



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY SECRETARIAT

Private Bag 0095
Gaborone
Botswana

E-mail: registry@sadc.int
Website: www.sadc.int

Telephone: (267) 3951863
Telefax: (267) 3972848
(267) 3181070

REF: SADC/2/3/3

03 June 2026

Ms. Flávia Lutucuta,
SADC National Contact Point,
Ministério das Relações Exteriores,
LUANDA, ANGOLA.

Ambassador Thuso Ramodimoosi,
SADC National Contact Point,
Permanent Secretary,
Ministry of International Relations,
GABORONE, BOTSWANA.

Ms Thabisile G. Mlangeni,
SADC National Contact Point,
Principal Secretary,
Ministry of Economic Planning and Development,
KINGDOM OF ESWATINI.

Ms Lebona Nthoateng,
SADC National Contact Point,
Principal Secretary,
Ministry of Finance and Development Planning,
MASERU 100, LESOTHO.

Mrs BEN MOHAMED Narindra Prisca,
SADC National Contact Point,
Head of the SADC Office,
Ministry of Foreign Affairs,
ANTANANARIVO, MADAGASCAR.

Mr. Chauncy M. K. Simwaka,
SADC National Contact Point,
Secretary for Foreign Affairs,
Ministry of Foreign Affairs,
LILONGWE, MALAWI.

Member States:

Angola
Botswana
Comoros
Democratic Republic of Congo

Eswatini
Lesotho
Madagascar
Malawi

Mauritius
Mozambique
Namibia
Seychelles

South Africa
United Republic of Tanzania
Zambia
Zimbabwe

All correspondence should be addressed to the Executive Secretary

Ambassador Mr Janmajaising Bissoondoyai,
SADC National Contact Point,
Supervising Officer,
Ministry of Foreign Affairs, Regional Integration and International Trade,
PORT LOUIS, MAURITIUS.

SADC National Contact Point,
Ministry of Foreign Affairs and Cooperation,
MAPUTO, MOZAMBIQUE.

Mrs. Ndiitah Nghipondoka-Robiati,
SADC National Contact Point,
Executive Director,
Ministry of International Relations & Trade (MIRT),
WINDHOEK, NAMIBIA.

Amb. Ian Madeleine,
SADC National Contact Point,
Principal Secretary for Foreign Affairs Dept,
Ministry of Foreign Affairs & Tourism,
VICTORIA, MAHE, REPUBLIC OF SEYCHELLES.

Mr Andrew Msindo Maswanganye,
Acting SADC National Contact Point,
Director: SADC Regional Economic Integration and Infrastructure,
Department of International Relations and Cooperation,
PRETORIA 0084, SOUTH AFRICA.

Ms. Lilian Abdul Mukasa,
SADC National Contact Point,
Acting Director of the Department of Regional Cooperation,
Ministry of Foreign Affairs and East African Cooperation,
DODOMA, TANZANIA.

Ms Etambuyu Anamela Gundersen,
SADC National Contact Point,
Permanent Secretary – International Relations and Cooperation,
Ministry of Foreign Affairs and International Relations and Cooperation,
LUSAKA, ZAMBIA.

Mrs Petronellar Nyagura,
SADC National Contact Point,
Chief Director,
Multilateral Affairs, Ministry of Foreign Affairs and International Trade,
HARARE, ZIMBABWE.

Member States:

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Botswana	Lesotho	Mozambique	United Republic of Tanzania
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ADVERTISEMENT FOR RECRUITMENT OF TWO (2) REGIONAL POSITIONS

We refer to the above subject matter.

The SADC Council of Ministers, during its meeting of March 2022, held in Lilongwe, Malawi, directed the Secretariat to expedite the recruitment process for vacant positions. The objective is to provide an opportunity for qualified professionals to join the Secretariat, thereby building capacity to serve Member States in the best possible way.

To this end, we kindly request your cooperation in circulating the attached advertisement for the below regional positions as widely as possible;

- i.) Senior Programme Officer-ICT
- ii.) Officer-Research & Statistics

The higher number of employees from your country will increase your representation within SADC Secretariat. Kindly find attached the updated status of quota points.

In light of the above, you are kindly requested to screen and submit to the SADC Secretariat a maximum of four (4) applications for the position. We would be grateful if you could send us the CVs and supporting documents submitted by applicants (in Word format) by **Monday, 13 July 2026**.

The roadmap for the recruitment will be as follows:

Publication of the advertisement	:	08 – 26 June 2026
Screening of applications by Member States	:	29 June - 10 July 2026
Submission of applications to the Secretariat	:	13 July 2026
Translation	:	20– 31 July 2026
Screening and Selection by the Secretariat	:	03 – 05 August 2026
Interviews	:	20 Aug 2026
Assumption of duties	:	Dec 2026

Kindly note that this advertisement together with Job Descriptions will be posted on the SADC website on 08 June 2026. For consistency, we would like this announcement to be published at the same time as its posting on the SADC website.

The SADC Secretariat kindly requests that all submissions are accompanied by a list highlighting the maximum four (4) shortlisted candidates. Member States can also upload the shortlisted applications on the following link; <https://collab.sadc.int/s/mrrgaHpoFxYa7cR>

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For more information, please contact **Ms. Nonhlanhla Nkambule** or **Ms. Oline Bolaane** at nnkambule@sadc.int or obolaane@sadc.int

Please accept, Distinguished National Contact Points, the assurances of our highest consideration.

Ms. Bodo Tantely Radaody Ralarosy
Director Human Resources and Administration
For/Executive Secretary

CC: H. E. Sandro de Oliveira,
Ambassador,
Embassy of the Republic of Angola in Botswana,
GABORONE, BOTSWANA.

Ms Masego Mogodu,
Director - Regional Cooperation,
GABORONE, BOTSWANA.

Mr Tumelo Selolwane,
Chef de Cabinet,
GABORONE, BOTSWANA.

Ms Thobile Dlamini,
Director -SADC UNIT,

H.E. Ms Lindiwe Kunene,
High Commissioner,
Kingdom of Eswatini High Commission in South Africa,
PRETORIA, SOUTH AFRICA,

Director Regional Integration,
Ministry of Finance,
MASERU, LESOTHO.

H.E. Mr Sekhonyana Bereng,
High Commissioner,
Kingdom of Lesotho High Commission in South Africa,
PRETORIA, SOUTH AFRICA.

H.E. Ms Vololomiora Lalanirina Rabarijaona,
Charge d'affaires a.i
Embassy of the Republic of Madagascar in South Africa,
PRETORIA, SOUTH AFRICA.

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Francis Mphatso Mponda (Alternative),
Alternate SADC National Contact Point,
Director of Africa,
Ministry of Foreign Affairs,
LILONGWE, MALAWI.

H.E. Mrs. Stella Chiripo Ndau,
High Commissioner,
High Commission of Malawi to South Africa,
PRETORIA, SOUTH AFRICA.

Meera Bungaroo-Ramdoo (Mrs),
Principal Analyst, Cooperation,
Regional Integration Division,
Ministry of Foreign Affairs, Regional Integration & International Trade,
PORT LOUIS, MAURITIUS.

H.E. Mr Prakarmajith Vijjaye Lutchman,
High Commissioner,
High Commission of Mauritius in South Africa,
PRETORIA, SOUTH AFRICA.

H.E Antonio Macheve,
High Commissioner of the Republic of Mozambique in Botswana,
GABORONE, BOTSWANA.

H.E Ms. Elizabeth N. Kakukuru,
High Commissioner of the Republic of Namibia to Botswana,
GABORONE, BOTSWANA.

Ms. Elia Savy,
Third Secretary,
Foreign Affairs Department,
VICTORIA, MAHE, REPUBLIC OF SEYCHELLES.

Ambassador T. Seokolo,
Deputy Director-General: Africa,
PRETORIA 0084, SOUTH AFRICA.

Ms. S. Sithole,
Acting Head of Office of the Deputy Director-General: Africa,
PRETORIA 0084, SOUTH AFRICA.

H.E Ms. Thaninga Shope-Soumah,
High Commissioner,
High Commission of South Africa in Botswana,
GABORONE, BOTSWANA.

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Mr Edward Komba,
Head of Section in Charge of Trade, Industry Finance, and
Investment Section,
DODOMA, TANZANIA.

H.E. Mr James G. Bwana,
High Commissioner,
High Commission of the United Republic of Tanzania in South Africa,
PRETORIA, SOUTH AFRICA.

Mrs. Ikayi G. Sambundu Mushinge,
Director of Political Affairs
Ministry of Foreign Affairs and International Cooperation email:

H.E. Pamela Chisanga,
High Commissioner of Zambia to Botswana,
GABORONE, BOTSWANA.

H.E Mr Batiraishe Henry Mukonoweshuro,
Ambassador Extraordinary,
Embassy of Zimbabwe in Botswana,
GABORONE, BOTSWANA.

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