



ENGLISH JOB PROFILES

1. Director – Policy Planning and Resources Mobilisation – Job Grade 2

Under the supervision of the Deputy Executive Secretary- Regional Integration, the incumbent will carry out the following functions:

- Provide the SADC Secretariat with strategy development, policy analysis, monitoring and evaluation, strategic partnerships, inter-regional and continental integration, as well as resource mobilisation services.
- Lead policy and strategy formulation processes within the SADC Secretariat in consultation with Member States and promote the role of a policy think-tank within the SADC Secretariat on key Regional Integration issues in collaboration with regional and international research networks.
- Coordinate the development of short, medium, and long – term corporate and operational plans within the SADC Secretariat and provide advice with regard to their alignment to the Regional Indicative Strategic Development Plan (RISDP).
- Set up appropriate mechanisms to enable results-based monitoring and evaluation system to provide early warning mechanism, and monitoring the implementation of SADC instruments (protocols, Declarations, MoUs, etc.), and policies and evaluate them in terms of their fit and contribution to the implementation of RISDP.
- Support the Regional Integration process as a central resource-base for official regional data and provide relevant and accurate statistics related to economics and social issues.
- Coordinate the development of policies, strategies and instruments to secure the financing of the SADC Regional Integration agenda according to SADC strategic priorities and provide leadership in the conduct of structural dialogue with International Cooperating Partners.
- Facilitate and coordinate implementation of the monitoring of the macroeconomic convergence programme through the peer review-based surveillance process referred to as the macroeconomic convergence surveillance/peer review mechanism.

- Coordinate SADC National Committees (SNCs), Regional, Continental and International Integration Think Tanks, Non-State Actors as well as other key stakeholders as part of the planning processes.
- Provide regular and scheduled reports on regional integration, Secretariat performance and SADC institutions utilizing robust and effective reporting systems and processes.

Position Requirements

Qualifications

Master's Degree in Social Sciences/ Master of Arts (MA) or other related fields

Certification in Balance Scorecard would be an advantage.

Experience

A minimum of fifteen (15) years relevant experience with ten (10) years in senior managerial position in the public or private sector in policy and planning programme development, coordination and implementation.

Proven track record in developing winning concept notes and project proposals.

Competences

- Demonstrates strategic orientation and integrity by modeling the Secretariat values and ethical standards
- Promotes the vision, mission, and strategic goals of the Secretariat
- Strong planning, budgeting and resources' management capability
- Promotes teamwork

2. Director Finance – Job Grade 2

Under the supervision of the Deputy Executive Secretary – Corporate Affairs, the incumbent will carry out the following functions:

- provide strategic guidance to Executive Management and deliver financial management strategies, capacity, systems and processes in line with financial policies, rules, regulations and best practice to achieve sound financial management and internal financial controls over SADC Secretariat's resources;
- Principal financial adviser to Executive Secretary, Deputy Executive Secretary - Corporate Affairs and Management on effective and efficient financial management strategy, capacity, systems and processes aligned with financial policies, rules and regulations;
- Oversight on preparation of long, medium and annual budgets and statutory annual accounts and financial statements in line with standards;

- Formulation and presentation of papers on policy, strategic and technical financial matters in line with international standards and best-practice;
- Ensure that systems and processes for financial administration, financial control and protection of the organisation's resources and assets are in place and designed in conformity with appropriate ethical standards and monitor their continuing effectiveness in practice;
- Ensure the maintenance of an effective financial management infrastructure that extends to all Regions and is responsive and adaptable to the varied business initiatives pursued by SADC Secretariat.
- Produce regular and scheduled financial reports to the Executives, Management and other relevant stakeholders.
- Contribute to the formulation of SADC Secretariat overall strategies and policies through advisory services to the Executive Secretary and Deputy Executive Secretary-Corporate Affairs and participation in management meetings on current and future business operations, strategy development and planning.
- Undertake financial analysis, manage cashflow, investment policy and strategies, and assist with mobilization of funding requirements for the Secretariat, particularly for institutional reforms, strengthening and other corporate developmental activities.
- Undertake financial risk profiling of the Secretariat, manage and mitigate financial and other exogenous risks.
- Guide and mentor the finance team for continuous professional development, complimented by on-the job training and outsourced regional and international capacity building programmes.
- Oversee the coordination of the various audits (internal, annual and external) the Secretariat undergoes.
- Supervise the treasury function and the invoicing of Member States.

Position Requirements

Qualifications

- Master's Degree in Finance, Management, Business Administration or equivalent
- Professional qualification such as Certified Accountant or Chartered Public Accountant CPA, with an internationally recognized accounting body is required
- Member of an internationally recognized accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent

Experience

- A minimum of fifteen (15) years of experience with an exceptional track record of progressively responsible leadership experience in financial management and accounting, ten (10) years of which should be in a similar position.
- Knowledge of IPSAS or IFRS is required.
- Previous experience as a CFO of a large organization is highly desirable.
- Strong acumen derived through public and private sectors' experience would also be an advantage.
- Previous experience in the coordination of audits.
- Solid experience in budgeting is required.
- Previous experience in risk management is highly desirable.
- Previous experience in the management of missions would be an advantage.

Competencies

- Demonstrates strategic orientation and integrity by modeling the Secretariat values and ethical standards
- Promotes the vision, mission, and strategic goals of Secretariat
- Strong planning, budgeting and resources' management capability
- Promotes teamwork

3. Reviser – Portuguese - Grade 5

Purpose of the job:

- Provide accurate, timely and stylistically appropriate revisions and translations of texts for distribution to Member States and/or members of the Secretariat

Reporting Line:

- This position reports to the Senior Translator - Language Coordinator/Pool coordinator

Duties and Responsibilities

- Revise the translations done by other members of the Pool or by any external collaborators, ensuring that the meaning and style of the original texts are retained in the translations
- Assist the Senior Translator in overseeing all stages of the translation and interpreting processes
- Assist the Senior Translator in ensuring the regular assessment of the performance of freelance translators / interpreters
- Develop a harmonised SADC terminology database, using CAT Tools, especially Trados, in collaboration with the Senior Translator and Translators
- Guide new and existing freelance translators / interpreters on key concepts, terminology, style etc. used by the Secretariat
- Develop and implement quality assurance mechanisms, quality check translations / revisions and make document corrections as required
- Ensure that the translation / freelance interpretation team adheres to set quality standards, style guides and requester-specific instructions

- 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
- Translate documents as and when required by the Senior Translator/Pool Coordinator.
- Assume the role of Officer as and when required by the Senior Translator/ Pool Coor while the later is on leave or on SADC missions
- Perform any other duties as may be required by the Senior Translator – Pool Coordinator.

Position Requirements

Qualifications

- At least a Degree in mainly in the Translation/Interpreting or Languages in Portuguese and English or related field from a recognised institution. Portuguese should be a language A while English should be Language B. Knowledge of French, A Master's degree in these files and another degree/certificate in Management will be an added advantage.

Professional Certification

- Certification in Translation
- Trados and sworn translator certification will be an added advantage

Specialised Knowledge

- Knowledge and fluency of Portuguese as language A and English as language B. The knowledge of a third SADC working language will be an added advantage.
- Being a SADC in-house Translator or a freelancer Portuguese translator registered on SADC database will be also an added advantage.
- Working knowledge of the key terminology used in SADC
- Proficiency in the use of computers and computer software relevant to the position, especially Trados.

Experience

- At least 10-15 years' work experience in translation and revision of translations

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

- Capable of maintaining quality whilst working under pressure and adhering to deadlines

- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without close supervision
- Flexible and adaptable to change
- Maintain confidentiality and be respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

4. Analyst - Political and Security Threats - State Security (Regional Early Warning) – Grade 6

Primary Purpose of the Job

Implementation of programmes for state security of Member States against externally and internally induced threats

Duties and Responsibilities

Research and Information Dissemination

- Scan regional state security
- data collection on possible political and security threats to state security, using primary and secondary research techniques
- development and maintenance of a database / observatory on possible political and security threats to state security
- Exchange intelligence on the nature and extent of threats through the development of a common database on suspected terrorist activities, cross border crime etc.
- Ensure regular update of insecurity and conflict indicators on database

Strategic Planning, Programming and Implementation

- Development of long-term, medium and short strategic plans
- Undertake periodic reviews of the strategic plans
- Prepare annual plans
- Monitor developments related to the political and security situation in the region as provided for in the SADC Regional Insecurity and Conflict Indicators
- Monitor international political, military and security developments that impact or could bear on the political stability of the region
- Conduct research on the political and security developments and activities in the Region
- Analyze, correlate, evaluate and interpret information and data related to the political and security situation in the region

- Compile early warning products as provided for in the Regional Early Warning Concept Paper
- Disseminate and liaise early warning products and information to identified persons, groups and organizations
- Prepare and present briefings on the political situation in the region to identified persons, organizations and groups.
- Maintain an update of the political situation in the region
- Maintain uninterrupted link and secure communication between the REWC and National Early Warning Center in all Member States
- Ensure quality standard early warning products from the REWC and National Early Warning Centers
- Perform any other duties and responsibilities as and when so assigned by the Senior Officer State Security

State security

- Implement the operation of the Regional Early Warning Centre
- Monitor regional political and security situation
- Conduct regular security assessments of the SADC region and produce reports thereof

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Facilitate the holding of committees, meetings and workshops as required
- Prepare records of the technical and policy meetings

Leadership

- 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
- Participate in developing 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 Senior Officer State Security and Director
- 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

Qualifications and Experience

Education:

- At least a First Degree in Political Science or related field from a recognised institution

Professional Certification:

- Attendance to training on state security policy and planning
- Working experience in the area of information research and analysis

- Relevant knowledge and understanding of the security situation in SADC region
- Experience in handling classified information

Specialised knowledge:

- Proficient in the use of computers and computer software relevant to the position
- Relevant skills in information research, analysis and forecasting
- Strong oral and written communication skills
- Knowledge on the functioning and operations of SADC, more particularly its security agenda and architecture

Experience:

- At least 5-10 years' similar experience in a public sector or regional organisation
- Proficiency in English, French or Portuguese is essential. Knowledge of two or more of these languages will be an added advantage
- Computer literacy including word processing, spreadsheets and competencies in presentation packages

Skills Requirements

- Conflict and crisis management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- 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