



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 Organisation Structure.

1. Senior Officer - Policy and Strategy

Primary Purpose of the Job

- Conduct research to inform periodic reviews of policies and implementation of strategies in the areas of regional integration, development and cooperation as defined in the SADC Regional Indicative Strategic Development Plan (RISDP)
- Coordinate the development, review and updating of policies and strategies in the areas of regional integration, development and cooperation
- Coordinate the harmonization of regional frameworks with Member States
- Manage the efforts and performance of the team falling under the responsibility of the Senior Officer

Duties and Responsibilities

Policy and Strategy

- Support the policy and strategy formulation process in the fields of regional integration, development and cooperation within the SADC Secretariat in consultation with Member States
- Facilitate the development and review of the Medium-Term Strategies including the SADC Strategy Development, Planning, Monitoring and Evaluation and Reporting (SPMER) and the Regional Indicative Strategic Development Plans (RISDP)
- Coordinate and ensure alignment of SADC regional policies and strategies to continental and international development initiatives
- Promote the Secretariat's role of a policy think-tank on key regional integration issues, in collaboration with regional and international research networks and produce periodic SADC Policy Dialogue and Analysis Paper series

- Coordinate with Research and Statistics unit to conduct research that feeds into policy development, analysis and monitoring of key regional integration, development and cooperation issues and produce Research and Policy Paper Series
- Initiate relevant reports to Council and Summit
- Provide technical advice to align national policies of member states with overarching regional integration policies and strategies
- Analyse and assess the effectiveness and outreach of SADC policies and programmes; and make appropriate recommendations for corrective actions
- Coordinate with external policy-making bodies in Member States to develop papers on issues that interest SADC, and that can inform policymaking
- Strengthen the partnerships between the Secretariat and Stakeholders through the implementation of a stakeholder engagement mechanism
- Facilitate periodic Policy Dialogue Forums between Member States and other stakeholders on strategic regional integration and development issues
- Organise and coordinate policy dialogue forums on key regional integration issues
- Facilitate effective functioning of SADC National Committees and follow-up on implementation of regional policies at national level
- Feed information into and service the think tank mechanism led by the DES Regional Integration
- Coordination with regional, continental, and global bodies to promote strategic partnerships in order to advance the SADC Agenda

Servicing of Relevant Technical & Policy Committees, Meetings & Workshops

- Prepare reports, documents and annotated agenda for submission to various policy structures of SADC
- Liaise with Conference Services Unit to (a) organise the logistics for the meetings and workshops, and (b) process / produce the necessary meeting and conference documents and presentations
- Facilitate technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

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

Qualifications and Experience

Education

At least a Masters Degree in Economics; Development Studies; International Relations; Public Policy Studies, or related technical field from a recognized institution

Specialised Knowledge

- Knowledge and understanding of research, analysis and policy advisory
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10 years professional experience in development policy research, analysis, and advisory activities within a policy research or academic institution, public sector, private entity or social sector
- Experience of working with multiple stakeholders, including governments, non-state actors and regional or international organisations
- 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 Requirement

- 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 respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing attention to details
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

2. Controller of Treasury and Budget

Primary Purpose of the Job

- Oversee all budgeting & budgetary control and treasury operations of the Secretariat
- Manage the efforts and performance of the team under the Controller

Duties and Responsibilities

Budgets & Budgetary Control

- Coordinate the annual budgeting exercise with Directorates/Units

- Prepare and disseminate the budget preparation guidelines, provide adequate support, consolidate and finalise the Medium-Term Revenue and Expenditure Framework and Annual Estimates of Revenue and Expenditures (Budget)
- Oversee the timely capture of budget figures and budget balances onto SIMS (SADC Integrated Management Systems)
- Review and report on budget variances to management at monthly and quarterly management meeting.
- Review adjustment budgets (extra-budgetary) and virements submissions with the objective of enhancing budgetary control
- Liaise with the Financial Controller Grants/Contracts for budget and control of projects

Accounting

- Review treasury records and ensure all month end checks and reconciliation have been completed and accounting information are complete and accurate
- Oversee the adequacy of all journal entries relating to Treasury and Budget
- Review and finalise all account schedules and analysis for annual statutory reporting
- Ensure proper application of relevant accounting policies (IPSAS)

Cash Management

- Ensure the efficient management of the Secretariat bank accounts under the Treasury and Budget Unit
- Ensure that all bank reconciliations (Treasury and Budget Unit, and major operational bank accounts) are timely and accurately done.
- Review consolidated cash flow reconciliations and ensure they are complete, accurate and ensure differences are cleared on a timely basis
- Liaise with the bank and provide update on bank signatories
- Manage relationship with banks, negotiate for better services and favorable business terms
- Report to management on cash flow positions and advise on liquidity position, identify and recommend borrowing/ funding needs
- Ensure all treasury operations, investment executions and financial reporting are adequately implemented in line with the Investment Policy and other SADC regulatory guidelines and policies;
- Review and/ or prepare correspondence to respond to enquiries by Member States, Donors and Bankers with respect to Treasury and Budget matters.
- Monitor and ensure timely receipt of Member States contribution and ICPs disbursements
- Review consolidated summary cash position and liquidity of the Secretariat

Internal Controls

- Implement and maintain an appropriate structure, system of policies and procedures for adequate level of control over all treasury and budget activities of the Secretariat.
- Monitor and maintain appropriate control and segregation of duties through

controls over user access rights to the accounting system and ensure the control reflect user rights, duties and authority attached to the position

- Continuously identify and implement leading practices for sound treasury, budgeting and investment management
- Monitor and ensure compliance with donor requirement of cash management
- Oversee the identification of risks, implementation of mitigation measures and updating of Risk Register with respect to Treasury and Budget Unit
- Oversee implementation, upgrades and improvements of Financial Management and Reporting Systems
- Attend to audit queries/investigations

Collections

- Monitor Invoicing and ensure timely collection of dues/ payables from Member States and donors on outstanding balances, and report to management.
- Oversee business relationships with Treasury and Budget Stakeholders

Support to Governing Bodies

- Review Consolidated Budgetary Performance Reports
- Coordinate, review and/ or Draft Annotated Agendas for Finance Sub-Committee, Finance Committee Meetings Council and Summit Meetings
- Provide Secretarial Services (as member of Drafting Team) to FSC, FC, Council and Summit Meetings
- Provide technical financial advisory services on treasury, investment and budgetary matters
- Monitor, follow up and report on Implementation of Council and Summit Decisions under the Directorate of Finance

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 Director Finance
- 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 & appraising staff

- Continuously identify and implement leading practices to promote efficient and effective financial accounting and reporting process
- Effective implementation of the Performance Management Systems (performance contracts and appraisals) within the unit.
- Undertake any other duties as delegated by the Director Finance

Qualifications and Experience

Education

At least a Master's Degree in a finance related field from a recognized 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 knowledge of computer software/systems relevant to the position e.g. SunSystems, Vision, Pastel, SAP, Oracle etc.

Experience

- At least 10 years working experience in finance preferably 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
- Organizational skills (planning, budgeting, work prioritization, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate

where people want to do their best

- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- Organizational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organized, and able to look at the big picture without losing attention to details
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

3. Controller of Accounting Services

Primary Purpose of the Job

- Coordinate, supervise and facilitate an efficient and effective financial accounting and reporting process of the SADC Secretariat
- Manage the efforts and performance of the team under the Controller

Duties and Responsibilities

Financial Accounting & Reporting

- Coordinate the preparation and submission of monthly and quarterly management accounts for the Secretariat to management
- Coordinate the preparation and submission of the Secretariat annual financial statements to auditors and ensure compliance with statutory reporting requirements
- Set timetables for completion of accounting tasks to ensure compliance with reporting deadlines
- Implement adequate financial controls, checks and reconciliations of GL to sub ledgers and ensure these have been performed at month end
- Approve all monthly journals by Accounting Unit and all year-end journals.
- Review monthly age-analysis of receivables and payables
- Approve all year-end journals, all account/ lead schedules for preparation of annual statutory reporting
- Ensure chart of accounts are appropriately set up, maintain and implement appropriate authorisation procedures for future updates
- Keep up to date with international accounting standards (IFRS) and

provide adequate training to accounting team

- Provide technical financial advisory services on compliance with
- International Public Sector Accounting Standards treasury and budgetary matter

Budgeting

- Oversee capture of approved budget for department onto SIMS
- Provide monthly feedback on Finance Department's variance reports

Internal Controls

- Implement adequate measures and financial controls to strengthen the internal control environment and enhance corporate governance, accountability and transparency
- Update audit matrix each quarter
- Implement and maintain an appropriate structure, system of policies and procedures for adequate level of control over all financial accounting activities of the Secretariat
- Monitor and maintain appropriate control and segregation of duties through control over around user access rights to the accounting system and ensure these reflect user rights, duties and authority
- Monitor and ensure compliance with donor requirement on financial
- Accounting

Other functions

- Prepare the annual, quarterly financial statements and financial performance reports to meet the statutory reporting targets
- Coordinate Drafting of Annotated Agendas for Audit Committee and Finance Committee Meetings
- Coordinate, review and / or Draft Annotated Agenda on matters related to the Directorate of Finance for submission to Audit Committee, Finance Committee and Council Meetings
- Provide Secretariat Services (logistical arrangements for the SADC Board of Auditors during Audit Committee meetings and in audit execution
- Follow-up on implementation of Council Decisions under Directorate of Finance
- Oversee arrangements for transfer of Board of Auditor Chair
- Draft the annotated agenda/record for the Board of Auditors

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 the 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, motivating and appraising staff
- Continuously identify and implement leading practices to promote efficient and effective financial accounting and reporting process
- Undertake any other duties as delegated by the Head

Qualifications and Experience

Education

At least a Master's 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 10 years working experience in finance preferably within a public or private sector, regional or international organization
- This includes a minimum of 4 years in a line management position

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well 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 respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing 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. Legal Counsel

Primary Purpose of the Job

Draft and interpret the SADC Treaty, Protocols, their Annexes and subsidiary instruments; provide legal advice, assistance and information on related legal matters to all SADC Institutions, Policy Organs, Member States as well as all Directorates and Units of the Secretariat. Monitor the implementation of all Protocols signed by SADC from a legal perspective.

Duties and Responsibilities

General Legal Services

- Act as an advisor to the Management Team of the SADC Secretariat on corporate legal matters.
- Provide legal opinion, advice and assistance on the formulation, review, enforcement and interpretation of corporate legal documents such as policies rules, regulations, procedures, resolutions, contracts, leases and agreements etc.
- Draft and interpret the SADC Treaty, Protocols, their Annexes and subsidiary legal instruments.
- Conduct research and analysis on SADC legal related matters.
- Provide legal advice on staff grievances and disciplinary matters.

- Facilitate settlement of disputes to which SADC is a party.
- Act as Custodian for legal documents of the SADC and Secretariat.
- Provide legal advice and assistance to all Policy Organs and to all Directorates and Units of the Secretariat on the:
 - drafting, revision and implementation of the Treaty, Protocols, and other legal instruments in SADC;
 - application and interpretation of the Treaty, Protocols and other legal instruments in SADC; and
 - compliance with decisions and actions related to the Treaty, Protocols, and other legal instruments.
- Monitor the status of signature of, ratification of and accession to Protocols and other legal instruments by Member States.
- Register SADC legal instruments with the United Nations and African Union.
- Participate in and advise SADC member states on the development and harmonisation of appropriate laws relating to regional integration.
- Coordinate preparations and convening of the meeting of the Committee of Ministers of Justice / Attorneys General, and implement decisions of the Committee.
- Act as Custodian for all SADC legal documents.
- Plan and implement legal risks management measures.
- Implement audit recommendations.
- Perform any other duties as may be assigned by the supervisor.

Qualifications and Experience

Education

At least a Master's Degree in Law from a recognised institution.

Professional Certification

A licensed or certified to practice law in any jurisdiction of a SADC Member State.

Specialised Knowledge

- Knowledge of international Treaties, Protocols, Conventions, Charters, Pacts etc.
- Knowledge of laws.
- Proficient in the use of computers and computer software relevant to the position.
- Experience
- At least seven (7) years of work experience in providing legal advice preferably in a regional and international organisation or any other relevant set-up.

Skills Requirements

- Communication and presentation skills.
- Interpersonal skills.
- Networking and relationship building skills.
- Persuasion and advocacy skills.
- Organisational skills (planning, budgeting, time management, work prioritisation).
- Research, analytical and problem-solving skills.

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines.
- Conceptual and practical thinking.
- Customer focused.
- Decisive.
- Demonstrate ability to work independently and largely unsupervised.
- Maintain confidentiality and respectful of sensitive situations.
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done.
- Professionalism and adherence to good work ethics.
- Question conventional approaches and encourage new ideas and innovations for progress.
- Resilience, personal drive and self-motivation.
- Results and performance driven.
- Team player.