Executive Director  
Office of the Prime Minister  
Windhoek

Dear Colleague,

RECRUITMENT OF REGIONAL POSITIONS AT THE SADC SECRETARIAT

Please be informed that a list of eighteen (18) Regional positions at the SADC Secretariat have been announced.

Your Office is kindly requested to disseminate these vacancies to the general public and within the public service.

Recruitment will be carried out as follows:

Publication of the advertisement : 3 – 23 May 2022;
Screening of application by Member States : 24 May – 7 June 2022;
Submission of application to the Secretariat : 10 June 2022;
Translation : 15 June – 30 June 2022;
Screening and Selection by the Secretariat : 4 July – 22 July 2022;
Interviews : 1 August – 31 August 2022; and

The deadline for application is 23 May 2022 and no late submissions will be accepted.

Yours sincerely,

Penda A. Naanda  
Executive Director

All official correspondence must be addressed to the Executive Director
SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

VACANCY ANNOUNCEMENT

Background

The Southern African Development Community (SADC) is a regional economic community founded and maintained by countries in Southern Africa. It aims to further the socio-economic, political and security cooperation among its Member States and foster regional integration in order to achieve peace, stability and wealth. SADC currently has fifteen Member States\(^1\) with a population of approximately 327 million people and a combined GDP of USD 600 billion (2016).

The Secretariat is currently recruiting for various positions to enhance its capacity to deliver on the above mandate. The Secretariat is therefore inviting suitably qualified and experienced citizens of SADC to apply for the following positions tenable at its Headquarters in Gaborone, Botswana or as stated in the job advert:

<table>
<thead>
<tr>
<th>Position</th>
<th>Job Grade</th>
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<tbody>
<tr>
<td>1. Senior Officer Politics and Diplomacy</td>
<td>4</td>
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<tr>
<td>2. Senior Officer – Development and Performance Management</td>
<td>4</td>
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<tr>
<td>3. Senior Officer Internal Audit</td>
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<tr>
<td>4. Senior Programme Officer - Documentation &amp; Information</td>
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<tr>
<td>(SPGRC, Lusaka, Zambia)</td>
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<tr>
<td>5. Finance and Admin Officer – RPTC (Harare, Zimbabwe)</td>
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<tr>
<td>6. Finance Officer – Grants/Contracts &amp; Projects</td>
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<td>7. Finance Officer – Payroll</td>
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<tr>
<td>8. Programme Officer - Science, Technology and Innovation</td>
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<tr>
<td>9. Human Resources Officer (Remuneration &amp; Admin Officer)</td>
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<td>10. Translator – French</td>
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<td>11. Translator – Portuguese</td>
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<td>12. Programme Officer – Industrial Policy</td>
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<td>13. Programme Officer – Seasonal and Climate Forecaster</td>
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<td>(Climate Services Centre)</td>
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<td>14. Communication Officer – Internal</td>
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<td>15. Programme Officer - Gender Mainstreaming</td>
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<tr>
<td>16. Programme Officer – Regional Trade</td>
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<td>17. Legal Counsel</td>
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<tr>
<td>18. Internal Auditor</td>
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\(^1\) The Southern African Development Community (SADC) is made up of Angola, Botswana, Comoros, Democratic Republic of the Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, Zimbabwe, Zimbabwe
If you are results orientated, you have a passion for the transformation and development of Southern Africa, and possess the required competencies, please submit your application.

Only applicants who meet the requirements of the SADC Secretariat and being considered for interview, will be contacted. Should you not hear from the SADC Secretariat within two months after the closing date, kindly consider your application as unsuccessful.

For further details on the position that you want to apply for, job profiles and SADC Application Form, refer to the SADC Website: www.sadc.int

Details can also be obtained from the National Contact Point in your respective country.
<table>
<thead>
<tr>
<th>No.</th>
<th>Country</th>
<th>No of positions</th>
<th>Quota points Utilised</th>
<th>Total</th>
<th>Remaining balance</th>
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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. 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
    - Promotion of free and fair elections in the region and management of SADC Electoral Observer Missions
    - 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

2. 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 organization
- 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
3. Senior Officer - Internal Audit – Job Grade 4

Purpose of the job:

- Plan, coordinate, manage and direct the Internal Audit functions of the Secretariat
- Plan and execute internal audit, special investigation, inspection, monitoring and evaluation of the adequacy and effectiveness of the internal control, financial management, accounting, administrative, data quality, computing and other operational activities of the SADC Secretariat
- Adopt a systematic and disciplined approach to evaluate and improve risk management, internal control systems and administrative processes compliant with relevant statutes, directives, guidelines, policies and governance standards.
- Provide the Audit Committee and Management with an independent and objective assurance regarding good corporate governance
- Quality review of the work of Internal Auditors including audit planning, field work, reporting and documentation.
- Manage the efforts and performance of the internal audit team

Duties and Responsibilities;

Internal auditing

- Facilitate meetings with other directorates and units to determine the audit scope, auditable activities and design detailed plans
- Prepare comprehensive risk based audit programme covering inspection and operational audits at the Secretariat and submit to Director for approval
- Define the scope for operational, information technologies and financial audit projects and select/develop appropriate audit steps necessary to promote effective audit coverage and delivery of risk assessment and internal audit services and solutions
- Focal person for the directorate of Internal Audit and Risk Management on issues of planning and budgeting, and quarterly reporting on internal audit budget utilisation
- Lead the development of internal control policies, processes and systems for effective governance
- Implement the annual audit programme to ensure an effective control environment in all operational, financial and systems environment of the Secretariat
- Organise and undertake special assignments as assigned by the Director, including investigation of fraud or other irregularities (forensics), and report to Director outcomes of such assignments
- Recommend way of improving the economy, efficiency and effectiveness of operations based upon findings from an impartial and objective examination.
Review audit reports, and present recommendations and conclusions of audit reviews to the Director.

Identify and analyse risks that may hinder the achievement of the Secretariat’s objectives and recommend how those risks should be addressed through proper internal control systems and procedures.

Analyze effectiveness and efficiency of operational and management processes and system controls.

Report any weaknesses in internal controls and processes to the Director, and participate in the development of new systems to ensure that efficient and effective controls are incorporated.

Oversee and monitor progress in the implementation of audit recommendations through follow up audits to ensure that proper corrective actions are taken.

Provide periodic reporting on the status of implementation to the ES. Ensure adherence to international audit standards.

Coordinate with and support the activities of the external auditors.

Provide support to the Audit Committee.

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.

Position Requirements

Qualifications
Professional qualification (e.g. CPA, ACCA, ACA, CA, Masters in Finance, Accounting, Management etc.) from a recognised institution

Professional Certification in Auditing

Must also be a Certified Internal Auditor and a member of a recognized institute / association of internal auditors 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 10-15 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background
- Experience in conducting or supervising all types of audits (operational, performance, financial and IT), preferably in a regional 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
Ability to work well in a multi-cultural and highly political environment (internal and external)
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
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

4. Senior Programme Officer - 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
Ref: SADC/2/3/3

- 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

5. **Finance and Administration Officer – RPTC – Job Grade 6**

*Please note that this position is based in Harare, Zimbabwe at the SADC Regional Peacekeeping Training Centre (RPTC)*
Main purpose of the job: Under the overall supervision of Deputy Commandant the incumbent will facilitate an efficient and effective financial control, budgeting and treasury; payroll; human resources management and administration at the Centre.

Main duties and responsibilities:

A: Accounting and Financial Management
   - Ensure accuracy and completeness of accounting entries in the accounting system and posting of journals.
   - Updates general ledger accounts and subsidiary ledgers to supporting schedules
   - Prepare monthly and quarterly management accounts for the Secretariat and supporting reconciliations
   - Compile statutory annual financial statements for the Secretariat and liaise with auditors/attend to their queries
   - Implement appropriate internal controls around financial accounting and reporting
   - Extract report of actual spend per activity and prepare variance analysis reports
   - Enforce appropriate measures to limit the amount of physical cash handling such as direct bank transfer payment
   - Make follow ups for timely imprest retirement
   - Review imprest retirement reports for completeness of the documents and approve refund/recovery
   - Prepare relevant expenditure control and analysis report for management
   - Authorise processing of payment request in the accounting system
   - Supervise the work of the Assistant Finance Officer and Accounts Assistant and ensure compliance with policies and procedures and relevant controls and checks and duly performed
   - Prepare and submit expenditure control reports and other financial reports as required by management
   - Drive the implementation of auditor recommendations for better expenditure control
   - Coordinate financial and administrative planning
   - Prepare annual budgets and medium term revenue and expenditure framework for the Centre
   - Maintain sound records of all financial transactions in line with the SADC Financial Regulations
   - Manage payroll, payroll reconciliations, and related accounting matters
   - Manage debtors, creditors and relationships with bankers
   - To facilitate effective audit process at the Centre on financial transactions, plans and budgets; payroll and procurement and implement audit recommendations.
B: Human Resources and Administration

- To facilitate recruitment of staff and provide human resources support in line with applicable Human Resources Policies
- To manage assets and provide administrative support to the Centre in line with Administration Policies
- To supervise and review performance of accounting finance and administration personnel at the Centre and recommended training and development plans to enhance efficient
- To facilitate procurement of goods and services in line with Procurement Policy and Regulations
- To provide technical advisory services on procurement, financial management, human resources and administration
- Perform any other duties as may be assigned

Position Requirements

Qualification

A professional accounting qualification and a member of an internationally recognised accounting body (such as CPA, CA, FCCA, CIMA, ICAEW, ICAS, FCPA Expert Comparable or equivalent).

Experience

- 7-10 years of relevant experience, preferably with a public organization working on public sector financial management.
- Sound experience in preparing statutory accounts and facilitation of audits (external and internal audits)
- Sound experience in budget management; human resources and administration; and procurement
- Good knowledge, understanding and hands-on application of International Public Sector Accounting Standards (IPSAS) and International Standards on Auditing is a requirement
- Superior written and verbal communication skills

Competencies

- Sound computerized accounting skills
- Ability to analyze financial data and to prepare accurate reports in a timely fashion
- Good interpersonal skills
- Experience with governmental/non-profit accounting principles and procedures.
- Ability to develop and establish financial policies and procedures.
6. Finance Officer – Grants/Contracts & Projects – Job Grade 6

Main purpose of the job
Under the supervision of Senior Finance Officer - Grants/Contracts & Projects the incumbent will facilitate an efficient and effective financial administration accounting and reporting of project funds managed by the Secretariat

Duties and Responsibilities

Budgeting and Control
- Prepare and disseminate the budget preparation guidelines to all project owners in directorates/units, provide adequate support and coordinate the budgeting process
- Consolidate the annual budget and submit to the Controller Accounting Services.

Budget & Expenditure Control
- Ensure that commitments are only made against budgeted appropriations. Review and approve project commitments (purchase orders)
- Review procurement procedures followed for award of contracts and ensure compliance with donor contractual requirements. Report exceptions to management
- Perform regular monitoring of project actual expenditure against budget and report potential overruns to management

Accounting
- Ensure chart of accounts are appropriately set up for accounting and reporting of project expenditures, and maintain control around updates
- Review and analyze relevant reports prepared by the Assistant Finance Officer, financial reports, income and expenditures incurred by projects, perform relevant analysis and reconciliations to ensure completeness and accuracy
- Prepare a timetable of donor reporting requirements and ensure compliance by the accounting team
- Liaise with donor finance officers and address their queries on the financial reports
- Provide relevant information for audit and clear audit queries
- Keep up to date with International Financial Reporting Standards (IFRS) and provide adequate training to accounting team
- Review all outstanding commitments made and ensure these are settled, accounted and reported before close of projects with donors

Cash Management & Control
- Review and approve disbursements for project expenditures after satisfactory review
- Review agreements and contractual rules and procedures established by donors for sound cash management and ensure these are implemented and followed during the financial management of projects
- Review all bank reconciliations and cash flow reconciliation prepared by Treasury Finance Officers for projects and Assistant Finance Officer and ensure they are complete and accurate
- Ensure adequate controls are implemented and followed for proper management of project funds
- Review monthly cash flow reconciliations and forecasts prepared by the Assistant Finance Officer and liaise with donors and banks in advance to solicit additional funding requirements
- Provide periodic reports to the Financial Controller on cash flow positions and forecasts for review

Internal Controls
- Ensure contractual requirements of donors regarding internal controls around project financial management are effectively implemented
- Review and implement auditor recommendations for better financial controls
- Manage risks and implement appropriate mitigating measures.

Other
- Coordinate with the Assistant Finance Officer – Asset to ensure proper management and record keeping of fixed assets for the Secretariat and projects, ensure compliance with donor rules and conditions
- Review and confirm all recoverable or payable balances at the close of projects, liaise with donor finance officers and SADC disbursement officers and treasury accordingly for settlement
- Submit reports to donors as stipulated in contractual conditions and attend to ad hoc information request
- Financial Contracts Management including financial Securities such as Bank Guarantee
- Prepare Budgetary Performance Reports in respect of Grants and Projects matters
- Prepare Draft Annotated Agenda and background documents to Governance Oversight Structures on Grants and Projects matters
- Provide Secretariat Services (as member of Draft Team) to FSC
- Any other duties as may be assigned

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
Ref: SADC/2/3/3

- Research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

Qualifications

At least a Degree in Accounting, Finance or related field

Professional Certification

Professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent

Experience

At least 10 – 15 years of work experience in a similar field

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- 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
7. Finance Officer – Payroll – Job Grade 6

Purpose of the job:

To coordinate the payroll function ensuring that direct and control personnel implementing payment control tasks related to payroll achieve set objectives.

Duties and Responsibilities

Accounting

- Obtain, up-date and maintain a register of signatures on institutional payroll authorisations in line with the Delegation Register on the following;
  - employment contract both Project and Regional Staff;
  - facilities - loans, advances and guarantees;
  - payment allowances – gratuity;
  - Charges – surcharges; and
- Maintain and up-date specific and separate control accounts on the following items:
  - Gratuity Fund;
  - Loan Fund;
  - Staff Loan Guarantees;
  - Salary Advance;
  - Third party payments (scheme loans and medical aid)
  - Surcharge;
  - Allowances;
  - Terminal Payments; and
  - Insurance for Staff.
- On a monthly basis, review payroll payments (Projects, Regional, local and seconded staff) and other transfers of financial resources, analyses monthly payroll movement and submit for authorization in line with the Delegation Register.
- Issue accounts and financial reports in the area of payroll payments, supported by adequate financial records.
- Prepare loan fund and gratuity fund reconciliations on a monthly basis.
- Ensure monthly reconciliation of the project salary advance account.
- Review payments of staff gratuities and payments in lieu of leave to ensure accuracy, compliance with policy and timely payment
- Check staff end contract clearance forms to ensure exiting staff have no outstanding advances and loans.
- Review monthly reconciliations of payroll bank accounts, and control ledgers to ensure accuracy and timeliness of expenses.
- Review monthly schedules of reconciliation of allowances and Ensure compliance with internal and external reporting deadlines;
- Ensure proper application of relevant accounting policies (IPSAS) in the treatment of employee benefits;
- Review of GIZ quarterly report and ensure timely submission.
Ref: SADC/2/3/3

- Review request for disbursement from GIZ and ensure timely submission.
- Review and supervise work of the accounting team and provide adequate coaching and training.
- Continuously identify and implement leading practices to promote and efficient and effective financial accounting and reporting process
- Liaise with auditors both internal and external on payroll related matters.
- Any other tasks as assigned from time to time.

People Management within the unit
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive and compelling workplace and team culture
- Maintain a climate that attracts, retains and motivates top quality personnel
- Plan the unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff
- Undertake any other duties as delegated by the Director or the Deputy ES

Position Requirements

Qualifications

At least a Degree in a Finance related field from a recognised institution

Professional Certification

Professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent

Specialised Knowledge

- Knowledge of IAS, IFRS and IPSAS
- Proficient in the use of computers and computer software relevant to the position
- Experience with VIP and sun system will be an added advantage

Experience

Minimum of 7-10 years’ work experience in a similar position

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching 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

8. **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
Ref: SADC/2/3/3

- 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&D) and technology transfer programmes in priority areas
Ref: SADC/2/3/3

- 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
Ref: SADC/2/3/3

- 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 Open 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

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
Ref: SADC/2/3/3

- 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

10. 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.
Ref: SADC/2/3/3

- 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

11. 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

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 multicultural 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 (e.g. ENSO and other climate drivers)
- Prepare regional early warning bulletins at different time scales (e.g. 5 days, 10 days, 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. 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. Programme Officer - Gender Mainstreaming - Job Grade 6

**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

16. Programme Officer – Regional Trade - Job Grade 6

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 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

17. 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
Ref: SADC/2/3/3

- Conduct legal analysis and research to keep abreast of all relevant changes of laws and advice 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

18. 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
Ref: SADC/2/3/3

- 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
Remuneration

The SADC Secretariat offers a competitive package for all the positions as outlined below.

**Job Grade** | **Average Package per Annum:**
--- | ---
Job Grade 4 | US$ 81,650
Job Grade 6 | US$ 72,527

**Tenure of appointment**

All appointments for the above positions will be on a fixed term contract for a period of four (4) years, renewable twice for an equal period subject to:

- satisfactory completion of 6 months’ probation;
- satisfactory performance;
- retirement age limit of 60 years; and
- the continued need for the position.

**Eligibility**

The positions are open to qualified applicants who:

- Are 50 years old or younger. This requirement is based on the Organization’s need to recruit staff who can serve for a reasonable period of time before reaching the mandatory retirement age of 60 years.

- Are from the following eligible Member States: Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, United Republic of Tanzania, Zambia and Zimbabwe.

**Closing Date and Submission of Applications:** Applications must be submitted to the SADC National Contact Point [https://www.sadc.int/opportunities/employment/national-contact-points/](https://www.sadc.int/opportunities/employment/national-contact-points/) of the eligible Member States not later than or on 23 May 2022.

Applications should be accompanied by the following:

a) a cover letter stating the position that you want to be considered for and describe how your qualifications, experience and competencies are relevant to the position;

b) Not more than **five (5) pages** updated curriculum vitae;

c) certified copies of your degree(s), Diploma(s) and Certificate(s); and

d) duly signed and completed SADC Application Form.

Should you be shortlisted, you will be required to produce evidence of educational and professional qualifications supporting your application, on the day of your interview.

**Gender Mainstreaming**

SADC is an equal opportunity employer and particularly encourages applications from female candidates.
### A. POSITION APPLIED FOR

### B. GENERAL DETAILS

<table>
<thead>
<tr>
<th>1. Family Name</th>
<th>2. First Name</th>
<th>3. Middle Name</th>
<th>4. Maiden Name, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Month</td>
<td>Year</td>
<td>Other-Specify</td>
</tr>
<tr>
<td>10. Gender</td>
<td>11. Marital Status</td>
<td>12. Title</td>
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</tr>
<tr>
<td>Male</td>
<td>Female</td>
<td>Single</td>
<td>Married</td>
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</tbody>
</table>

#### 13. Contact Details

<table>
<thead>
<tr>
<th>1. Family Name</th>
<th>2. First Name</th>
<th>3. Middle Name</th>
<th>4. Maiden Name, if any</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Month</td>
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</tr>
<tr>
<td>Male</td>
<td>Female</td>
<td>Single</td>
<td>Married</td>
</tr>
</tbody>
</table>

**C. RELATIONS**

14. Are any of your relatives employed at SADC or any of SADC Institutions (Yes) (No)

15. If you answered Yes, list any of relatives employed by SADC or SADC Institutions.

<table>
<thead>
<tr>
<th>Relative Name</th>
<th>Relationship</th>
<th>SADC Institution</th>
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</table>

16. List any dependents that you have.

<table>
<thead>
<tr>
<th>Dependent’s Name</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Country of Birth</th>
<th>Nationality</th>
</tr>
</thead>
</table>
## D. EDUCATION HISTORY

17. List all University Degrees, Diplomas or Professional qualifications starting with the latest.

<table>
<thead>
<tr>
<th>Name of University/College or and Mailing address</th>
<th>From MM/YY</th>
<th>To MM/YY</th>
<th>Degree(s)/Diploma(s) Received</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Main Field(s) of Study</th>
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<table>
<thead>
<tr>
<th>Telephone (Including Country Code)</th>
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<th>Email Address</th>
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<tr>
<th>Facsimile (Including Country Code)</th>
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<tr>
<th>Name of University/College and mailing address</th>
<th>From MM/YY</th>
<th>To MM/YY</th>
<th>Degree(s)/Diploma(s) Received</th>
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<th>Degree(s)/Diploma(s) Received</th>
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<th>Main Field(s) of Study</th>
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<th>Telephone (including country code)</th>
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<th>Facsimile (including country code)</th>
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</table>

## E. EDUCATION HISTORY PART 2

(to be completed by applicants without Formal Tertiary Education)

<table>
<thead>
<tr>
<th>Secondary/Tertiary/Apprenticeship Name and Mailing address</th>
<th>From MM/YY</th>
<th>To MM/YY</th>
<th>Certificate(s) Received</th>
</tr>
</thead>
</table>

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<tr>
<th>Main Field(s) of Study</th>
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<th>Email Address</th>
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<th>Telephone (including country code)</th>
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<tr>
<th>Facsimile (including country code)</th>
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</table>
### F. EMPLOYMENT HISTORY

18. List in reverse order starting with your current or most recent position and the last two (2) jobs.

**Current / Most Recent Position**

<table>
<thead>
<tr>
<th>Title of Position</th>
<th>Location</th>
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**Period in that position**

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<th>From</th>
<th>To</th>
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**Name and Address of Employer**

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**Contact Telephone Number**

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**Contact Fax Number**

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**Email Address**

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**Number of employees supervised by you**

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<thead>
<tr>
<th></th>
<th>Type of employees you supervised (Technical, Professional, Administrative or Other)</th>
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**Summarize main duties and responsibilities**

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**Summarize your achievements if any.**

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**State reason for leaving**

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### EMPLOYMENT HISTORY CONTD.

**Period in that position**

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<tr>
<th>From</th>
<th>To</th>
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</table>

**Name and Address of Employer**

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**Contact Telephone Number**

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**Contact Fax Number**

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**Email Address**

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**Full name, title of position and contact details of individuals to be contacted for confirmation of employment**

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</table>
None

| Type of employees you supervised (Technical, Professional, Administrative or Other) |
| Summarize main duties and responsibilities |
| Summarize your achievements, if any. |
| State reason for leaving |

**EMPLOYMENT HISTORY CONTD.**

| Title of Position |
| Period in that position |
| Location (City and Country) |
| From | To |

| Name and Address of Employer |
| Contact Telephone Number ( ) |
| Contact Fax Number ( ) |
| Email Address |

| Number of employees supervised by you |
| Type of employees you supervised (Technical, Professional, Administrative or Other) |
| Summarize main duties and responsibilities |
| Summarize your achievements, if any. |
| State reason for leaving |

**G. LANGUAGES AND PROFICIENCY**

19. SADC uses three official languages (Portuguese, French and English) State languages that you know starting with your mother tongue (please tick }

<table>
<thead>
<tr>
<th>Language</th>
<th>Proficiency</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
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</table>

**H. PROFESSIONAL MEMBERSHIP**

20. List professional institutions you have membership with.
I. COMPUTER SKILLS
21. List computer systems and application software which you are familiar with.

II. REFEREES
22. List at least three persons not related to you whom SADC may contact immediately, who have known you for at least two years and are familiar with your character and competencies. Do not list supervisors named in section E.

<table>
<thead>
<tr>
<th>Full Name of Referee</th>
<th>Contact Address</th>
<th>Telephone, Facsimile and Email Address</th>
<th>Business Occupation</th>
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K. HOBBIES
23. Please list your hobbies below:

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DECLARATION BY APPLICANT

I certify that the information contained herein is true and correct to the best of my knowledge, and I authorize the SADC Secretariat to make any enquires they deem necessary to ascertain my suitability for employment with the Secretariat. I understand that any false answers or withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for immediate termination of appointment if an appointment has already been made.

Signature

Date