JOB PROFILES

1- Senior Programme Officer - Energy

Primary Purpose of the Job

- Facilitate and coordinate the development, implementation and M&E of policies, programmes and projects to improve the energy infrastructure and supply in order to achieve energy security and reliability in the SADC region to support industrialisation.
- 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 studies to identify energy strategy, policy and regulatory gaps in the region.
- Coordinate the development, strengthening and harmonisation of energy strategies, policies, regulations, standards and systems.
- Coordinate the approval and adoption of the energy strategies, policies, regulations, standards and systems by the SADC Structures.
- Facilitate the implementation of the energy 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 centralised 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 in the energy sector.
- Coordinate the development of long-term, medium and short strategic plans/ programme of Action for the energy 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 energy infrastructure sector.
- Facilitate and coordinate implementation of capacity building for the design, development, implementation, maintenance and operations of regional energy infrastructure in Member States; monitor and evaluate the success of the interventions.
- Develop projects and programmes to implement the Strategic Plans
- Support resource mobilisation for programme implementation as and when required by Policy, Planning and Resource Mobilisation Directorate.

Programme Implementation

- Facilitate implementation of the energy infrastructure related programmes/projects aimed at:

  (i)The development, construction, maintenance and rehabilitation of regional energy infrastructure;

  (ii)The establishment and strengthening of regional institutions and frameworks for coordination of energy infrastructure and services; and

  (iii)Implementing cost reflective and affordable tariffs in the region.

- Facilitate preparation of a pipeline of bankable projects.
- Manage project staff and consultancies.
- 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 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.

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 Energy Infrastructure 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 Energy Infrastructure Agenda in these forums.
- Work closely with Communication and Public Relations unit to promote the regional energy infrastructure programme portfolio, pipeline, specific projects and programme impact.
- Liaise with SAPP, RERA, SACREEE and other key stakeholder on relevant matters relating to the sector.

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.

Job requirements

Qualifications and Experience

Education

- At least a Master's Degree in Economics or Engineering, specialising in energy or power sector planning and management or related field from a recognised institution.

Specialised knowledge

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

Experience

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

Skills & Competencies 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
- 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
- Methodical and organised, and able to look at the big picture without losing the attention to details
- 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
- Visionary, thinks and acts strategically

2. Finance Officer-Grants, Grants/Contracts and Projects

Primary Purpose of the Job

- To ensure efficient, effective, and transparent financial administration, accounting, and reporting of Programme/project funds managed by the Secretariat, in full compliance with applicable ICP requirements, SADC financial regulations, and sound financial management principles.

Duties and Responsibilities

<u>Budgeting</u>

- Financial planning, budgeting, forecasting and variance analysis Consolidate the Projects annual budget and submit to the Financial Controller
- Budget & Expenditure Control
- Ensure that commitments are only made against budgeted appropriations. Review and approve project commitments (purchase orders).
- Review procurement procedures followed for award of contracts and ensure compliance with donor contractual requirements. Report exceptions to the Supervisor.
- Check payment requests against supporting documents and ensure they comply with the relevant conditions and rules of the donor/s agreement to be eligible for disbursements.
- Perform regular monitoring of project actual expenditure against budget and report potential overruns to management.
- Undertake regular expenditure verifications/monitoring on Grants
- Investigate variances and discuss with project owners of potential overspent above approved budget and seek justifications.
- Compliance and eligibility – verify whether expenditure was incurred in accordance with the underlying procurement rules by examining the

procurement documents and purchase processes. Where instances of non-compliance are identified, the nature of such expenditure and related financial impact in terms of ineligible expenditure is to be reported.
- Provide help desk support on financial management to Member States/ Grant Beneficiaries on a demand basis.
- Ensure the project's financial closure by completing all project-related financial transactions, finalizing and closing the project financial accounts, and disposing of project assets.

Accounting

- Ensure chart of accounts are appropriately set up for accounting and reporting of project expenditures and maintain control around updates.
- Review and analyse financial reports, income and expenditures incurred by projects, perform relevant analysis and reconciliations to ensure completeness and accuracy.
- Prepare a timetable of ICP reporting requirements and ensure compliance by the accounting team
- Liaise with ICP finance officers and address their queries on the financial reports
- Liaise with external auditors and provide relevant information for audit
- Keep up to date with International Public Sector Accounting Standards (IPSAS) and provide adequate training to accounting team
- Review all outstanding commitments made and ensure these are settled, accounted and reported before close of projects with donors
- Monitor the integrity and maintain adequate security and back up around accounting data.

Cash Management & Control

- Review for project expenditures, ensure payment requests and supporting documents comply with the relevant conditions and rules of the ICP/s agreement to be eligible for disbursements.
- Review and verify disbursements for compliance and accuracy before processing payments
- Review agreements and contractual rules and procedures established by donors for sound cash management and ensure these are implemented and followed during the financial management of projects.
- Review all bank reconciliations and cash flow reconciliation prepared by Treasury Finance Officers for projects and ensure they are complete and accurate
- Ensure adequate controls are implemented and followed for proper management of project funds.
- Prepare monthly cash flow reconciliations and forecasts and liaise with ICPs (donors) and banks in advance to solicit additional funding requirements
- Provide periodic reports to the Financial Controller on cash flow positions and forecasts for review.

Internal Controls

- Review and understand contractual requirements of ICPs regarding internal controls around project financial management and ensure these are effectively implemented.
- Implement auditor recommendations for better financial controls
- Audit coordination and risk management
- Coordinate with the Assistant Finance Officer –Asset to ensure proper management and record keeping of fixed assets for the Secretariat and projects, ensure compliance with donor rules and conditions.
- Review and confirm all recoverable or payable balances at the close of projects, liaise with donor finance officers and SADC disbursement officers and treasury accordingly for settlement
- Submit reports to donors as stipulated in contractual conditions and attend to adhoc information request.
- Effectively manage and deliver financial oversight across multiple projects simultaneously.

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

Qualifications and Experience

Education

- At least a Degree in Accounting / Finance related field from a recognised institution.
- A Master's Degree in Accounting / Finance related field from a recognised institution will be an added advantage.

Professional Certification and Membership

- Professional accountancy certification and membership such as BICA, ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent.

Specialised knowledge

- Knowledge of IPSAS is required
- Knowledge of IAS and IFRS will be an added advantage
- Proficient in the use of computers and computer software relevant to the position e.g. Sunsystems, Vision, Pastel, SAP, Oracle etc.

Experience

- Minimum of 7 years work experience in a similar position.
- Experience working on any development project with a regional or international organisation will be an added advantage.

Skills Requirements

- Communication and presentation skills
- Interpersonal ‘and teambuilding skills
- Mentoring and coaching skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills
- 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