



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 position in its Organization Structure.

1. Director Infrastructure

Primary purpose of the job

Responsible for senior level decision making, day to day management and strategic direction to the infrastructure cluster of the Secretariat, in line with the implementation of the RISDP

Duties and Responsibilities

Strategic Leadership

- Oversee the formulation, review and implementation of relevant policies, strategies, rules, regulations, systems and procedures for the directorate.
- Identify and recommend specifications for review, installation and implementation of computerised systems.
- Oversee the development of plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals.
- Provide expert guidance and advice in the five Infrastructure focal areas (transport, energy, ICT, water and meteorology), with regard to the following:
 - Development and review of relevant sections in the RISDP
 - Development, review and monitoring adoption of protocols in Member States
 - Development, review, alignment / harmonisation, and implementation of policies, strategies, regulations, standards etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programmes.
 - Data and information collection, sharing and dissemination, analysis and reporting.
 - Production of documents and reports for circulation to SADC Institutions and Policy Organ.
 - Promotion of the work of SADC in regional and international forums.

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- Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business.
 - Ensure effective stakeholder relations with key partners (such as SNCs, ICPs, etc.) and other external stakeholders.
 - Analyse problematic situations and provide solutions to ensure directorate efficiency, effectiveness and growth.
 - Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements.
 - Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate strategy.
 - Ensure that audit recommendations for the directorate are duly implemented.
 - Prepare and oversee implementation of annual Corporate Plan and Risk Register.
 - Act as Secretary to any relevant internal committee or working group as required.
 - Contribute to the following activities, as part of the Senior Management Team:
 - Establish overall goals, strategies, plans and objectives for the Secretariat, which are consistent with the mandate of the SADC region
 - Ensure implementation of organisational plans and monitor achievements against targets.
 - Monitor implementation of Ministerial, Council and Summit Decisions and ensure monthly updates through SADC Monitoring and Evaluation (M&E) system;
 - Determine, provide, maintain and re-evaluate the resources and institutional infrastructure necessary to carry out the activities of the organisation
 - Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices (Think Tank Approach)
 - Undertake any other duties as delegated by the Deputy Executive Secretary - Regional Integration and the Executive Secretary.

People Management

- Hold regular directorate liaison meetings.
- Build, lead and motivate subordinates to advance into a high performing team.
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements.
- Work towards building positive workplace and team culture within the directorate.
- Be responsible, and under the guidance and assistance of the HR and Admin Directorate, for the recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate.

Qualifications and Experience

Education

Master's degree in sciences / engineering / economics from a recognised institution.

Specialised knowledge

- Knowledge of integrated programme planning, budgeting, development, administration and monitoring processes and systems.
- Proficient in the use of computers and computer software relevant to the position.

Experience

- A minimum of ten (10) years relevant experience with five (5) years in senior managerial positions in infrastructure policy and planning, programme development, coordination and implementation within a public or private sector, regional or international organisation.
- This includes experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- International relations and diplomacy 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
- Strategic planning and execution skills
- Team building skills

Competency Requirement

- 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

- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Demonstrated ability to work across disciplines/sectors
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and respectful of sensitive situations
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

2. Director Finance, Investment and Customs

Primary purpose of the job

Responsible for senior level decision making, day-to-day management and strategic direction to the finance, investment and customs cluster of the Secretariat, in line with the RISDP.

Duties and Responsibilities

Strategic Leadership

- Oversee the formulation, review and implementation of relevant policies, strategies, rules, regulations, systems and procedures for the directorate.
- Identify and recommend specifications for review, installation and implementation of computerised systems.
- Oversee the development of plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals.
- Provide expert guidance and advice in the finance, investment and customs focal areas, with regard to the following:
 - Development and review of relevant sections in the RISDP
 - Development, review and monitoring adoption of protocols in Member States
 - Development, review, alignment / harmonisation, and implementation of policies, strategies, regulations, standards etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programmes.
 - Data and information collection, sharing and dissemination, analysis and reporting.
 - Production of documents and reports for circulation to SADC Institutions and Policy Organ.
 - Promotion of the work of SADC in regional and international forums

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- Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business.
 - Ensure effective stakeholder relations with key partners (such as SNCs, ICPs, etc.) and other external stakeholders.
 - Analyse problematic situations and provide solutions to ensure directorate efficiency, effectiveness and growth.
 - Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organisational requirements.
 - Make decisions on project priorities and control budget allocation with a view to optimise returns on expenditures and support the directorate Strategy.
 - Ensure that audit recommendations for the directorate are duly implemented.
 - Act as Secretary to any relevant internal committee or working group as required.
 - Contribute to the following activities, as part of the Senior Management Team:
 - Establish overall goals, strategies, plans and objectives for the Secretariat, which are consistent with the mandate of the SADC region.
 - Ensure implementation of organisational plans and monitor achievements against targets.
 - Determine, provide, maintain and re-evaluate the resources and institutional infrastructure necessary to carry out the activities of the organisation.
 - Research developments in the relevant focal areas of regional integration, benchmark and promote awareness of best practices.
 - Undertake any other duties as delegated by the Deputy Executive Secretary Regional Integration and the Executive Secretary.

People Management

- Hold regular directorate liaison meetings.
- Build, lead and motivate subordinates to advance into a high performing team.
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements.
- Work towards building positive workplace and team culture within the directorate.
- Be responsible, and under the guidance and assistance of the HR and Admin Directorate, for the recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate.

Position Requirements

Education

Master's degree in economics or related area from a recognised institution.

Professional Certification

Certification in customs related areas.

Specialised Knowledge

- Knowledge of integrated programme planning, budgeting, development, administration and monitoring processes and systems.
- Proficient in the use of computers and computer software relevant to the position.

Experience

- A minimum of ten (10) years relevant experience with five (5) years in senior managerial position in the public or private sector in finance/ investment or customs policy and planning, programme development, coordination and implementation.
- This includes experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel.

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- International relations and diplomacy skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Strategic planning and execution 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.
- Demonstrated ability to work across disciplines/sectors
- Organisational awareness with an understanding of how to engage the organisation to get things done.
- Maintain confidentiality and is respectful of sensitive situations.
- Professionalism and adherence to good work ethics.
- Question status quo / conventional approaches and encourage new ideas and innovations for progress.
- Resilience and personal drive, self-motivation
- Results and performance driven.
- Visionary, thinks and acts strategically.

3. Director Food, Agriculture and Natural Resources

Primary purpose of the job

Responsible for senior level decision making, day to day management and strategic direction to the Food, Agriculture and Natural Resources cluster of the Secretariat, in line with the RISDP

Strategic Leadership

- Oversee the formulation, review and implementation of relevant policies, strategies, rules, regulations, systems and procedures, including the decisions of the Summit, Council of Ministers, Ministerial and Thematic Groups meetings, for the directorate.
- Identify and recommend specifications for review, installation and implementation of computerized systems.
- Oversee the development of plans and budgets for the directorate, while ensuring their congruence with short-term, medium-term and long-term corporate goals
- Provide expert guidance and advice in the six focal areas of FANR, regarding the following:
 - Development and review of relevant sections in the RISDP
 - Development, review and monitoring adoption of protocols in Member States.
 - Development, review, alignment / harmonization, and implementation of policies, strategies, regulations, standards, etc.
 - Coordinating and facilitating the development, review, implementation, monitoring and evaluation of programs.
 - Data and information collection, sharing and dissemination,

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- analysis and reporting.
 - Production of documents and reports for circulation to SADC Institutions.
 - Promotion of the work of SADC in regional and international forums.
 - Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business.
 - Ensure effective stakeholder relations with key partners (such as SNCs, ICPs, etc.) and other external stakeholders.
 - Analyze problematic situations and provide solutions to ensure directorate efficiency, effectiveness and growth.
 - Maintain good knowledge of the operating context of the Secretariat so that the directorate can adapt to changing organizational requirements.
 - Make decisions on project priorities and control budget allocation with a view to optimize returns on expenditures and support the directorate strategy.
 - Ensure that audit and risk management recommendations for the directorate are duly implemented.
 - Act as Secretary to any relevant internal committee or working group as required.
 - Contribute to the following activities, as part of the Senior Management Team:
 - Establish overall goals, strategies, plans and objectives for the Secretariat, which are consistent with the mandate of the SADC region.
 - Ensure implementation of organizational plans and monitor achievements against targets.
 - Determine, provide, maintain and re-evaluate the resources and institutional infrastructure necessary to carry out the activities of the organisation.
 - Research developments in the relevant focal areas of regional integration, including through implementation of think-tank work, by the Directorate staff, benchmark and promote awareness of best practices.
 - Undertake any other duties as delegated by the Deputy Executive.
 - Secretary Regional Integration and the Executive Secretary.

People Management

- Hold regular directorate liaison meetings.
- Build, lead and motivate subordinates to advance into a high performing team.
- Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements.
- Work towards building positive workplace and team culture within the directorate.
- Be responsible, and under the guidance and assistance of the HR and

Admin Directorate, for the recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising the senior officers of the directorate.

Position Requirements

Education

Master's Degree in Agricultural Economics or Natural Resources Management or any other related area from a recognized institution.

Specialised Knowledge

- Knowledge of integrated programme planning, budgeting, development, administration and monitoring processes and systems.
- Proficient in the use of computers and computer software relevant to the position.

Experience

- A minimum of ten (10) years relevant experience with five (5) years in senior managerial position in policy and planning, programme development, coordination and implementation for the food/ agriculture/ natural resource sector. This must be within a public or private sector, regional or international organisation.
- This includes experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel.

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- International relations and diplomacy skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organizational skills (planning, budgeting, work prioritization, time management)
- Research, analytical and problem-solving skills
- Strategic planning and execution 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
- Demonstrated ability to work across disciplines/sectors
- Organizational awareness with an understanding of how to engage the organization to get things done
- Maintain confidentiality and is respectful of sensitive situations
- 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. Re-advert - Director Finance

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

- provide strategic guidance to Executive Management and deliver financial management strategies, capacity, systems and processes in line with financial policies, rules, regulations and best practice to achieve sound financial management and internal financial controls over SADC Secretariat's resources;
- Principal financial adviser to Executive Secretary, Deputy Executive Secretary - Corporate Affairs and Management on effective and efficient financial management strategy, capacity, systems and processes aligned with financial policies, rules and regulations;
- Oversight on preparation of long, medium and annual budgets and statutory annual accounts and financial statements in line with standards;
- Formulation and presentation of papers on policy, strategic and technical financial matters in line with international standards and best-practice;
- Ensure that systems and processes for financial administration, financial control and protection of the organisation's resources and assets are in place and designed in conformity with appropriate ethical standards and monitor their continuing effectiveness in practice;

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- Ensure the maintenance of an effective financial management infrastructure that extends to all Regions and is responsive and adaptable to the varied business initiatives pursued by SADC Secretariat.
 - Produce regular and scheduled financial reports to the Executives, Management and other relevant stakeholders.
 - Contribute to the formulation of SADC Secretariat overall strategies and policies through advisory services to the Executive Secretary and Deputy Executive Secretary-Corporate Affairs and participation in management meetings on current and future business operations, strategy development and planning.
 - Undertake financial analysis, manage cashflow, investment policy and strategies, and assist with mobilization of funding requirements for the Secretariat, particularly for institutional reforms, strengthening and other corporate developmental activities.
 - Undertake financial risk profiling of the Secretariat, manage and mitigate financial and other exogenous risks.
 - Guide and mentor the finance team for continuous professional development, complimented by on-the job training and outsourced regional and international capacity building programmes.
 - Oversee the coordination of the various audits (internal, annual and external) the Secretariat undergoes.
 - Supervise the treasury function and the invoicing of Member States.

Position Requirements

Qualifications

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

Experience

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

- Previous experience in risk management is highly desirable.
- Previous experience in the management of missions would be an advantage.

Competencies

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

5. Head - Disaster Risk Reduction (DRR)

Purpose of the job

- The Head of the DRR Unit will provide strategic leadership, coordination, and technical guidance to SADC's regional disaster risk management agenda. This role entails overseeing the development and implementation of regional DRR strategies, supporting Member States in policy harmonization, and strengthening institutional capacities to reduce disaster risks and enhance resilience.
- Manage the efforts and performance of the DRR team.

Duties and Responsibilities

Disaster Risk Reduction

- In collaboration with the other technical programmes and projects involved in DRR at the Secretariat, and in liaison with SADC Member States, partners and stakeholders, take the lead in the development and sustainability of the regional DRR programme for the SADC region, and its implementation strategy.
- Lead the formulation, implementation, and review of regional DRR policies, frameworks, and action plans.
- Liaise with the Member States and strategic partners/ stakeholders on the implementation of the SADC DRR Strategic Plan, including facilitation of its approval processes through the SADC structures and the mobilisation of resources for the formulation and implementation of appropriate programmes and projects;
- Facilitate the harmonization of regional DRR policies with the Sendai Framework, Agenda 2063, the SDGs, and RISDP 2020–2030.
- In cooperation with the other agencies, facilitate, organise, coordinate and ensure DRR Unit participation in regional and national training programmes, workshops, seminars and post-disaster analysis activities with a focus on natural disaster reduction, response and identification of gaps at regional and national levels.
- Mobilise financial resources and manage partnerships with development partners.
- Liaise with Procurement in drafting terms of reference for service contracts.

- Coordinate, facilitate and monitor policy and Protocol adoption, harmonisation and implementation in Member States and stakeholders.
- Monitor implementation of the SADC DRR programme in consultation with Member States.
- Facilitate technical cooperation, capacity-building initiatives, and knowledge-sharing across Member States.
- Coordinate/ facilitate the financial and technical management of the DRR Programme and meet all the reporting obligations of the Programme.
- Facilitate the timely production of regular Progress Reports, all other relevant reports and bulletins, studies and background papers, situation analyses, publications, presentations etc., as required by the DRR Programme and in line with the SADC reporting requirements.
- Ensure that monitoring systems and operational procedures are in place, functional and are instrumental in meeting the targets set under the Programme.
- Liaise closely with other Directorates involved in DRR.
- Support Member States in the development, coordination and harmonisation of national practices and capacities in disaster risk reduction and management, in line with the African Regional Strategy for Disaster Risk Reduction, the Sendai Framework for DRR, and the SADC Disaster Risk Management Strategy.
- Take the lead and coordinate the Secretariat participation in multiagency disaster assessment missions to provide specific technical assistance to the national disaster management offices of affected Member States in damage and needs assessment, information management, response planning, coordination of relief operations, resource mobilisation and preparation of appeals to the international community.
- Establish and maintain high-level contacts, collaboration and partnerships with key officials in governments and partner organisations in Africa, and internationally.
- Build partnerships and support joint programmes with regional and international partners and stakeholders, such as the UN, AUC and other Regional Economic Communities on the implementation of the African Regional Strategy for DRR, the Sendai Framework for DRR, and the SADC Disaster Risk Management Strategy.
- Represent the SADC Secretariat on disaster risk management and response matters and serve as an effective spokesperson contributing to SADC public information and communication strategies on DRR issues.
- Convene regular programme meetings to monitor the implementation of agreed decisions.
- Identify gaps in programme funding and facilitate resource mobilisation for any additional activities.

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 Executive Secretary and/or the Deputy Executive Secretary.

Position Requirements

Qualifications

At least a master's degree in Natural, Environmental or Social Sciences, with emphasis on development and risk management issues from a recognised institution.

Professional Certification:

Exposure to emergency training

Specialised Knowledge

- Knowledge of SADC peace and security, regional economic and integration issues
- Knowledge of disaster risk management and climate change
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 10-15 years of work experience in disaster risk management or humanitarian programmes in the SADC region, within a public or private sector, regional or international organization. This includes a minimum of 4 years in a line management position.

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills

- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to drive for results in political and diplomatic environments at the highest levels
- 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
- 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

6. Finance Officer – Treasury and Budget

Primary purpose of the job

Undertake budgeting & control and day-to-day treasury management function of the Secretariat.

Duties and Responsibilities

Budgeting and Control

- Prepare and disseminate the budget preparation guidelines to all directorates/units, provide adequate support and coordinate the budgeting process, and consolidate the annual budget and submit for approval
- Supports and coordinates the medium term expenditure planning process, issue guidelines, provides adequate supporting and consolidates the expenditure statement.
- Review extra-budgetary submissions with the objective of enhancing budgetary control
- Retrieve relevant budget variance report from the system, analyse, document and submit with quarterly management accounts
- Liaise with the Finance Officers Grants/Contracts for project budget and control.

Accounting

- Post and process all treasury data in the cash books, and process relevant journal entries at month end to ensure completeness and accuracy of cash book records
- To prepare relevant analysis for the monthly management pack
- To compile account schedules and analyses and liaise with the accounting team for provision of relevant information for annual the statutory audit.
- Ensure proper application of relevant accounting policies (IFRSs and IASs);
- Address to information requests and resolve auditor queries

Cash Management

- Perform bank reconciliations for bank accounts under the management of the Secretariat.
- Prepare monthly cash flow forecasts and consolidated cash flow position for management.
- Initiate timely request for new bank accounts/or closure and seek approval from authorised signatories. Provide update to the bank for changes in signatories.
- Communicate with the bank and address any treasury queries or request for information.
- Take appropriate security and control measures for safeguard of cash in hand and in transit.
- Manage petty cash, process replenishment requests and ensure all supporting documents are reconciled and duly attached.
- Make deposit of cash collected and cash withdrawal at the bank and ensure adequate security measures are taken for handling of cash.

Internal Controls

- Review and understand contractual requirements of donors regarding internal controls around management of project funds and ensure policies, procedures, control and reporting requirements are complied with.

- Comply with policies and procedures of the Secretariat for sound treasury management
- Monitor access right to the cash management module and promptly update the bank with any changes in personnel or authorised signatories.
- Implement audit recommendations for better control around cash management

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

Education

At least an Honours Degree in Accounting, Finance, Accounting and Finance, or a related field from a recognized institution.

Professional Certification

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

Specialised Knowledge

- Knowledge of IPSAS is required, with IAS and IFRS being an added advantage.
- Proficient in the use of computers and computer software relevant to the position.

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

7. Finance Officer – Expenditure and Payments Control

Primary Purpose of the Job

To coordinate expenditure control and disbursements for projects and the SADC Secretariat.

Duties and Responsibilities

Expenditure Control

- Review payment Vouchers from Assistant Finance Officer and Accounts Assistants and perform random verification to verify if relevant checks and controls have been duly performed.
- Verify available budget and fund balances before authorizing any payment.
- Review subsidiary ledgers and bank statements monthly to ensure all expenditures are accurately recorded by observing cut off procedures, ensuring that expenditure is properly classified and apportioned to the correct periods and financial years.
- Identify expenditure related risks and propose mitigation measures
- Prepare relevant expenditure control and analysis report for management

Payment Processing

- 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
- Track the status of payments through to settlement and follow up on any delays or exceptions.
- Receive, review and validate payment requests (invoices, contracts, travel claims) for completeness and proper authorization.
- Review that payments have been correctly coded in SunSystems (or equivalent ERP) and initiate electronic funds transfers.
- Ensure all supporting documents are retained and filed (in both electronic and hard copy formats) to meet audit and donor compliance requirements.
- Enforce adherence to SADC's Delegation of Authority and disbursement policies on every transaction.
- Flag and investigate irregularities or deviations from standard procedures.

Reporting

- Extract and review business unit trial balance on a monthly basis and investigate and resolve reconciling issues before cut-off date.
- Review monthly bank reconciliations and ensure the reconciliations are fully authorised and filed before the period closure date; all reconciling items should be investigated and concluded before the next reporting date.
- Prepare monthly supplier account reconciliations, investigate and resolve any reconciling issues and prepare monthly supplier age analysis.
- Prepare and submit monthly/quarterly disbursement reports and cash flow forecasts to the supervisor
- Compile audit schedules and respond to enquiries from internal and external auditors.
- Generate ad-hoc analyses on payment trends, aging of payables, and fund utilization for management

Financial Management Support at SADC Events/Meetings

- Review budget estimates for expenditure to be incurred on specific events/meetings/activities prepared by the Assistant Finance Officer.
- Submit request for cash imprest to finance SADC events/meetings/activities and seek relevant authorisation.

- Enforce appropriate measures to limit the amount of physical cash handling such as direct bank transfer payment and prepaid cards.
- Follow up with Assistant Finance Officer for timely imprest retirement
- Review imprest retirement reports prepared by Assistant Finance Officer with supporting documents and approved refund/recovery
- Take appropriate measures for late imprest retirement or unjustified disbursement claims
- Produce relevant financial reports as and when requested by management

People Management within the unit

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

Qualifications and Experience

Education

- At least a Degree in 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

- Minimum of 7 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 – Gender Mainstreaming**Primary Purpose of the Job**

Support the Head Gender in ensuring the mainstreaming of gender perspectives into all SADC policies, programmes, projects and activities at both national and regional levels with particular reference to Part Two to Five 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 gender mainstreaming.
- Facilitate Mainstreaming of Gender into SADC Secretariat programme of work.
- Assist Senior Programme Officer with the development of funding proposals for the gender programmes
- Mainstream gender into other directorate funding proposals.

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- Roll out the SADC Gender Mainstreaming Resource Kit towards building the capacity of all SADC Institutions and Member States.
 - Roll out of the gender mainstreaming guidelines.
 - Facilitate and coordinate the mainstreaming of gender into all SADC programmes, policies and activities.
 - Provide effective support to the Senior Programme Officer in women empowerment issues.
 - Facilitate implementation of the Framework for Achieving Gender Parity in Politics and decision making by Member States.
 - Develop the Gender Monitor.
 - Facilitate the development and implementation of guidelines for establishing and strengthening women caucus.
 - Train women parliamentarians and women candidates in advocacy, leadership and management skills.
 - Sensitise MPs and political parties' leadership on the importance of women's participation in politics and decision-making positions.
 - Facilitate the review and amendment of National Constitutions & electoral laws in Member States to ensure they are gender sensitive and responsive.
 - Compile Bi-annual reports of Women In Politics and Decision-making positions.
 - Facilitate the development and implementation of Regional Multi- dimensional Women Economic Empowerment Program with all its related SADC Protocol on Gender and Development articles especially articles 15 to 19.
 - Facilitate the development and implementation of Regional trade capacity building programme for women.
 - Develop a methodology for assessing the gender impact of trade policies.
 - Facilitate and coordinate the Women In Business Trade Fairs.
 - Assist Head Gender to facilitate and coordinate the:
 - Review, development and monitoring of the relevant protocol.
 - Gender policy harmonisation / alignment.
 - Development, review and implementation of strategies and plans.
 - Support improved quality programme/project delivery of the Gender Unit through:
 - Ensuring, facilitating and monitoring expenditure of the Gender Mainstreaming project funds and making budgetary allocations as per regular resources ceiling and funding sources.
 - Support budgetary entries and requisitions/ voucher approvals on SIMS.
 - Participate and prepare monthly programme reports, quarterly reports and Gender Unit Review Meetings.
 - Contribute to the facilitation of mid and year end reviews of Gender Unit Operational Plan to assess progress of implementation.
 - Draft papers, concept notes, minutes of meetings, annotated agendas etc.

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- Promote the relevant SADC programme portfolio, pipeline, specific projects and programme impact.
 - Organise relevant Technical & Policy Meetings & Workshops.
 - Engage or present to various stakeholders / audiences on relevant sector issues.
 - Monitor and evaluate the implementation of programmes/projects and preparation of M&E reports including the Regional Indicative Strategic Development Plan and the SADC Protocol on Gender and Development.
 - Facilitate mainstreaming of gender into SADC Secretariat Directorates and Divisions policies and programmes.
 - Prepare for Gender Ministers Meeting and facilitate implementation of Decisions from the Gender/ Women's Affairs Ministers Meeting.
 - Contribute to the Gender Unit submission to Council and Summit Report.
 - Monitor and report on the extent of gender mainstreaming by Member States and SADC Secretariat.
 - Guide implementation of the Gender Equality Seal in the SADC Secretariat and by Member States Collaborate/work with assigned consultants for the delivery of work in the Unit
 - Research and disseminate gender related information:
 - Promote documentation and sharing of knowledge about current and emerging gender mainstreaming related concerns and trends.
 - Evaluate programmes, documents lessons learned, best practices as well as replicable strategies and approaches in the SADC Region.
 - 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
 - Concrete efforts made in alignment of gender policies
 - Prepare data for publishing on the SADC website and other forms of media.
 - Organise sharing of technical information among Member States.
 - Facilitate the production of the biennial SADC Gender and Development Monitor.
 - Publicise a monthly e-bulletin on key developments in the region.
 - Establish formal contacts with Regional Gender Advocacy groups.
 - Maintain effective contact with Member States in all programme related matters for the sector and liaise for synergised programme implementation.
 - Research and adopt best practices in own specialised area of work and maintain high level of knowledge to effectively undertake the duties of the post with other programme directorates, as and when there is a need for joint coordination.
 - Perform any other duties as may be assigned by the supervising officer.

Qualifications and Experience

Education

- At least a master's degree in Gender and Development/Gender Policy Analysis/Masters Women Studies/Masters in Development Studies/or related technical field from a recognised institution.

Specialised Knowledge

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

Experience

- At least 7 (seven) years of similar experience within a public or private sector, regional or international organisation.

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