



## **1. Senior Programme Officer-ICT**

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

- Facilitate and coordinate the development, implementation, monitoring and evaluation of policies and programmes aimed at building a cost-effective and integrated Telecommunications and ICT Infrastructure and achieving reliable, affordable and universal access to ICT services in the SADC Region.
- Manage the efforts and performance of the team falling under the responsibility of the Senior Programme Officer.

### **Policy Development and Harmonisation**

- Commission and coordinate research/studies to identify Telecommunications and ICT strategy, policy and regulatory gaps in the region.
- Coordinate the development, strengthening and harmonisation of Telecommunications and ICT strategies, policies, regulations, guidelines, standards and systems.
- Coordinate the approval and adoption of the Telecommunications and ICT strategies, policies, regulations, guidelines, standards and systems by the SADC Structures.
- Facilitate the implementation of the Telecommunications and ICT strategies, policies, regulations, guidelines, 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**

- Manage the collection of information and data relevant to this focal area.
- Identify priority areas, commission studies, and use/interpret the findings to feed into the planning process.
- Coordinate the development and maintenance of a centralised database on this focal area.
- Manage the dissemination of relevant data through the SADC website and other forms of media, including social media platforms or through reports to SADC Institutions.
- Undertake research work – Think Tank Approach.

## **Strategic Planning and Programming**

- Identify key areas of interventions in the Telecommunications and ICT sector.
- Coordinate the development of long-term, medium and short strategic plans/ Programme of Action for the Telecommunications and ICT.
- Facilitate the adoption of the Strategic Plans by various policy structures.
- Undertake periodic reviews of the Strategic Plans.
- Prepare Annual Corporate Plan and Risk Register for the Telecommunications and ICT infrastructure sector.
- Facilitate and coordinate implementation of capacity building initiatives for the design, development, implementation, maintenance and operations of regional Telecommunications and ICT infrastructure networks; monitor and evaluate the success of the interventions.
- Conceptualize and develop projects/programmes to implement the Strategic Plan
- Support resource mobilisation for programme implementation as and when required by PPRM.
- Undertake steps to promote and strengthen Public-Private Partnerships (PPPs),
- Partnerships for infrastructure development, resource mobilisation, funding and operations.

## **Programme Implementation**

- Coordinate project preparation to ensure availability of a pipeline of bankable projects.
- Facilitate implementation of the Telecommunications and ICT infrastructure related programmes/projects aimed at:
  - The development, construction, maintenance and rehabilitation of regional infrastructure networks; and
  - The establishment and strengthening of regional institutions (including CRASA, SATA and SAPOA) and frameworks for coordination of infrastructure and services.
- Manage project staff and consultancies.
- Develop and agree on Key Performance Indicators (KPIs), Targets and criteria in line with SADC M&E system for monitoring the implementation of projects 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.
- Implement Ministerial and Technical meeting decisions directed to SADC Secretariat which relate to the ICT Sector.
- Implement risk management measures as outlined in the ICT Division's Risk Register.
- Implement audit recommendations pertaining to the ICT sector.
- 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 to ensure mainstreaming of cross cutting issues (e.g. Gender, Youth, 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 directorates and units in the Secretariat.
- Liaise with SATA, CRASA and SAPOA on general implementation of the SADC Programmes, as and when required.
- Liaise with Continental and International Organisations (ATU, PAPU, ITU, UPU) where relevant in pursuing implementation of the SADC Programmes.

## **2. Officer-Research & Statistics**

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

To process, compile, analyse, report and disseminate data and statistics on all matters related to the SADC regional integration, with focus on merchandise trade statistics, and maintain integrated regional statistical databases.

### **Duties & Responsibilities**

#### **Research and Statistics**

- Liaise with research institutions to share and exchange research information that are critical for analysis.
- Conduct and / or commission studies and research to gain information and data:
  - Supervise commissioned research and research consultants
  - Ensure use of appropriate survey design and data collection instruments for collection of primary and secondary data where required
  - Perform quality control to verify accuracy and integrity of data for analysis and reporting
- Harmonise standards and procedures for processing, compilation and analysis of data:
  - Develop, document, maintain and implement methodologies, statistical tools and guidelines, standards, procedures and dissemination strategies
  - Advise Member States on data collection / analysis for specific regional indicators, and recommend where possible short term statistical training courses
- Perform specific analyses and reporting on regional integration data as required:
  - Apply statistical techniques and methods in the processing and analysis of data, and perform necessary statistical routines related to the

collection, processing, compilation, analysis and reporting of statistical data

- Prepare statistical tables and reports for internal analysis
- Produce analytical reports to support the publication of regional statistics
- Produce and disseminate regional statistical publications to key stakeholders
- Provide relevant, timely and quality data in response to both anticipated needs as well as specific requests from internal and external customers:
  - Respond to local, regional and international organisations requesting relevant statistics from the unit
  - Provide Programme directorates sector data and statistics that will inform their planning, programming, monitoring and evaluation activities
- Explore and recommend new and improve methods and ideas of data processing, analysis, reporting and dissemination.
- Research and adopt best practices in own specialised area of work and maintain high level of knowledge in order to effectively undertake the duties of the post.
- Perform any other duties as may be assigned by the supervising officer.

### **Knowledge Management**

- Review and maintenance of standards and nomenclature for infrastructural design of an integrated regional statistical database.
- Feed data and statistics into the knowledge database, and maintain it up to date.
- Consult with ICT for technology enhancements to the database as and when required.
- Define and maintain access rights to database