



## **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. Re-advertisement - 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

## **2. Senior Program Officer – Natural Resources and Wildlife - Job Grade 4**

### **Primary Purpose of the Job**

- Facilitate and coordinate the development, implementation and M&E of policies, strategies and programmes for sustainable management and utilisation of natural resources in the region, as reflected in the RISDP.
- 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 with regard to utilisation and management of SADC Natural Resources
- Coordinate the development, strengthening and harmonisation of the strategies, policies, regulations, standards and systems
- Coordinate the approval and adoption of the strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the strategies, policies, regulations, standards and systems by Member States
- Coordinate the development of SADC common positions for Multilateral Environmental Agreements (MEAs) with direct impact on wildlife management

including the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Convention on Biological Diversity (CBD).

#### 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 for sustainable utilisation and management of natural resources in the region
- Coordinate the development of long-term, medium and short strategic, plans aligned to the RISDP on sustainable utilisation of natural resources in the SADC Region
- 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 programmes on the management of shared natural resources
- Support resource mobilisation for programme implementation as and when required by PPRM.

#### Programme Implementation

- Facilitate implementation of regional programmes/projects on conservation and management of shared natural resources
- Facilitate the establishment of effective regional networks to monitor and protect trans-boundary wildlife populations and straddling fish stocks
  - Facilitate the establishment of new networks as well as the strengthening and/or resuscitation of existing networks
  - Engage Member States in identifying priority areas for protection and monitoring
  - Strengthen existing institutions for effective networks
- Coordinate and facilitate the implementation of MEAs with direct impact on wildlife management including CITES and CBD
- Facilitate the establishment of institutional arrangements for joint management of natural resources
- Manage project staff and consultancies

- Support resource mobilisation for programme implementation as and when required by PPRM
- 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
- Follow-up on Ministerial, Council and Summit decision relating to natural resource management.

#### Representation and Promotion of SADC programme

- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Agenda for equitable and sustainable utilisation and management of Natural Resources in these forums
- Work closely with Communication and Public Relations unit to promote the 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 Head.

### **Position Requirements**

#### **Qualifications**

- At least a Master's Degree in Natural Resource Management or related field from a recognised institution.

#### **Specialised knowledge**

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring in the specific context of natural resource management and conservation
- Proficient in the use of computers and computer software relevant to the position.

#### **Experience**

- At least 10-15 years of experience in natural resource management 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
- 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
- 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

### **3. Senior Officer – Learning, Development and Performance Management – Job Grade 4**

#### **Purpose of the job:**

- Plan, coordinate and manage the following HR operations: performance management, learning and development, change management, organizational design, employee engagement, succession management

- Support senior management by providing human resources advice, counsel, and decisions in the areas of performance management, learning and development, change management, organizational design, employee engagement, succession management
- Manage the efforts and performance of the team

## **Duties and Responsibilities**

### Performance Management

- Guide the implementation of performance management system that creates a large performance creative within the Secretariat
- Oversee the development and implementation of core competencies, core values, and key performance measures for the PMS
- Develop and communicate the PMS framework and goals, and ensure organisation-wide understanding, buy-in and consistency in the application of the PMS
- Coordinate the development and periodic review of the PMS implementation manuals and tools
- Conduct presentations and training to management and staff on the PMS
- Ensure alignment of the PMS with the organisational goals and strategies
- Prepare analytic reports on performance results at organisational, directorate and unit levels, in liaison with PPRM Directorate
- Initiate and make recommendations for the adoption of performance related reward interventions to improve productivity and employee morale
- Identify employees with high potential and develop interventions for their retention
- Provide on-going oversight and support to ensure that performance measures are being used effectively
- Monitor the effectiveness of the PMS in enhancing productivity and rewarding performance through annual PMS audits
- Coordinate with ICT unit or external service providers the design of an appropriate IT infrastructure to support the PMS

### Learning and Development

- Facilitate organizational training needs assessments based on core competencies, performance related, succession, talent retention
- Manage and coordinate the preparation and implementation of learning and development plans based on training needs and priorities

- Coordinate and validate regional and local surveys of training providers, based on appropriate criteria i.e. supply, price etc. and recommend the adoption of supplier list of reputable providers
- Negotiate partnerships with training providers and funding partners
- Coordinate and facilitate the implementation of structured training and development for the SADC Secretariat staff
- Supervise the conduct of post training evaluations
- Carry out employee induction training programme for new employees

#### Change Management

- Develop and maintain a Code of Conduct and Ethics for the Secretariat
- Facilitate organizational change and transformation within the Secretariat
- Create an environment conducive to high motivation, engagement, productivity and excellence
- Inculcate the desired corporate culture among staff
- Assess and improve the effectiveness of the HR function

#### Employee Engagement

- Develop employee engagement strategies and interventions for the Secretariat
- Conduct employee engagement surveys and facilitate implementation of appropriate recommendations.

#### Policy Review

- Conduct policy review, research and adopt best practices in own area of work, and maintain high level of knowledge and exposure

#### Advisory Services

- Provide advisory services on all aspects of the unit

#### Organisational Development

- Carry out organisational design and reviews as appropriate
- Conduct organisational structure reviews and updates in line with the SADC RISDP
- Conduct Job Evaluation reviews and updates provided by policy and organisational changes
- Manage the organisation's Job Evaluation system and ensure its regular review, updates and relevance.

#### 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
- Research and adopt best practices in own area of work, and maintain high level of knowledge and exposure
- Undertake any other duties as delegated by the Head

### **Position Requirements**

#### **Qualifications**

- At least a Master's Degree in Human Resource Management or related qualification from a recognised institution

#### **Professional Certification**

- Membership of a recognised HR professional organisation
- Specialisation in PMS, training and development, change management, and or organisational design preferred

#### **Specialised Knowledge**

- Knowledge of labour laws, training laws and general legislations in Botswana
- Knowledge of best practices in HR policies, procedures, processes and strategies
- Proficient in the use of computer packages (Microsoft Office suite) and computer software relevant to the position

#### **Experience**

- At least 10-15 years' professional experience in human resource management, preferably within a public or private sector, regional or international organisation
- This includes a minimum of 4 years in a line management position with experience in budgeting, policy development, advisory services, employee performance, training

#### **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
- Report writing skills
- Analytical skills

### **Competency Requirements**

- Stress tolerance
- Conceptual and practical thinking
- Customer focused
- Decisive
- Confidentiality
- Methodical and organized
- Professionalism
- Ethical
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience
- Results and performance driven
- Visionary
- Team Work

## **4. Senior Officer Politics and Diplomacy – Job Grade 4**

### **Purpose of the Job**

- Oversee the coordination and implementation of programmes on politics and diplomacy and the provision of advice on regional and international political developments
- Manage the efforts and performance of the team falling under the Senior Officer in that unit

### **Duties and Responsibilities**

#### Harmonisation

- Coordinate the development, strengthening and harmonisation of electoral and good governance standards in the region

- Coordinate approval and adoption of the standards by SADC Structures
- Facilitate the implementation of the standards by Member States

#### Research and Information Dissemination

- Supervise data collection on the socio-political status of the region, using primary and secondary research techniques
- Identify research and academic institutions to undertake studies on specific priority areas, commission the studies, and use the findings to inform planning
- Coordinate the development and maintenance of a database / observatory on this specific focal area.

#### Strategic Planning, Programming and Implementation

- Coordinate the development of long-term, medium and short strategic plans
- Facilitate the adoption of the Strategic Plans by various policy structures
- Undertake periodic reviews of the strategic plans
- Prepare annual plans
- Develop projects/programmes to implement the Strategic Plan
- Facilitate implementation of all programmes/projects under the ISPDC and specialised committees, including amongst others:
- Communication and cooperation links within SADC countries, between SADC and the AU Commission / AU institutions
  - Diplomatic initiatives to promote a culture of peace and tolerance in the region
  - Promotion of peace building activities such as awareness programmes
  - Regional centres of excellence for the exchange and sharing of political and diplomatic experiences
  - Promotion of free and fair elections in the region and management of SADC Electoral Observer Missions
  - Strengthening of institutions that promote democracy and good governance within Member States
  - Promotion of regular reporting on human rights in Member States
- Advise the Director Organ on regional and international developments with impact on the region's political stability
- Contribute to the development of the regional foreign policy in coordination with the SADC Early Warning Systems
- Solicit funding for programme and project implementation
- 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 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 that are critical to delivering the unit's objectives and programme
- Supervise publication of research/data and dissemination through the SADC website, other media or through reports to SADC Institutions and Member States
- Engage with key external stakeholders on a regular basis
  - Encourage a culture of consultation among political stakeholders.
  - Organise roundtable discussions to deliberate on the involvement of civil society in Organ activities.
  - Organise consultative workshop between the SIPO and the RISDP
- 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
- 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 the holding of Inter-State Politics and Diplomacy Committee (ISPDC), meetings and workshops as required
- Prepare records of the meetings

#### 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
- Facilitate synergies between State Security and the Defence, Police, Public Security and Politics and Diplomacy sectors in developing strategic plans; joint implementation plans and enabling peer exchange;
- 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 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 ES

#### **Position Requirements**

##### **Qualifications**

- At least a Masters in Political Science, International Relations or related field from a recognised institution

##### **Professional Certification**

Diplomacy

##### **Specialised knowledge**

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

##### **Experience**

- At least 10-15 years' experience as a diplomat in a public sector or regional organisation
- Minimum of 4 years in a line management position

##### **Skills Requirements**

- Communication and diplomacy skills
- Computerised desktop publishing and production skills
- Conflict and crisis 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

### **5. Re-Advert - Senior Programme Documentation and Information - SADC Plant Genetic Resource Centre (SPGRC) (Lusaka, Zambia) – Job Grade 5**

#### **Purpose of the job:**

Plan, develop, install and coordinate a documentation system for PGR in SADC, and publicise SPGRC network

#### **Duties and Responsibilities;**

##### Installation and updating hard- and software

- Purchase and installation of hard- and software
- Maintenance and upgrading of LAN
- Ensuring an all-time availability of Internet access

- Developing, testing and installing in-house developed applications
- Develop, install and maintain documentation system (SDIS) and databases
- Develop, test and install of SDIS database at SPGRC and in Member State
- Training users
- Development of new databases required by SPGRC network users such as web-based databases that include such important features like GIS, strict anti-virus features, etc.

#### Coordination and support documentation activities in SPGRC network

- Technical backstopping missions to NPGRCs
- Organise, update and manage SPGRC library
- Supervision of cataloguing and classification of newly acquired publications
- Purchase of books, manuals and subscription of periodicals
- Acquisition and maintenance of electronic library management software

#### Publicise activities of the SPGRC network

- Designing, typesetting and editing annual report, newsletters, and other SPGRC network publications
- Organise and participate in annual agricultural shows
- Revising and reproducing promotional materials

#### Other

- Continually upgrade own knowledge in the specific work area
- Supervise the work of team falling under the senior officer

### **Position Requirements**

#### **Qualifications**

At least a Masters Degree in Agriculture or Plant Sciences from a recognised Institution

#### **Specialised Knowledge**

- Experience and knowledge in computerised information management that include database development and management, office management software and GIS
- Good understanding of PGR management
- Proficient in the use of computers and computer software relevant to the position

#### **Experience**

At least 10 years relevant experience

### **Skills Requirements**

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Supervisory skills
- Mentoring and coaching skills
- 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 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
- Thinks and acts strategically

## **6. Programme Officer - Science, Technology and Innovation – Job Grade 6**

### **Purpose of the job**

- Facilitate and coordinate policy, planning, programming and monitoring and evaluation work in order to harness science, technology and innovation (STI) in support of industrial development and regional integration.
- Conduct research development and analysis in the area of science, technology and innovation in support of industrial development.
- Provide support to the Senior Programme Officer responsible for Science, Technology and Innovation.

## **Duties and Responsibilities**

### Policy Development and Harmonisation

- Provide support in the coordinate the development, strengthening and harmonisation of STI policies, strategies, regulations, standards and systems
- Provide support and coordinate the approval and adoption of the STI policies, strategies, regulations, standards and systems by the SADC Structures
- Provide support in facilitating the implementation of the STI policies, strategies, regulations, standards and systems by Member States to strengthen national and regional systems of innovation
- Provide support in coordinating the development, review and monitoring of the implementation / domestication of the Protocol on STI

### Research, Analysis and Information Dissemination

- Coordinate the commissioning and coordination of research/studies in strategic areas of science, technology and innovation, to strengthen policy and regulatory gaps in the region
- Manage the collection of information and data in the area of STI
- Facilitate technology transfer, innovation and Intellectual Property in the development of science, technology and innovation
- Facilitate collection of STI data and indicators in the region to track progress in STI developments
- Manage and update the SADC Portal on STI in coordination with the Information Technology Unit
- Manage the dissemination of relevant data through the SADC website or through reports to SADC Institutions
- Regularly disseminate relevant information on STI developments in the region, continentally and internationally
- Produce Policy briefs on key STI issues.

### Strategic Planning and Programming

- Provide support in the coordination and development of long-term, medium and short strategic and annual plans
- Provide support in the preparation of annual plans and budgets for the STI sector
- Facilitate and coordinate implementation of capacity building initiatives in STI in Member States; and with relevant stakeholders and institutions and monitor and evaluate the success of the interventions
- Draft project/programme proposals for resource mobilisation to support implementation of regional STI programmes.

#### Programme Implementation

- Facilitate implementation of STI programmes/projects in the region:
- Promotion of public understanding, advocacy and awareness of science, technology and innovation
- Establishment of collaborative regional Research, Development and Innovation (R&DI) and technology transfer programmes in priority areas
- Provide support in research in the establishment of regional Centres of Specialisation and Excellence in priority areas of STI and strengthening existing networks and centres
- Facilitate promotion of research and technology networks with regional, continental and international partners/networks
- Facilitate provision of technology extension services to SMEs
- Strengthening capacity of regional industrial technology centers
- Facilitate formulation of innovation strategies and promote innovation among regional enterprises and industries
- Facilitate formulation of regional innovation policies and strategies to assist in new market opportunities
- Promote use of emerging technologies in industrial development
- Facilitate resource mobilisation for programme implementation as and when required by PPRM
- Coordinate and manage project staff and consultancies
- Prepare reports, documents and annotated agenda for submission to various policy and statutory structures of SADC
- Contribute to the development of the SADC Annual Report
- Share programme impact and lessons
- Forge strategic partnerships 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, Environment, ICT, Youth, Education, Energy 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 and statutory 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.

#### Forge strategic partnerships and representation and promotion of SADC STI policies and programmes at regional, continental and international level

- Provide support in the planning of strategic dialogues on key policy issues with stakeholders in the region
- Participate, influence and position SADC in relevant strategic regional, continental and international meetings; to promote SADC's STI Agenda in these forums
- Work closely with Communication and Public Relations unit to promote the STI programme portfolio, pipeline, specific projects and programme impact

### **Position Requirements**

#### **Qualifications**

A Masters Degree in Science and Technology Policy, Engineering, Public Policy or Social Sciences or other related disciplines from a recognised institution.

#### **Specialised Knowledge**

- Knowledge of:
  - the SADC Region's STI environment at both private and public sector levels
  - STI frameworks, regional and national systems of innovation
  - Technology transfer, innovation and intellectual property
  - Big Data and Opens Science
  - and understanding of integrated STI programme planning, budgeting, policy and strategy development, administration and monitoring
- Proficient in the use of computers and computer software relevant to the Position.

#### **Experience**

- At least 5-8 years of working experience in science, technology and innovation policy environment.

### **Skills Requirements**

- Strategy and policy development skills
- Knowledge of national and regional systems of innovation
- Research, analytical and problem-solving skills
- Project Management Skills
- Resource mobilisation and stakeholder management
- Diplomacy skills
- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- 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
- 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
- Team player and ability to work with diverse teams

## **7. Officer – Policy and Doctrine – Job Grade 6**

### **Purpose of the Job**

- Under the direct supervision of the Senior Officer – Defense Affairs and Planning (SODAP) and overall supervision of the Director - Organ on Politics, Defence and Security Affairs, the Officer – Policy and Doctrine shall undertake the planning, development, and coordination of policy and doctrine matters related to SADC Regional Collective Defence. This to include but not limited to regional defence policy and doctrinal development, review, harmonization, and rendering support to the planning of regional operations and exercises.
- The incumbent shall also provide Strategic and Operational Information analysis related to regional and international conflict trends and indicators, as they may affect the SADC Region. S/he shall also 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.
- In the fulfilment of his duties, the incumbent may also coordinate with key relevant internal actors such as the SADC Standby Force and Member States, as well as authorized external actors and/or institutions.

### **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;
- 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**

An active service military officer at the rank of Lieutenant Colonel or equivalent.

### **Qualifications**

- Minimum of a Bachelor's degree or equivalent
- Joint Senior Command and Staff Course (psc) or higher.

### **Specialised Knowledge**

- Experience in military information analysis and defence intelligence/security
- Research experience.

### **Experience**

Minimum of 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**

- Should have integrity and accountability in handling public resources
- Excellent organizational and communication skills
- Ability to set priorities and complete tasks with minimum supervision to strict deadlines
- Report writing skills
- Ability to take initiative
- Team player and ability to work with diverse teams
- Maintain confidentiality and is respectful of sensitive situations

### **8. 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

## **9. Human Resources Officer (Remuneration and Administration) – Job Grade 6**

### **Job Purpose**

- Apply the remuneration (compensation and benefits) policies of the Secretariat
- Provide personnel administration services to the whole organisation
- Supervise the work of a team working underneath this position

### **Main duties and responsibilities**

#### Remuneration

- Conduct compensation research and analysis
- Track and assess market competitiveness of the Secretariat's remuneration strategy and package, and periodically report to the Senior Officer
- Proactively keep up-to-date with best practice remuneration in the marketplace and with related People/HR issues that may impact on the remuneration strategy
- Coordinate the conduct of salary reviews, job evaluations and job classifications, and the preparation of job descriptions
- Estimate and assess the budgetary impact of compensation decisions
- Work with the Senior Officer in developing an effective remuneration strategy, and designing and adjusting salary structures and compensation packages etc.
- Design and develop different schemes of the variable remuneration (incentive schemes, bonus schemes etc.)
- Respond to internal requests for information on the remuneration structure
- Administer the benefits programmes
- Prepare the compensation and benefits budget, including the regular monitoring, reporting and adjusting of the budget
- Coordinate compensation and benefits processes like the salary planning, bonus planning, new benefits introduction, etc.
- Liaise with Finance for maintenance and management of the payroll system and keep up to date records of current remuneration, compensation and benefits

#### Personnel Administration and HRMIS

- Supervise the provision of personnel administration services
- Coordinate the day to day implementation of the computerised HR management information system by continually addressing users needs, identifying problems and queries, and referring queries requiring specialist attention to the ICT Unit

- Ensure that employee data is captured into the HRMIS and submitted to Finance for capturing into the payroll system
- Audit sample of employee's master data against personnel files to ensure updated records maintained
- Audit the HRMIS and identify systems weaknesses, inefficiencies and inadequate management information, and recommend corrective action
- Maintain document management system for the HR unit files

#### Supervision

- Prepare work plan, 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
- Consult with the Head of Unit on any staff related issues
- Provide inputs to the annual budget estimation for the unit
- Prepare regular progress reports for the Head of Unit, 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 Senior Officer

#### Position requirements

##### Qualifications

- At least a Degree in Human Resources Management or related field from a recognised institution.

##### Specialised Knowledge

- Knowledge of labour laws and legislations
- Knowledge of best practice in HR policies, procedures, processes and strategies
- Knowledge of compensation and industrial relations principles and practices
- Proficient in the use of computers and computer software relevant to the position

##### Experience

- At least 7-10 years of work experience in a similar field including supervisory skills

##### 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 conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

### **Translator French - State Security (“Regional Early Warning”) - Job Grade 6**

#### **Purpose of the Job**

Translate written texts and materials required by the Secretariat, with French being Language A and English Language B.

#### **Reporting Line**

This position reports to the Senior Translator

#### **Duties and Responsibilities**

- Check original texts and discuss with originators/source of documents to understand translation requirements as well as the content and meaning of original texts
- Use appropriate computer assisted translation (CAT) tools / applications, especially Trados.
- Refer to relevant reference materials (dictionaries, online terminology databases, etc.) as and when needed to ensure accuracy of translations
- Ensure that translations retain the content and meaning of original documents

- Translate information and data related to peace and security in the SADC Region
- Translate all the documents for the Regional Early Warning Centre
- Revise and double-check translations of technical terms and terminology
- Prepare and continuously update a glossary/database of technical terminology used in translations, and make reference to it in future translations
- Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another.
- Continuously increase specialist vocabulary both in English and the target language in order to effectively undertake translation assignments
- Relay concepts and ideas between languages.
- Convert written materials from one language into another, such as books, publications, or web pages.
- Edit and proofread text to accurately reflect language.
- Receive and submit assignments electronically.
- Perform any other duties and responsibilities as and when so assigned by the Senior Officer State Security.

#### Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Facilitate translation of documents for the holding of committees, meetings and workshops as required

#### **Qualifications and Experience**

##### **Education:**

At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution.

##### **Professional Certification:**

- Attendance to training on state security policy and planning
- Working experience in the field of translation
- Relevant knowledge and understanding of the political, security, social and economic situation in SADC region
- Experience in handling classified information
- Knowledge on the functioning and operations of SADC, more particularly in peace and security architecture programs
- Certification in Translation
- Trados certification will be an added advantage

##### **Specialised knowledge:**

- Proficient in the use of computers and computer programs relevant to the position
- Know the language fluently and be able to write well in French and English languages

- Knowledge and fluency of French as language A and English as language B. The
- knowledge of Portuguese will be an added advantage.
- Working knowledge of the key terminology used in SADC
- Proficient in the use of computers and computer software relevant to the
- Position, especially Trados.

**Experience:**

- At least 5 years' similar experience in a public sector or regional organisation

**Skills Requirements**

- Communication and presentation skills
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Proficiency in French and English is essential
- Computer literacy including word processing, spreadsheets and competencies in presentation packages
- Conflict and crisis management skills
- Possess strong reading skills to understand what he/she is reading
- Be able to work sentences so that the translated materials are cohesive and easily readable
- Be able to work on documents that vary in length and complexity
- Interpersonal skills
- Leadership skills
- Organisational skills

**Competency Requirements**

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- 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 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. Translator - Portuguese – Job Grade 6**

**Purpose of the job:**

- Translate written texts and materials required by the Secretariat, with Portuguese being language A, and English language B.

**Reporting Line**

- This position reports to the Senior Translator

**Duties and Responsibilities**

- Check original texts and discuss with originators/source of documents to understand translation requirements as well as the content and meaning of original texts
- Use appropriate computer assisted translation (CAT) tools / applications, especially Trados
- Translate and align SADC official documents into specified target languages (English or Portuguese)
- Refer to relevant reference materials (dictionaries, online terminology databases, etc.) as and when needed to ensure accuracy of translations
- Ensure that translations retain the content and meaning of original documents
- Revise and double-check translations of technical terms and terminology
- Prepare and continuously update a glossary/database of technical terminology used in translations, and make reference to it in future translations
- Proofread, edit, and revise translated materials before submission to the next level of review
- Produce and maintain folders of translated documents
- Interact with internal clients to ensure satisfaction and understanding
- Continuously increase specialist vocabulary both in English and the target language (Portuguese) in order to effectively undertake translation assignments
- Upload and maintain a record of all translated material in the Unit's Shared Folder
- Perform any other translation-related duties as may be assigned by the supervising officer

**Position Requirements**

**Qualifications**

- At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution.

**Professional Certification**

- Certification in Translation
- Trados certification will be an added advantage

### **Specialised Knowledge**

- Knowledge and fluency of Portuguese as language A and English as language B. The knowledge of French will be an added advantage.
- Working knowledge of the key terminology used in SADC
- Proficient in the use of computers and computer software relevant to the Position, especially Trados.

### **Experience**

- At least 5-7 years' work experience in translation

### **Skills Requirements**

- Communication skills
- Interpersonal skills
- Mentoring and coaching 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 much close supervision
- Be 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

## **11. ICT Network Officer – Job Grade 6**

**Purpose of the job:** Responsible to plan, implement and supervise the installation, upgrade and maintenance of the Secretariat's computer systems and servers.

### **Duties and Responsibilities**

- Ascertain the smooth running of all ICT network infrastructure, including post-implementation evaluation and documentation.
- Ensure that ICT converged network applications of IP telephony and network data (email, internet, network stored data and video) are maintained according to international best practices.
- Ascertain that the ICT network infrastructure meets the performance requirements of the Secretariat and that statutory requirements are complied with.
- Implement and maintain network access controls and security protocols
- Ensure that network infrastructure initiatives are completed on time, within budget and to desired quality.
- Provide network related 'end user support' service in a structured way.
- Manage service providers and monitor Service Level Agreements pertaining to network service quality and availability.
- Ensure the implementation of adequate security measures for ICT
- Network Infrastructure, applications and data, including business continuity planning (redundant network components and paths).
- Train end users in relevant ICT network based applications.
- Assist in the documentation and adherence to relevant policies, procedures and standards.
- Assist in the preparation and monitoring of the budget component of ICT network function of the ICT Unit.
- Research, evaluate and recommend technologies and applications relevant to the ICT Network requirements of SADC.
- Perform any other related duties as required to meet the needs of the SADC Secretariat.

### **Position Requirements**

#### **Qualifications**

At least a Degree in Electrical/Electronics/Computer Engineering or any related field from a recognised institution.

#### **Professional Certificate**

- Cisco Certified Network Associate (CCNA) certification or equivalent
- Professional certification in Microsoft technologies
- Professional certification in IT Service management (desirable)
- Higher professional certification in Cisco Technologies, e.g. Cisco Certified
- Network Professional (CCNP) (desirable)

### **Specialised Knowledge**

Knowledge of operating systems and network protocols, systems and network architecture and design.

### **Experience**

At least 10 years post-graduate work experience in an ICT Network Support environment, of which two should be hands-on experience with Cisco equipment.

### **Skills Requirements**

- Communication skills
- Hands-on experience in Microsoft platforms, server virtualisation, networking tools and Internet
- infrastructure (internet, email and web hosting) skills
- Interpersonal skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skill

### **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. Re- Advert Programme Officer – Industrial Policy – Job Grade 6**

**Purpose of the job**

Provide policy guidance that facilitates the development and implementation of industrial policy in the SADC region.

**Duties and Responsibilities**

- Guide and support Member States in the development and implementation of industrial policies as may be required.
- Facilitate and coordinate the following:
  - Development and implementation of guidelines for industrial policy design, regulatory and administrative structures in Member States
  - Review and development of a Model Industrial policy for the region
  - Development and implementation of a regional capacity building programme in the area of industrial policy (covering export development, SME development, diversification, competitiveness etc.)
- Act in an advisory role to the Member States providing information and recommendation in relation to industrial policy operationalisation in the region
- Undertake the following activities as part of programme implementation:
  - Procurement of consultancies and supervision of consultants
  - Resource mobilisation for programme 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
    - Prepare documentation for relevant official SADC meetings and committees and technical papers for discussion and /or publication
    - Participate in SADC meetings and committees as required
    - Liaise with Conference Services unit for organisation of meetings as and when required
- Engagement with or presentations to various stakeholders / audiences on relevant industrial policy issues
- Monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports

- Research relevant issues to inform regional industrial policy development and implementation:
  - Regularly collect data and information on industrial development 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 industrial policy
  - Prepare data for publishing on the SADC website or for drafting of reports
- Maintain effective contact with Member States in all industrial policy matters
- Assist the Senior Programme Officer in the following:
  - Review, development and monitoring of relevant protocols
  - Development and implementation of a capacity building strategy for SMEs
  - Development of the strategic and annual plans and programmes/projects
  - Development and implementation of industry programmes / projects
  - Monitoring and evaluation of the implementation of Summit, Council of Ministers, sectoral Ministers' decisions and industry programmes/projects and preparation of M&E reports
- 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**

A Masters in Economics, Industrial Economics or a related area from a recognised institution.

#### **Specialised knowledge**

- Industrial policy design and planning
- Value chains training
- Knowledge of the region's economic and business environment as well as both private and public sector operations
- Understanding of industry and industry related issues
- Knowledge of the political environment and its influence on industrial development in the region
- Knowledge of industrial policy frameworks

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

### **Experience**

At least 7-10 years working in an Industrial Policy, planning and development Environment with emphasis on regional industrial policy.

### **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

### **Competencies**

- 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

## **13. Programme Officer - Seasonal and Climate Forecaster (Climate Services Centre) – Job Grade 6**

### **Primary Purpose of the Job**

- Generate climate forecasts (seasonal) and early warning products to support practical and strategic decision-making in climate sensitive sectors

- Develop regional ensemble climate prediction based on new generation of improved and typically higher-resolution climate models, covering time scales from seasons to decades
- Avail services to National Meteorological and Hydrological Services (NMHSs) in Member States and other stakeholders

### **Duties and Responsibilities**

#### Climate forecasts (seasonal)

- Acquire and archive, remote sensing, near real time and historical climate data;
- Process acquired data for verification of climate forecasts;
- Develop regional weather and climate forecasting models;
- Carry out climate forecasting using the developed models;
- Ensure timely preparation and dissemination of weather and climate products and advisories;
- Assist NMHSs in the training of users on the application and on implications of Long rang forecast products;
- Assist in professional capacity building of climate experts for generating user-targeted products;
- Promote studies of regional climate variability and change driven, predictability and impact;
- Validate regional climate models forecasts, methods of downscaling and interpretation of global output products.

#### Early warning products

- Monitor climate forecasts from WMO Global Producing Centres
- Assess the ability of the climate forecast system to simulate unprecedented and extreme events (eg ENSO and other climate drivers)
- Prepare regional early warning bulletins at different time scales (eg. 5days, 10days, monthly and seasonal)
- Evaluate forecast quality (both skill and reliability) on a range of time

#### Research, analysis and dissemination of information

- Collect data and information from Member States, using primary and secondary research techniques
- Assist in research projects
- Analyse the data and generate plausible information
- Populate the regional database
- Prepare data for publishing on the SADC website and other forms of media

- Promote studies of the economic value of climate information

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 to participate in discussion on this matter in meetings and workshops
- Monitor and draft a report on the extent of mainstreaming

Technical and administrative support in programme / project implementation

- Contribute in research papers, concept notes and minutes of meetings.
- Assist in promoting the relevant SADC programme portfolio, pipeline, specific projects and programme impact
- Contribute in organising relevant Technical & Policy Meetings & Workshops
- Engage in presentations to various stakeholders / audiences on climate forecasting
- Assist in procuring consultancies and in supervision of consultants
- Assist in monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
- Assist in organising relevant Technical & Policy Meetings & Workshops
- Support in capacity building activities including data management
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
- Liaise with National Meteorological and Hydrological Services (NMHS) and users of climate information and prediction services in SADC Member States
- Liaise with Regional and National Climate Services as and when required
- Liaise with Disaster Risk Reduction (DRR) as and when required
- 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**

#### **Qualification**

At least a Masters in Meteorology from a recognised institution

#### **Specialised knowledge**

- Good knowledge in climate science and seasonal climate forecasting
- Proficient in the use of computers and computer software relevant to the position
- Good knowledge in programming languages such as R and Python

- Ability to work with Linux
- Understanding of integrated programme planning, budgeting, development, administration and monitoring for weather and climate

### **Experience**

At least 7-10 years' experience in climate research and forecasting 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. Re-Advert Communication Officer – Internal – Job Grade 6**

### **Purpose of the job:**

- Responsible to deliver the internal communications functions through printed, digital, online and electronic communications channels, and in line with the Secretariat's plan and strategy
- Plan, edit and write content for a variety of internal communications mediums, such as share point, staff intranet, monthly Newsletter, website, television monitors, bulletin boards, to ensure all staff have access to a range of internal communications to keep them up to date with important Secretariat news, to share information and raise concerns, etc.
- Supervise the work of a team working underneath this position

## **Duties and Responsibilities**

### Communication and Public Relations

- Develop, implement and use appropriate communication methods, tools and materials to effectively communicate organisational initiatives and projects with internal stakeholders:
  - Notice boards (hardcopies/electronic)
  - In-house journal and newsletter
  - Intranet
  - SharePoint
  - Online (Website, Facebook, Twitter, LinkedIn, YouTube etc)
- Work with staff and stakeholders to promote the SADC Brand and ensure adherence to brand guidelines spelt out in the SADC Corporate Identity Manual
- Develop a Customer Service Charter; and train frontline staff on Customer Service and frontline public relations
- Write, edit and design creative, accurate materials to a high standard for the Secretariat's internal communications channels (as mentioned above), and submit to the Head for approval
- Liaise and negotiate with suppliers and service providers on pricing and services for internal communications that are outsourced
- Brief and supervise external specialists appointed to assist in internal communication activities, and ensure that they meet agreed standards, specifications and deadlines
- Prepare schedule of internal events, and liaise with Events Management companies for the planning, organisation and media coverage of these events
- Work with ICT unit to develop, maintain and update the Secretariat's intranet, TV monitors, and SharePoint for internal communications
- Regularly coordinate with other directorates and ICT unit to review, update and where necessary, generate, write, proofread and edit content for the SADC website
- Undertake regular analysis of the SADC Website to establish the level of visibility, awareness and knowledge on SADC's programme
- Advise and train staff on web content development, updating and posting

- Assist with multi-media content development and uploading on the website
- Creates graphic formats for web, video and print delivery to deliver visual interpretation of technical concepts
- Contribute to the development of scripts for videos to be used in internal communications and general awareness on SADC programmes
- Evaluate suitability of internal communication channels on a regular basis as required
- Consult with staff to gain their views on the internal communications; and use information and their suggestions to improve the internal communications function
- 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 in Communication, Public Relations or related field from a recognised institution

#### **Specialised knowledge:**

- Knowledge with multi-media production, communication, and dissemination techniques and methods
- Proficient in the use of computers and computer software relevant to the position
- Excellent writing, editing and proofreading skills as well as the journalistic ability to source stories from employees

#### **Experience**

At least 7-10 years of work experience in communications or public relations

#### **Skills Requirements**

- Communication and presentation skills
- Interpersonal 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
- Supervisory skills

#### **Competencies**

- 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

## **15. Re- Advert Programme Officer – Fiscal**

### **Purpose of the job:**

Facilitate and coordinate policy guidance in the area of fiscal policies and taxation in relation to the macroeconomic convergence programme and the programme on cooperation on taxation for the SADC region

### **Duties and Responsibilities**

- Draft calendar of events for the year and maintain up to date
- Coordinate research, analysis and dissemination of information:
  - Regularly collect data on fiscal sector aggregates, fiscal indicators and taxes on Member States, using primary and secondary research techniques.
  - Co-ordinate research projects in the region in the area of fiscal policy and taxation.
  - Analyse the data and information from the research commissioned
  - Regularly populate the regional fiscal and tax database
  - Process and disseminate fiscal information either on the SADC website or other forms of media
- Facilitate the formulation and harmonisation of regional fiscal policies and taxation, and align them with other regional and international benchmarks e.g. AU, IMF and World Bank.
- Monitor and evaluate fiscal policies and taxation in relation to the macroeconomic convergence programme; and SADC programme on cooperation in tax matters.

- Identify fiscal policy and taxation gaps in Member States
- Provide early warning signs on economic variables related to fiscal policy and taxation and related matters.
- Analyse data and produce draft reports
- Maintain effective contact with Member States in all matters related to the fiscal policies and taxation matters.
- Service official meetings of the macroeconomic subcommittee and the tax subcommittee; and other relevant SADC structures
  - Liaise with Conference Services unit to organise meetings
  - Prepare documentation for relevant official SADC meetings and technical papers on regional fiscal policy, taxation and related matters for discussion and /or publication
  - Participate in the meetings as observer or facilitator or presenter
- Make presentations on the fiscal policy and tax situation in the region to various stakeholders / audiences
- Procurement of consultancies and supervision of consultants
- Assist the Senior Programme Officer in:
  - Harmonisation of macroeconomic policies and taxation in Member States
  - Review, development and monitoring of protocol relevant to this focal area
  - Development, review and execution of strategies, plans and programmes
  - Monitoring and evaluation of programme implementation
  - Resource mobilisation for programmes
- Liaise with other Directorates and Units to internalise cross-cutting issues into fiscal policy related 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

### **Position Requirements**

#### **Qualifications**

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

#### **Professional Certification**

Certification in any fiscal policy analysis, formulation and implementation course

#### **Specialised knowledge:**

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring
- Knowledge of public finance including tax policy and tax administration
- Knowledge of the structure and functioning of the economies of the SADC region
- Understanding and appreciation of socio-economic development trends and political events globally and in the region
- Proficient in the use of computers and computer software relevant to the position

### **Experience**

At least 7-10 years' experience in fiscal policy analysis including tax policy/administration, formulation and implementation 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

### **Competencies**

- 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

## **16. Re-Advert Officer – Meetings Management and Logistics – Grade 6**

**Purpose of the job:** Responsible to assist the Senior Officer in the planning and organisation of conferences /meetings / events on behalf of the Secretariat

### **Duties and Responsibilities**

- Follow the plan / calendar of events as approved at the start of the year
- Manage and supervise all travel arrangements and maintain relationships with travel agencies
- Coordinate, liaise and maintain day to day contact and follow-up with service providers / suppliers / event management companies with regard to:
  - Selection of venue and space for each conference
  - Booking of audio-visual equipment, security and catering services
  - Arranging translation, interpretation and secretarial services (if outsourced)
  - Organising conference delegate badges, accommodation, transport, etc.
  - Running conference registration and distribution of documents to delegates
  - Arranging media coverage
  - Administering post-event survey to delegates
- Liaise with the conference hosts to check that they are fulfilling their share of responsibilities with regard to the event, and to give them regular status updates
- Make site visits to the potential venues when required
- Liaise with Documentation Officer to ensure due processing of conference materials
- Prepare delegate lists and conference proceedings
- Check conference packs
- Receive all invoices, check and submit to Finance for processing and payment
- Perform any other tasks assigned by the Senior Officer Conference Services
- 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 Degree in Event Management or any other from a recognised institution

#### **Professional Certification**

Certification in any fiscal policy analysis, formulation and implementation course

#### **Specialised knowledge:**

- Knowledge of best practice in conference / event organisation and management policies, procedures, processes etc.
- Proficient in the use of computers and computer software relevant to the position

### **Experience**

At least 7-10 years work experience in event organisation and management

### **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

### **Competencies**

- 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

## **17. Re- Advert Programme Officer - Climate Diagnosis and Monitoring**

### **Primary Purpose of the Job**

- Monitor climate and perform climate diagnosis activities to support practical and strategic decision-making in climate sensitive sectors in the region
- Develop and generate climate information and products for dissemination
- Research on improving the information from meteorological sector

- Availing services to Member States and other stakeholders on climate products and services

### **Duties and Responsibilities**

#### Climate diagnosis including analysis of climate variability and extremes at regional and sub-regional scales;

- Acquire near real time and historical climate data;
- Quality control, maintain and archive climate data;
- Process climatological data;
- Prepare climate statistics, climate indices and climate statements;
- Establish historical reference climatology for the region and sub-regions;
- Implement and update a regional Climate Watch;
- Develop and update regional agro-hydro-climatic atlas;
- Monitor climate variables from different sources including WMO Global Producing Centres
- Validate regional climate models outputs and interpret of global output products
- Develop and implement climate monitoring activities in the region.

#### Research, analysis and dissemination of information:

- Regularly collect data and information using primary and secondary research techniques;
- Contribute in data rescue initiatives in the region;
- Assist in research projects
- Analyse the data and generate plausible information
- Populate the regional database on the sector
- Prepare data for publishing on the SADC website and other forms of media
- Promote studies of the economic value of climate information

#### 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

#### Technical and administrative support in programme / project implementation:

- Contribute in research papers, concept notes and minutes of meetings.
- Assist in promoting the relevant SADC programme portfolio, pipeline, specific projects and programme impact
- Contribute in organising relevant Technical & Policy Meetings & Workshops

- Engage in presentations to various stakeholders / audiences on climate forecasting
  - Assist in procuring consultancies and in supervision of consultants
  - Assist in monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
  - Assist in organising relevant Technical & Policy Meetings & Workshops
  - Support in capacity building activities including data management
- 
- Liaise with other programme directorates, as and when there is a need for joint / synergised programme implementation
  - Liaise with National Meteorological and Hydrological Services (NMHS) and users of climate information and prediction services in SADC Member States
  - Liaise with Regional and National Climate Services as and when required
  - Liaise with Disaster Risk Reduction (DRR) as and when required, on disasters caused by weather and climate change
  - 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**

#### **Qualification**

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

#### **Specialised knowledge**

- Good knowledge in Meteorology and Climate forecasting
- Proficient in the use of computers and computer software relevant to the position
- Good knowledge in programming languages such as R and Python
- Ability to work with Linux
- Understanding of integrated programme planning, budgeting, development, administration and monitoring for weather and climate

#### **Experience**

At least 7-10 years' experience in climate science research and/or application within a public sector or a regional organisation

#### **Skills required**

- 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

## **18.Re-Advert - Programme Officer - Gender Mainstreaming**

### **Purpose of the job:**

- Support the Senior Programme Officer in ensuring the mainstreaming of gender perspectives into all SADC policies, programmes, projects and activities at both national and regional levels and in monitoring the implementation of the Revised SADC Protocol on Gender and Development.
- Monitor, evaluate and report progress made in the implementation of all gender commitments of SADC Member States at the regional, continental and international levels.

### **Duties and Responsibilities**

- Draft calendar of events for the year and maintain effective and efficient development and management of the coordinated Gender Mainstreaming Management Structures of Gender unit

- Provide effective support to the Senior Programme Officer in mainstreaming gender in all the Directorates and Units' policies and programs;
- Facilitate and coordinate the capacity building in mainstreaming gender into all SADC programmes, policies and activities;
- Continuously, review and update the SADC Gender Mainstreaming Toolkit and sectoral gender mainstreaming checklists and guidelines to be used to build the capacity of all SADC Institutions
- Promote the documentation and sharing of knowledge about current and emerging gender mainstreaming related concerns and trends, evaluate programmes, document lessons learned, best practices as well as replicable strategies and approaches in the SADC Region.
- Provide effective support to the Senior Programme Officer in women empowerment issues
- Develop framework and guidelines for scaling up women's participation in politics and decision-making positions
  - Facilitate the sensitization and capacity building of regional women parliamentarians caucus in advocacy, lobbying, leadership and management skills. Also, advocate for the critical importance of women's participation in politics and decision-making positions
  - Facilitate the biennial reporting by the Member States on the implementation of the SADC Protocol on Gender and Development and the production of the SADC Gender and Development Monitor
  - Compile Bi-annual reports of Women In Politics and Decision making positions for submission to Council of Ministers and Summit
  - Facilitate and coordinate the regional Women In Business Trade Fairs
- Assist the Senior Programme Officer to facilitate and coordinate the:
  - Review, development and monitoring of the implementation of the relevant protocol/policies and its harmonisation / alignment
  - Development, review and implementation of the relevant strategies and plans
- Support the Senior Programme Officer for improved quality programme/project delivery of the Gender Unit through:
  - Ensuring, facilitating and monitoring expenditure of the Gender Unit
  - Mainstreaming project funds and making budgetary allocations as per regular resources ceiling and funding sources
  - Supporting budgetary entries and requisitions/voucher approvals on SIMS
  - Participating in the Gender Unit Review Meetings and prepare monthly programme reports, quarterly and annual implementation progress reports
  - Contributing to the facilitation of mid and year end reviews of Gender Unit Operational Plan to assess progress of implementation
  - Drafting of papers, concept notes, minutes of meetings, annotated agendas etc.

- Organisation of relevant Technical & Policy Meetings & Workshops
- Engagement with or presentations to various stakeholders / audiences on relevant sector issues
- Monitoring and evaluation of the implementation of programmes/projects and preparation of M&E reports
- Research and disseminate gender related information:
  - Promote evidence-based programming by regularly collecting data and information on sector status/profile in Member States, using primary and secondary research techniques
  - Co-ordinate research projects on the issues facing the sector in the region
  - Analyse the data and information from the research commissioned
  - Develop and regularly populate the regional database on the sector
  - Prepare data for publishing on the SADC website and other forms of media
  - Establish formal contacts with Regional Gender Advocacy groups
- 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 Master's Degree in Social Sciences / Development Studies/ Gender or related relevant technical field from a recognised institution

#### **Specialised Knowledge**

- Knowledge; understanding and the application of gender and gender concepts, as well as integrated programme planning, budgeting, development, administration and monitoring from a Gender perspective
- Knowledge of Planning, Monitoring and Evaluating for Development Results (Results-Based Management)
- 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 Civil Society Organization (CSO), private sector, regional or international organization

### **Skills Requirements**

- Communication and presentation skills
- Advocacy and lobbying skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, good writing, 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

## **19. Re-advert - Programme Officer – Regional Trade**

### **Purpose of the job:**

Support the Senior Programme Officer in facilitating and coordinating policy, planning, programming and M&E work aimed at increasing intra and extra SADC-trade on the basis of fair, mutually equitable and beneficial trade arrangements

### **Duties and Responsibilities**

- Facilitate and coordinate the following activities with regard to promotion of regional trade in SADC:
  - Development, strengthening and harmonisation of policies, strategies, regulations, and standards

- Review and development of the SADC Protocol on Trade
- Monitoring and reporting on the implementation of the SADC Protocol on Trade
- Development, review and implementation of relevant strategies and plans
- Development and implementation of programmes/projects
- Organisation of relevant Technical & Policy Meetings, Committees & Workshops; preparation of documentation and technical papers for the meetings, and participation
- 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
  - In conjunction with other Units responsible for implementation of the Protocol on Trade, Protocol on Trade in Services, in particular Standards and Quality Assurance and Customs, monitor and facilitate the implementation of mechanisms to eliminate Technical Barriers and Non-Tariff Barriers to trade
- Facilitate implementation of decisions on the SADC's Customs Union
- Assist the Senior Programme Officer to:
  - Maintain, register and monitor the implementation of decisions made by SADC Policy organs regarding the SADC Trade Policy regime
  - Monitor the implementation and compliance with provisions of the SADC Protocol on Trade by Member States with particular reference to Tariff phase downs, Rules of Origin, Non-Tariff Barriers and Trade Facilitation
  - Monitor notifications by Member States on all changes made to trade related laws, regulations, procedures and requirements
  - Monitor existing and new bilateral agreements entered into or being negotiated by Member States with third parties to ensure consistency with the SADC trade policy regime
  - Coordinate SADC's input and participation in Tripartite, Continental and other regional trade and economic integration processes, agreements and activities
- Make presentations to various stakeholders / audiences on relevant issues pertaining to regional trade
- Coordinate research, analysis and dissemination of information on regional trade:
  - 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 regional trade
  - Prepare data for publishing on the SADC website and other forms of media
- 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
  - Maintain effective contact with Member States in all matters related to the regional trade 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

### **Position Requirements**

#### **Qualifications**

- A Master's Degree in International Economics, Development Economics, Trade Law, International Relations and/or in a related area from a recognised Institution

#### **Professional Certification**

Trade Policy Analysis, Trade Agreements and Trade Negotiation

#### **Specialised Knowledge**

- Knowledge of the region's economic and business environment as well as both private and public sector operations
- Knowledge of trade agreements, negotiations, and other trade related issues
- Knowledge of the political environment and its influence on trade and regional integration development
- Proficient in the use of computers and computer software relevant to the Position

#### **Experience**

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

#### **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

**20. Re-advert - Legal Counsel – Job Grade 6****Purpose of the job:**

Under the Supervision of the Senior Legal Counsel the incumbent will coordinate drafting, interpretation and amendment of SADC Treaty and Protocols, their Annexes and subsidiary instruments; provide legal advice, assistance and information to all Policy Organs as well as all Directorates and Units of the Secretariat on treaty, protocol and related legal matters.

Responsible for providing appropriate advice, opinion and assistance to the Secretariat on legal matters and issues pertaining to the SADC development and integration agenda; and for monitoring the implementation of all protocols signed by the SADC (from a legal perspective)

**Main duties and responsibilities**

- Act as an advisor to the on corporate legal matters
- Provide appropriate legal opinion, advice and assistance on the formulation, review, enforcement and interpretation of corporate legal documents (policy, rules and regulations, resolutions, contracts, leases, agreements etc.)
- Render legal services to SADC Secretariat in its areas of activity, its institutions.

- Initiate draft rules on specific policy issues; notify on the proposed rules and solicit comments; interpret and apply existing SADC Policies, Rules and Procedures
- Conduct legal and factual research to inform the writing of memoranda on draft legal solutions to disputes across SADC Institutions
- Act as legal counsel representative in staff grievance and dispute resolution hearings, litigations, court hearings and judicial proceedings, contract and partnership negotiations etc.
- Prepare cases and court pleadings
- Conduct legal analysis and research to keep abreast of all relevant changes of laws and advise Management on the required changes and impact to the operations of the Secretariat
- Review the legal implications, for the Secretariat, of new policies and legislations
- Custodian of all corporate legal documentation
- 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
- Provide legal advice and assistance to all Policy Organs and to all Directorates and Units of the Secretariat on the (a) drafting, revision and implementation of the Treaty, protocols, and any other legal instruments governing the SADC, (b) application or interpretation of Protocols, and (c) conformity of decisions and actions with the Treaty, protocols, and any other legal instruments
- Monitor the status of signature and ratification of protocols by Member States and coordinate the deposit and registration of SADC legal instruments with the UN and AU
- Interpret and apply SADC Treaty and Protocol provisions
- Participate in the development of legal instruments that should create an enabling environment for SADC Member States to operationalize SADC policies and strategies
- Undertake all steps to register the SADC Protocols with the UN and the AU
- Conduct research on various legal issues arising from the implementation of SADC regional integration programmes
- Advise the Secretariat on legal issues arising from the implementation of the SADC Protocols and their Annexes.
- Provide legal advice to dispute settlement matters
- Facilitate effective participation of Member States in regional, continental and international fora including in World Trade Organisation (WTO) ACI, AU etc.
- Interpret agreements and decisions reached by Committees of Ministers
- Provide advisory, drafting and interpretation services to SADC Economic Partnership Agreement (EPA) countries during the negotiation and implementation process
- Conduct subject-specific legal analysis and research to keep abreast of all relevant changes of economic and political integration, advise on the implications for the regional integration agenda
- Perform any other duties as may be assigned

## **Position requirements**

### **Qualification**

- At least a Masters in Law from a recognised institution and a license to practice law in any jurisdiction of a SADC Member State
- Specialisation in international trade laws would be an added advantage

### **Experience**

- At least 7-10 years of work experience in providing legal advice
- Knowledge of Treaties, Protocols, Conventions etc.
- Knowledge of trade and customs laws and regulations in the Member States

### **Other relevant skills required**

- Communication and presentation skills
- Interpersonal skills
- Networking and relationship building skills, persuasion and advocacy skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Proficient in the use of computers, and forensic tools and software

### **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

## **21. Internal Auditor – Job Grade 6**

### **Purpose of the job:**

Execute the audit programme to (a) assess operational efficiency, risks, soundness of business practices, reliability of financial reporting and effectiveness of financial controls and procedures, and evaluate compliance with set procedures and applicable laws

### **Duties and Responsibilities;**

- Check the soundness of controls for proper custody and safeguarding the assets of the Secretariat and to ensure appropriate and authorised use of assets
- Identify improper accounting or documentation, and make recommendations to improve policies or procedures accordingly
- Audit the accounting and financial data of directorates to ensure accuracy and compliance with relevant guidelines and applicable laws, and carry out internal audit checks of financial transactions on a random basis to test soundness of controls and accounting procedures
- Review and audit procurement processes to ensure that transparent procurement procedures are in place and are implemented at all times
- Undertake performance audit of various business units and SADC projects and report of economy, efficiency and effectiveness of operations.
- Carry out special audit assignments and investigations as directed by ES and / or Audit Committee
- Recommend way of improving the economy, efficiency and effectiveness of operations based upon findings from an impartial and objective examination.
- Review programs to ascertain whether the results are consistent with established objectives and goals, and whether the operations or programs are being carried out as planned.
- Review whether records are being properly maintained in accordance with SADC Administrative Rules and Financial Regulations
- Review governance practices and standards in line with IIA Standards and best practices;
- Execute the audit programme by:
  - Attending meetings with auditees to develop an understanding of business processes
  - Meeting relevant staff and obtaining documents and information from each directorate
  - Gathering data for internal audit through a variety of methods including interviews, desk research etc.
  - Documenting the results of the audit work
  - Researching, recording and assessing how well risk management processes are working
  - Preparing reports to highlight issues and problems, and submitting to the Senior Officer – Internal Audit for review

- Review SADC systems, business process and operations recommend improvements.
- Update systems flowcharts and documentation to reflect changes in the control environment as and when they arise, and to evaluate their effectiveness on controls
- Assist the Supervisor in developing the annual audit programme and the audit recommendations, and in monitoring progress in the implementation of audit recommendations
- Liaise with the external auditors as and when required
- Follows up on audit findings to ensure that management has taken corrective action(s)
- Perform any other duties as may be assigned by the supervisor

### **Position Requirements**

#### **Qualifications**

At least a Degree in Accounting or Finance or professional qualification (e.g.CPA, ACCA, ACA or CA or CIPFA) from a recognised institution

#### **Professional Certification:**

Certified Internal Auditor (CIA) is desirable

#### **Specialised Knowledge**

- Knowledge in Auditing standards, techniques, activities, and processes
- Knowledge in Risk management and risk assessment
- Knowledge in accounting and financial rules, laws, standards, and practices
- Knowledge in Fraud investigation and detection criteria and strategies
- Proficient in the use of computers and computer software relevant to the position

#### **Experience**

At least 7-10 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background.

#### **Skills Requirements**

- Communication and presentation skills
- Interpersonal skills
- Networking and relationship building skills, persuasion and advocacy 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 status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player