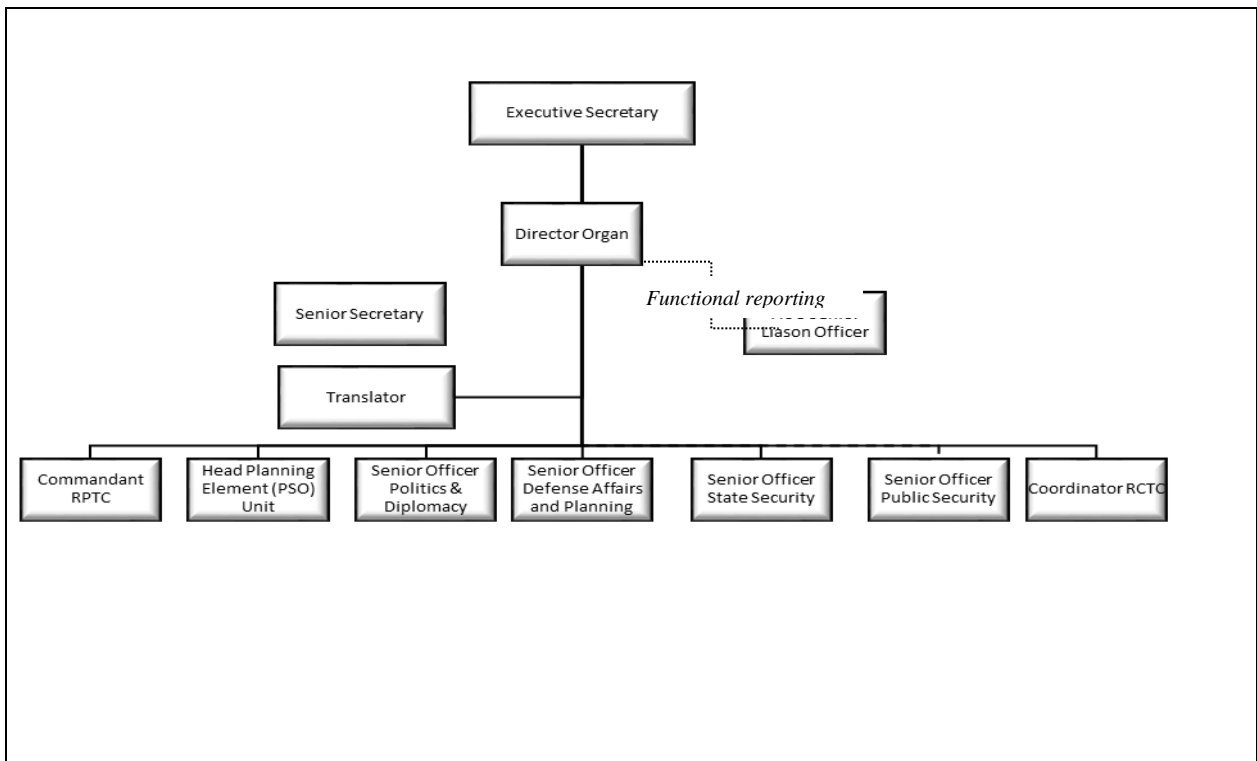




## Director Organ

Job Identification			
Job Title	Director	Organisation	SADC Secretariat
Job Code		Directorate	Organ
Grade		Division/Unit	
Profiling Date	<b>23 March 2022</b>	Station	Gaborone, Botswana
Reporting Structure			
Reports to:	Directly	Executive Secretary	
	Indirectly		
Supervises:	Directly	Commandant RPTC Coordinator RCTC Head Planning Element and the Chief of Staff Senior Officer Politics and Diplomacy Senior Officer Defence Affairs and Planning Senior Officer State Security ("Early Warning") Senior Officer Public Security Senior Officer Police / SARPCCO Senior Secretary	
	Indirectly	Staff of RPTC Staff of the Regional Counter Terrorism Center Staff of Planning Element Staff of Politics and Diplomacy Staff of Defence Affairs and Planning Staff of State Security/early warning Staff of Public Security Staff of Police / SARPCCO Staff of AUC Liaison Office	
Interacts:	Internally	Executive Secretary Deputy Executive Secretaries Other Directors All staff of the Secretariat	
	Externally	Member States SADC Institutions and Policy Organ Ministerial Committee of the Organ (MCO) Interstate Defence and Security Committee Inter-state, Politics and Diplomacy Committee SARPCCO / Interpol Africa Union and the United Nations ICPs Other regional organisations Non-State Actors	
Organisational Hierarchy of the Job			



**Primary Purpose of the Job**

Responsible for senior level decision making, day to day management and strategic direction to the peace and security function in the SADC region

**Duties and Responsibilities**

Strategic Leadership

Direct and lead the formulation, review and implementation of relevant, policies, strategies, rules, regulations, systems and procedures pertaining to the Organ on politics, defence and security

Identify and recommend specifications for review, installation and implementation of computerised systems

Lead the development of high quality plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals

Oversee the development, review and implementation of programmes, based on identified intervention areas and targets, as well as the regular monitoring and evaluation of the implementation of these programmes

Provide overall leadership in the delivery of the peace and security mandate of the Secretariat:

- Develop conflict prevention, management and resolution mechanism
- Develop and establish the regional peacekeeping capability
- Develop and manage the prevention of trafficking in drugs and humans
- Develop and manage schemes for the prevention of terrorism, mercenarism and non-proliferation of small arms and light weapons in the region
- Co-ordinate political, defence and security issues in liaison with the Office of the Chairperson of the Organ, the Troika and Member States;

*KPIs*

- Effectiveness of policies, strategies, processes and systems for use in the directorate
- Quality of strategic and technical guidance to the team
- Defence and security co-operation
- Political, economic and social integration
- Democracy and good governance
- Conflict and refugee free region
- Provide regional early warning on developments
- Conducive internal and external relationships.
- Meeting directorate targets and achievement of planned objectives
- Optimal budget utilisation
- Quality of secretarial support to the relevant

<p>as well as preparation of submissions on policies and programmes</p> <ul style="list-style-type: none"> <li>○ Preparation of documentation for official SADC meetings</li> <li>○ Coordinate the implementation of the SADC Protocol on politics, defence and security and the Strategic Indicative Plan for the Organ (SIPO)</li> <li>○ Ensure closer and effective coordination of SADC, AU Peace and Security Agenda and other relevant international organisations.</li> <li>○ Supervise and monitor the political, defence and security environment by liaising with international co-operating partners</li> <li>○ Evaluate relevant international developments with a view to determine their impact on the region propose appropriate SADC policies and strategies</li> <li>○ Ensure adequate funding of all programmes, projects and other activities under the Directorate</li> <li>○ Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business</li> <li>○ Build win-win partnerships and trust relationships with key partners and external stakeholders and act as a point of contact for important external stakeholders; engage with key stakeholders as and when required</li> <li>○ Analyse problematic situations and provide solutions to ensure efficiency, effectiveness and growth at directorate level</li> <li>○ Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements</li> <li>○ Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the strategy of the directorate</li> <li>○ Ensure that audit recommendations for the directorate are duly implemented</li> <li>○ Act as Secretary to any internal committee or working group as required</li> <li>○ Exercise approval authorities on all matters as per the "Delegation of Authority" document</li> <li>○ Contribute to the Senior Management Team of the Secretariat as follows:</li> <li>○ Establish overall goals, strategies, plans and objectives that are consistent with the policies of the organisation</li> <li>○ Ensure implementation of organisational plans and monitor achievements against targets</li> <li>○ Determine, provide, maintain and re-evaluate the resources and infrastructure necessary to carry out the activities of the organisation</li> <li>○ Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices</li> <li>○ Undertake any other duties as delegated by the Executive Secretary</li> </ul>	<p>Committees</p>
<p><u>People Management</u></p> <p>Hold regular liaison meetings of the directorate</p> <p>Build, lead and motivate subordinates to advance into a high performing team</p> <p>Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements</p> <p>Work towards building positive and compelling workplace and team culture within the directorate</p> <p>Be responsible for recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate</p>	<p><i>KPIs</i></p> <p>Effectively manages and develops the human resources of the directorate leading to the creation of a high performing, motivated and an engaged team</p>

## Specific Dimensions of the Job

Job dimensions refer to the context in which the duties listed above are executed in the organisation.

<b>People Management Responsibility</b>	
Responsible for managing a directorate comprising five Senior Officers and a team of Officers (Both establishment and project-based)	
<b>Specific Work Pressure, Working Conditions and Efforts</b>	
This is a high-stress position based on full responsibility for the operations of a directorate Work conditions will be mainly indoor and within a comfortable office environment Must work according to deadlines to meet the demands of executive management Hours will often be long and irregular Significant amount of international travelling	
<b>Decision Making and Authority Levels</b>	
Handle detailed, complex concepts and problems and must make rapid decisions regarding strategic, tactical, operational and administrative issues for a directorate (with multiple functions) Authority, control and accountability over use of resources of a directorate	
<b>Independence and Supervision</b>	
Wide latitude for the exercise of independent judgment with no limits on creativity and innovation in five focal areas, provided such judgements, creativity and innovation do not contravene the applicable codes of conduct, regulations, principles and practices	
<b>Working Relations, Communication and Influence</b>	
Require expert communication (written and verbal), persuasion, negotiation, and advocacy skills Outputs and recommendations of the function can have an organisation-wide impact Deal with highly confidential information and materials Develop smooth and constructive relationships with executive colleagues and high profile stakeholders such as SADC Institutions, Policy Organ, Member States etc.	
<b>Qualifications and Experience</b>	
Education:	At least a Masters in Political Science / International Relations / Strategic Studies or equivalent from a recognised institution
Professional Certification:	Certification in peace-keeping and security issues
Specialised knowledge:	Knowledge of integrated programme planning, budgeting, development, administration, monitoring and evaluation processes and systems Knowledge of project management Proficient in the use of computers and computer software relevant to the position
Experience:	At least 15-20 years of similar work experience in the public sector or a regional organisation Minimum of 5 years in a senior management position, with experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel
<b>Skills Requirements</b>	
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 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  
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

### SIGNATORIES:

Approved by:	Signature of the person with the authority to approve the job description
Date approved:	Date upon which the job description was approved
Reviewed:	Date when the job description was last reviewed