



## **SOUTHERN AFRICAN DEVELOPMENT COMMUNITY**

### **VACANCY ANNOUNCEMENT**

The Southern Africa Development Community Secretariat (SADC) is seeking to recruit a highly motivated and experienced professional who is a SADC Member State citizen to fill the following regional position.

#### **1. Director - Organ on Politics, Defense and Security Affairs**

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

Responsible for senior level decision making, day to day management and strategic direction to the peace and security function in the SADC region.

##### **Main duties and responsibilities**

###### **Strategic Leadership**

- Direct and lead the formulation, review and implementation of relevant policies, strategies, rules, regulations, systems and procedures pertaining to the Organ on politics, defence and security
- Identify and recommend specifications for review, installation and implementation of computerised systems
- Lead the development of high quality plans and budgets for the directorate, while ensuring their congruence with short-term and long-term corporate goals
- Oversee the development, review and implementation of programmes, based on identified intervention areas and targets, as well as the regular monitoring and evaluation of the implementation of these programmes
- Provide overall leadership in the delivery of the peace and security mandate of the Secretariat:
  - Develop conflict prevention, management and resolution mechanism
  - Develop and establish the regional peacekeeping capability
  - Develop and manage the prevention of trafficking in drugs and humans
  - Develop and manage schemes for the prevention of terrorism, mercenarism and non-proliferation of small arms and light weapons in the region
  - Co-ordinate political, defence and security issues in liaison with the Office of the Chairperson of the Organ, the Troika and Member States; as well as preparation of submissions on policies and programmes
  - Preparation of documentation for official SADC meetings

- Coordinate the implementation of the SADC Protocol on politics, defence and security and the Strategic Indicative Plan for the Organ (SIPO)
- Ensure closer and effective coordination of SADC, AU Peace and Security Agenda and other relevant international organisations.
- Supervise and monitor the political, defence and security environment by liaising with international co-operating partners
- Evaluate relevant international developments with a view to determine their impact on the region propose appropriate SADC policies and strategies
- Ensure adequate funding of all programmes, projects and other activities under the Directorate
- Enforce adherence of the directorate to relevant legal and regulatory guidelines and in-house policies in the conduct of its business
- Build win-win partnerships and trust relationships with key partners and external stakeholders and act as a point of contact for important external stakeholders; engage with key stakeholders as and when required
- Analyse problematic situations and provide solutions to ensure efficiency, effectiveness and growth at directorate level
- 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 strategy of the directorate
- Ensure that audit recommendations for the directorate are duly implemented
- Act as Secretary to any internal committee or working group as required
- Exercise approval authorities on all matters as per the "Delegation of Authority" document
- Contribute to the Senior Management Team of the Secretariat as follows:
  - Establish overall goals, strategies, plans and objectives that are consistent with the policies of the organisation
  - Ensure implementation of organisational plans and monitor achievements against targets
  - Determine, provide, maintain and re-evaluate the resources and 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 Executive Secretary.

### **People Management**

- Hold regular liaison meetings of the directorate
- 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 and compelling workplace and team culture within the directorate

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

## **Position requirements**

At least a Masters in Political Science / International Relations / Strategic Studies or equivalent from a recognised institution.

### **Professional Certification:**

Certification in peace-keeping and security issues

### **Specialised knowledge:**

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

### **Experience**

- At least 15-20 years of similar work experience in the public sector or a regional organisation.
- Minimum of 5 years in a senior management position, with experience in developing and managing budgets, and hiring, training, developing, supervising and appraising personnel.

### **Language requirement**

Proficiency in one of the SADC official working languages (English, Portuguese, French). Knowledge of other more than one official working languages would be an added advantage.

### **Skills Requirements**

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategic planning skills

### **Competency Requirements**

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals

Ref: SADC/2/3/3

- 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
- 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