**VACANCIES AT THE SADC SECRETARIAT**

The following four posts are vacant at the SADC Secretariat, located in Gaborone, Botswana:

(i). Head – Disaster Risk Reduction;

(ii). Finance Officer – Treasury and Budget;

(iii). Finance Officer – Payments and Expenditure Control; and

(iv). Programme Officer – Gender Mainstreaming

2. Interested candidates are requested to send their applications in soft copy only by **Thursday 7 August 2025, 14:00 hours** to:

**Secretary for Foreign Affairs**

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

**Email addresses:** [**sfa@govmu.org**](mailto:sfa@govmu.org) **cc:** [**mofarc@govmu.org**](mailto:mofarc@govmu.org)

3. The Applications should include the following:

1. Duly signed and completed SADC Application Form;
2. A short covering letter, describing how the qualifications, experience and competencies of the candidate are relevant to the position;
3. A five-pages updated Curriculum Vitae; and
4. Certified copies of Degree(s), Diploma(s) and Certificate(s).

***(Note: Uncertified copies of certificates will not be accepted. Certified copies must bear the official stamp and/or signature of the certifying authority, confirming that the document is a true copy of the original.)***

4. **The age limit for applications is 52 years.**

5. Applications sent directly to the SADC Secretariat will not be considered. Only candidates shortlisted by the SADC Secretariat will be called for interview.

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

**Ministry of Foreign Affairs**

**Regional Integration and International Trade**

**16 July 2025**