



## English Job Profile

### 1. Senior Programme Officer – Trade 4

- Facilitate and coordinate the development, implementation and M&E of policies and programmes in support of Regional Integration to facilitate competitive and diversified trade in the region.
- Provide policy guidance and facilitate regional goods and services market integration in particular the implementation of the SADC Free Trade Area through the Protocols on Trade and Trade in Services.
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer.

### Duties and Responsibilities

#### Policy Development and Harmonisation

- Commission and coordinate research/studies to identify trade strategy, policy and regulatory gaps in the region
- Coordinate the development, strengthening and harmonisation of trade strategies, policies, regulations, standards and systems
- Coordinate the approval and adoption of the trade strategies, policies, regulations, standards and systems by the SADC Structures
- Facilitate the implementation of the trade strategies, policies, regulations, standards and systems by Member States
- Coordinate the development, review and monitoring of the implementation / domestication of the relevant Protocol falling under the purview of this unit

#### Research and Information Dissemination

- Supervise data collection relevant to this focal area, using primary and secondary research techniques
- Identify research priority areas, commission research on these areas, and use the findings to feed into the planning process
- Coordinate the development and maintenance of a database / observatory on this specific focal area
- Supervise publication of research/data and dissemination on the SADC website, through media or through reports to SADC Institutions

#### Strategic Planning and Programming

- Identify key areas of interventions to foster trade in the SADC region
- 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 for the trade sector
- Facilitate and coordinate implementation of capacity building initiatives in trade and trade related matters in Member States; monitor and evaluate the success of the interventions
- Develop projects/programmes to implement the Strategic Plan
- Solicit funding for programme and project implementation

### Programme Implementation

Facilitate implementation of programmes/projects related aimed at consolidation of the SADC FTA through the following, amongst others:

- Review of SADC Rules of Origin
- Elimination of non-tariff barriers
- Implementation of tariff phase down schedules and trade in services commitments
- Accession by States not party to the SADC Trade Protocol and Protocol on Trade in Services
- Ensuring compliance and consistency of SADC trade regime with AfCFTA and World Trade Organisation requirements
- Development of aid for trade and institutional mechanism for SADC
- Trade facilitation
- Implementation of extra-regional trade arrangements (e.g. COMESA-EAC-SADC Tripartite FTA and AfCFTA)
- 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 (e.g. development agencies, policy, and research organisations) that are critical to delivering the unit's objectives and programme
- Liaise with other directorates and units 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 technical committees, meetings and workshops as required
- Prepare records of the technical and policy meetings including communiqué for policy meetings

#### Representation and Promotion of SADC Trade programme

- Organise strategic dialogue on key policy issues with stakeholders in the region
- Participate in relevant and strategic regional, continental and international meetings; promote and present the SADC's Trade Agenda in these forums
- Work closely with Communication and PR Unit to promote the trade programme portfolio, pipeline, specific projects and programme impact

#### Management of the Unit

- Develop, update and implement processes, systems and procedures for the effective delivery of the unit's objectives
- Participate in the formulation of the Organisational 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 budget to ensure optimal use
- Achieve the unit's mission, goals and objectives, and report progress to the Director and DES-RI
- Manage unit staff, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations for staff actions; motivate staff to achieve peak productivity and performance
- 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 specialised area of work, and maintain high level of knowledge to effectively undertake the duties of the post
- Perform any other functions as may be assigned by the line manager

#### **Position Requirements**

##### **Education**

At least a Masters in Trade Law, Economics, Development Economics, Management, International Relations, or a related field from a recognised institution.

##### **Specialised Knowledge**

- Knowledge and understanding of integrated trade programme planning, budgeting, development, administration and monitoring
- Knowledge of trade policy, legislations, regulations, agreement negotiation etc.
- Proficient in the use of computers and computer software relevant to the position

- Excellent knowledge of English language
- Knowledge of another SADC official language is an advantage

### **Experience**

- At least 10 years working experience in international trade or related field within a public sector or a regional organisation
- Minimum of 4 years in a line management position

### **Skills Requirements**

- Communication and presentation skills
- Conflict 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, 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 present and win support for ideas in an international or multi-cultural 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
- 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

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- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically
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