the purview of Defence Affairs and Planning Unit, including in the area of Regional Collective Defence;

- Ensure collation and analysis of Military Information in possible areas of deployment within the SADC Region and beyond as they may affect the region;
- Liaison with internal units/entities within SADC, including the SADC Standby Force, Regional Early Warning Centre (REWC), etc and other authorised external agencies/institutions cooperating with SADC, especially in areas of strategic and operational military information;
- Assist in the preparation, coordination and review of policies, doctrine and procedures related to the planning and conduct of joint and multinational operations and/or exercises as well as collective Defence cooperation for the region;
- Assist the Senior Officer in organizing for engagement among regional stakeholders and in monitoring regional implementation of agreed policies related to joint and multinational exercises or operations;
- Assist in following up with relevant authorized partners, civil society stakeholders etc that contribute to the furtherance of the Inter-State Defense and Security Committee (ISDSC) objectives;
- Coordinate with key relevant internal actors such as the SADC Standby Force and Member States, as well as authorized external actors and/or institutions;
- Conduct periodic review of policies and procedures pertaining to the execution of regional defense and security affairs;
- Prepare periodic briefs and quarterly reports for sharing and updating key stakeholders, through the Senior Officer;
- Monitor implementation of sectoral functional plans and policies and produce periodic reports regarding Defense and security for onward dissemination to stakeholders through the Senior Officer;
- Initiate the development and review of Defense and Security Cooperation Programmes;
- Monitor the participation of regional defense forces in collective Defence, peace support and humanitarian operations;
- Update Defense Affairs and Planning Unit plans to ensure inclusion of the decisions and directives from the Inter State Defense and Security Committee (ISDSC);
- Advise and support the Senior Officer Defense Affairs and Planning on any policy-related matter requiring necessary intervention; and
- Perform any other relevant duties and responsibilities as may be assigned by the Senior Officer from time to time.

Position Requirements

Qualifications

- A Bachelor's Degree or equivalent

- Joint Senior Command and Staff Course (psc) or higher.

Specialised knowledge

- A serving military officer with the rank of Lieutenant Colonel or higher
- Experience in military information analysis and defence intelligence/security;
- Computer literacy, including working familiarity with basic computer application packages (Word, Excel, etc) a mandatory requirement;

Experience:

- Minimum seven (7) years' experience in the areas of Defence Policy, Doctrine and/or Planning, two (2) years of which at formation or higher military headquarter;

Skills Requirements

- Research, analytical and problem-solving skills
- Report writing skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Communication and presentation skills
- Interpersonal skills

Competency Requirements

- Ability to set priorities and complete tasks with minimum supervision to strict deadlines.
- Ability to take initiative, work well as a member of the team as well as having a flexible, friendly, co-operative personality, enabling the incumbent to work well in a multi-cultural and multinational environment
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Professionalism and adherence to good work ethics
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically
- Team player and ability to work with diverse teams

18. Programme Officer – Policy and Market Development – Job Grade 6

Main purpose of the job

Under the supervision of the Senior Programme Officer – Tourism the incumbent will be responsible for implementation of the strategies and activities of the SADC Tourism Programme affecting Tourism Services and Visitor Access, and specifically under Goals 1 (Stimulating visitor movement and flows to and within the region) and 4 (Improving quality of visitor experiences and satisfaction levels).

Duties and Responsibilities

- Facilitating the implementation of Protocol on Development of Tourism;
- Facilitate implementation of Strategy on Immigration and Harmonising of visas; Improving border posts Improving immigration services in collaboration of relevant clusters.
- Facilitating implementation of the Strategy on removal of barriers, improvement and harmonization of Air and Road Access, improving air access policies and practices, Harmonising tourism customs costs and requirements, improving priority tourism roads, Improving road and interpretative signage in collaboration with relevant clusters.
- Facilitating implementation of the Visitor Safety and Well-being strategies to enhance quality of visitor experiences and satisfaction levels.
- Facilitating awareness campaigns on the safety and health needs of travellers, initiating tourism anti-corruption drives and efficient visitor insurance systems in collaboration with the SADC Organ on Politics, Defence and Security and other relevant clusters.

- Strategy 4.2: Quality Improvement Programme Promoting harmonisation of facility and services standards, promoting regional tour guiding standardisation and mobility, Promoting expansion of Internet connectivity in the region
- Facilitating implementation of regional strategies and programmes on tourism development in the region such as RIDMP, RISDP and particularly strategic goals 1 and 4 of SADC Tourism Programme.
- Facilitating harmonization of regional policies, strategies and/or rules regarding cross-border operations and trade in support of liberalization of exchange control regulations;
- Facilitating development of policies and strategies that promote favorable investment climate for tourism within the region for both public and private sectors including small and medium scale tourism establishment;
- Promoting equitable private sector and community partnerships in tourism development;
- Facilitating improvement of tourism service and infrastructure in order to foster a vibrant tourism industry;

- Assessing, monitoring and reporting on the implementation of programmes for sustainable tourism development;
- Supporting the Tourism Access and Experience Working Group to deliver its mandate as guided by the Member States and Preparing documentation for the working group meetings and technical papers for discussion and /or publication;

The Programme Officer will work under the auspices of the Senior Programme Officer to support functions of the unit and providing technical and operational guidance as required by the exigency of the service.

Qualifications

At least a Masters Degree in Tourism Development, Marketing, Tourism Economics, Business Administration or a related field from a recognised institution

Experience

- At least 10-15 years of experience in a senior tourism-related management position within a public or private sector, regional or international organization
- Experience in development of strategy, policy, business plans and programme formulation and implementation
- Minimum of 4 years in a line management position

Skills Requirements

- Research, analytical and problem-solving skills
- Report writing skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Communication and presentation skills
- Interpersonal skills

Competency Requirements

- Ability to set priorities and complete tasks with minimum supervision to strict deadlines.
- Ability to take initiative, work well as a member of the team as well as having a flexible, friendly, co-operative personality, enabling the incumbent to work well in a multi-cultural and multinational environment
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Maintain confidentiality and is respectful of sensitive situations

- Methodical and organised, and able to look at the big picture without losing the attention to details
- Professionalism and adherence to good work ethics
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically
- Team player and ability to work with diverse teams

19. Programme Officer- Boundless Southern Africa – Job Grade 6

Main purpose of the job

Under the supervision of the Senior Programme Officer – Tourism the incumbent will be responsible for implementation of the activities of the SADC Tourism Programme and the Boundless Southern Africa (BSA) Programme mainly dealing with the development of Tourism in Trans frontier Conservation Areas (TFCAs) and aspects related to marketing tourism products and experiences and to position TFCAs as preferred tourist and investment destinations in the region.

Duties and Responsibilities

- Facilitating the implementation of Protocol on Development of Tourism;
- Facilitating implementation of regional strategies and programmes on tourism development in the region such as RIDMP and the SADC Transfrontier Conservation Area (TFCA) programme, particularly component 7 or the SADC TFCA Programme i.e. Development of TFCAs into marketable regional tourism products;
- Facilitating harmonization of regional policies, strategies and/or rules regarding cross-border operations and trade in support of liberalization of exchange control regulations;
- Facilitating and promoting use of TFCAs as a mechanism to foster cross-border cooperation in tourism development
- Promoting the development of cross border tourism activities as a means of fostering regional and socio-economic development;
- Facilitating removal of barriers to cross-border travel and operations;
- Facilitating development of policies and strategies that promote favorable investment climate for tourism within the region for both public and private sectors including small and medium scale tourism establishment;
- Promoting equitable private sector and community partnerships in tourism development;
- Facilitating improvement of tourism service and infrastructure in order to foster a vibrant tourism industry;

- Facilitating the setting of research priorities and policies on tourism development in order to develop sustainable tourism across the region;
- Assessing, monitoring and reporting on the implementation of programmes for sustainable tourism development;
- Facilitating development and implementation of the Fundraising Strategy and resource mobilization efforts for TFCAs.
- Facilitating development and implementation of Investment and Infrastructure Development Plans in order to increase investment in tourist related facilities and supporting infrastructure in TFCAs;
- Coordinating implementation of the marketing plan for TFCAs;
- Mobilizing political support and commitment from all participating countries for successful implementation of the strategy
- Providing administrative support to strategic business planning and processes and support the development and management of projects in TFCAs
- Providing regular updates of the Boundless Southern Africa investment catalogue
- Identifying funding mechanisms appropriate for small businesses, community based projects and new entrants
- Facilitating increasing number of cross-border events and provide technical support for the hosting such.
- Providing guidance to TFCA stakeholders in the identification, planning and implementation of increasing number of cross-border events and products
- Developing and implement a reporting mechanism for cross-border events that includes number of jobs created, training provided, public sector resources invested, media value generated, and partnerships established
- Implementation of investment promotion plan for TFCAs in order to increase investment in tourist related facilities thereby increasing the tourism potential of TFCAs.
- Supporting the SADC TFCA Tourism Working Group to deliver its mandate as guided by the Member States and Preparing documentation for the working group meetings and technical papers for discussion and /or publication;

Programme Officer BSA will be responsible for the facilitating implementation of the TFCAs programme and related strategies and providing technical guidance on issues of Tourism Investment and development of Cross- border products.

Qualifications

At least a Masters Degree in Tourism Development, Marketing, Tourism Economics, Business Administration or a related field from a recognised institution

Experience

- At least 10-15 years of experience in a senior tourism-related management position within a public or private sector, regional or international organization
- Experience in development of strategy, policy, business plans and programme formulation and implementation
- Minimum of 4 years in a line management position

Skills Requirements

- Research, analytical and problem-solving skills
- Report writing skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Communication and presentation skills
- Interpersonal skills

Competency Requirements

- Ability to set priorities and complete tasks with minimum supervision to strict deadlines.
- Ability to take initiative, work well as a member of the team as well as having a flexible, friendly, co-operative personality, enabling the incumbent to work well in a multi-cultural and multinational environment
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Professionalism and adherence to good work ethics
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically
- Team player and ability to work with diverse teams