



JOB PROFILES – ECESPA

1. Monitoring, Evaluation & Reporting Officer - Grade 6

Primary Purpose of the Job

Responsible for overall monitoring, evaluation and reporting of the ECESPA programme, in line with the SADC Policy Strategy Development, Planning, Monitoring and Evaluation; Project Management Guidelines, EU Reporting and evaluation guidelines.

Duties and Responsibilities

Monitoring and Evaluation

- In close collaboration with the Programme Manager and the Directorate of PPRM, develop project / programme monitoring and evaluation plan for the project
- Coordinate with SADC Secretariat Directorates/units and Member States for collecting data on project indicators.
- Interrogate and analyse data for monitoring and evaluation purposes
- set up monitoring tools to measure progress against set indicators for the project.
- Determine and validate baseline values for the set indicators and align with relevant tools.
- Using validated baseline values to revise targets for the ECESPA project and identify data sources.
- Build capacity of the ECESPA project team on Monitoring and Evaluation.
- Compile and submit periodic internal and external reports on the ECESPA as per guidelines and requirements.
- Convene and facilitate bi-annual lessons learnt sessions on the ECESPA project.
- Develop and keep an updated stakeholder mapping and engagement plan for the ECESPA project.
- Develop and keep an updated risk register of the ECESPA project.
- Determine to what extent has the implementation of the ECESPA plans and programmes contributed towards its longer-term goals, and establish any unanticipated positive or negative consequences of implementation
- Identify the direct tangible outputs and outcomes that the project plans and programmes have delivered as a result of their implementation
- Assess to the project's contribution towards the SADC RISDP 2020-2030.
- Monitor and evaluate whether the planned activities have been completed on time and within the budget, and identify status of incomplete activities.

- Work with the ECESPA programme Manager on evaluations, audits and close out activities of the project;
- Attend all programme meetings, including Technical Committee (TC) meetings, Programme Steering Committee (PSC) meetings and provide support in developing Annotated Agendas (AA), documentation and record keeping during these meetings;
- Contribute to the production monthly, quarterly and annual progress reports of the ECESPA Programme;
- Feedback any information resulting from the on-going monitoring to the Project Management Support unit so that the latter can improve the project management infrastructure and better guide the Implementers
- Facilitate the establishment of a Knowledge management and information sharing system in collaboration with the ICT Unit for the purposes of documentation and managing the repository of activity and progress reports; research outputs and other related documents.
- Perform any other duties as may be assigned by the Supervising Officer

Qualifications and Experience

Education

- Advanced university degree (Masters) in any of the following fields: Economics, Demography, Development Studies, Social Sciences, Statistics, or other related studies

Professional Certification

- Certification in strategic planning, project management, monitoring and evaluation

Specialised knowledge

- Knowledge of M&E systems and data analysis packages, techniques, packages / systems, principles etc.
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 7-10 years experience in strategic planning, project planning, monitoring and evaluation within a public sector or regional organization

Skills & Competencies Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills

- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Results and performance driven
- 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 and personal drive, self-motivation
- Results and performance driven
- Team player

2. Mediation & Peace Building Officer - Grade 6

Primary Purpose of the Job

- Coordination and implementation of programmes on mediation and peacebuilding and the provision of advice on regional and international political developments
- Enhance SADC's mediation and peacebuilding capacity
- Enhance the State of peace and stability in the region

Duties and Responsibilities

Harmonisation

- Work in Collaboration with the Mediation and Peace Building Officer, Electoral Support Unit and other Units within the Organ and other Directorates/Units on interrelated interventions concerning conflict, elections, gender and youth issues, governance and human security.

Research and Information Dissemination

- Support all activities related to Conflict prevention, management and resolution under the ECESPA Project in support of the Politics and Diplomacy Unit;
- Collaborate with other Organ sectors on conflict preventative measures;
- Conduct data collection on the state of mediation and peacebuilding in the region, using primary and secondary research techniques;

- Identify research and academic institutions to undertake studies on specific priority areas, commission the studies, and use the findings to inform planning;
- Coordinate engagement with research and academic institutions and other stakeholders
- Development and maintenance of a database / observatory on Think Tanks operating in the fields of mediation conflict prevention, resolution, management, transformation and peacebuilding;
- Publish research and dissemination data through the SADC website, other media or through reports to SADC Institutions and Member States
- Reviews reports, case studies, policies and Terms of References submitted by consultants

Strategic Planning, Programming and Implementation

- Development of long-term, medium- and short-term strategic plans for the SADC Mediation, Conflict Prevention and Preventative Diplomacy Structures;
- Formulate Strategic Plans for adoption by various policy structures;
- Undertake periodic reviews of the strategic plans;
- Prepare annual work and action plans;
- Implement ECESPA project Workplans and Strategic plans as they relate to the Politics and Diplomacy Unit and the programme's contribution to the RISDP 2020-2030;
- Implementation of all activities under the ECESPA project in support of the ISPDC, MRG, POE and other specialised committees, including amongst others:
 - Communication and cooperation links within SADC countries, between SADC and the AU Commission / AU institutions;
 - Diplomatic initiatives to promote a culture of peaceful co-existence, stability and tolerance in the region;
 - Promotion of mediation and peacebuilding activities such as awareness programmes;
 - Regional centres of excellence for the exchange and sharing of political and diplomatic experiences;
 - Rendering of professional services to SADC Peace Support Operations (PSOs);
 - Strengthening of institutions that promote peaceful co-existence and stability within Member States;
 - bolster support systems of the Mediation, Conflict Prevention and preventative Diplomacy Structures;
- Advise the Senior Officer – Politics and Diplomacy on regional and international developments with an impact on the region's political stability;
- Contribute to the development of a normative framework for the promotion of a culture of peace as part of the SADC Early Warning Systems;
- Work with the ECESPA Programme Manager on the efficient and proper usage of funding for project implementation;
- Work with the ECESPA programme Manager on evaluations, audits and close out activities of the project;

- Attend all programme meetings, including Technical Committee (TC) meetings, Programme Steering Committee (PSC) meetings and provide support in developing Annotated Agendas (AA), documentation and record keeping during these meetings;
- Contribute to the production monthly, quarterly and annual progress reports of the ECESPA Programme;
- Support and convene capacity building and technical workshops on conflict prevention and mediation for prioritized target groups;
- Work with project staff and consultants towards the realization of the sector's strategic objectives;
- Monitor implementation of programmes/projects by Member States in line with developed indicators, systems and criteria 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;
- Identify and build relationships with external stakeholders that are critical to delivering the unit's objectives and programmes
- Engage with key external stakeholders on a regular basis;
 - o Encourage a culture of consultation among political stakeholders;
 - o Organise roundtable discussions to deliberate on the involvement of civil society in Organ activities;
- Liaise with other directorates to ensure mainstreaming of cross cutting issues (e.g. Youth, Gender, HIV/AIDS, Poverty, ICT, STI etc.) into Organ 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;
- Coordinate the holding of the Inter-State Politics and Diplomacy Committee (ISPDC), Mediation Reference Group (MRG), Panel of Elders (POE) and Ministerial Committee of the Organ (MCO) meetings and workshops and service the meetings as required; Prepare records of the meetings.

Provision of technical advice and support

- Provide technical expertise, analysis of mediation and peacebuilding trends, advice and support;
- Provide technical support to members of the MRG, POE and ISPDC;
- Participate in SADC mediation and peacebuilding interventions as necessary and appropriate;

- Update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives;
- Participate in the formulation and development of the Organisational Strategy for the Secretariat; Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis;
- Achieve the mission goals and objectives of the unit, and report progress to the Senior Officer – Politics and Diplomacy;
- 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 area of work, and maintain high level of knowledge to effectively undertake the duties of the post;
- Provide administrative and logistical support for projects, initiatives, and programs;
- Draft memos, reports and correspondence, and assists with the development of project/program/training materials;
- Undertake any other duties as delegated by the Senior Officer – Politics and Diplomacy.

Capacity Building on Mediation and Peacebuilding

- Keep abreast of international evolution of global trends in the areas of mediation and peacebuilding, and disseminate these to members of the MRG, POE, ISPDC, MCO and Member States as appropriate;
- Conceptualise, plan and coordinate the roll out of training programmes and seminars in the areas of mediation and peacebuilding for relevant stakeholders;
- Facilitate and/or moderates sessions during capacity building trainings and workshops.

Qualifications and Experience

Education

- Masters Degree in Political Science, International Relations, Peace and Conflict Studies, Law or related field from a recognised institution.

Professional Certification

- Political Studies, Security Studies, Peace and Conflict Studies or other related studies is an added advantage.

Specialised knowledge

- Knowledge of mediation and peacebuilding processes, frameworks and norms
- Proficient in the use of computers and computer software relevant to the position.

Experience

- Experience in project coordination, management and networks / partnership building would be desirable;
- Experience in project cycle management, project coordination, monitoring and evaluation is an added advantage.
- At least five (5) years work experience in an institution relevant to the professional requirements outlined above.

Skills & Competencies Requirements

- Communication and diplomacy skills
- Computerised desktop publishing and production skills
- Conflict and crisis management skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Project management skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills
- 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
- 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
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

3. Procurement Officer - Grade 6

Primary Purpose of the Job

- Responsible for undertaking procurement functions in accordance with acceptable procurement guidelines, regulations standards and procedures
- Efficiently undertake the procurement process whilst ensuring fiduciary and quality controls, economy, efficiency, transparency, fairness, accountability/ethical standards and promotion of competition
- Support the Programme Implementation in the administration and logistical coordination for general project implementation and management processes.
Duties and Responsibilities

General Procurement

- Conduct procurement in accordance with Secretariat procurement policies and guidelines
- Strengthen procurement policy and guidelines, and advise management on any emerging issues that need to be incorporated
- Support requisitioning units in developing the eligibility, qualification, evaluation and award criteria in compliance with the procurement guidelines
- Participate in the end-to-end procurement process;
 - o Publication of available procurement opportunities
 - o Preparation of solicitation documents
 - o Communication and issue of tender clarifications to applicants/ bidders
 - o Notification of bidders on the outcome of the evaluation processes
 - o Preparation of contracts
- Validate orders received and outstanding orders, analyse and reconcile reorder requests; liaise with appointed suppliers / service providers to ensure the timely and accurate completion of orders; and administer contract performance
- Check and advise suppliers on their adherence with the contractual obligations
- Provide adequate procurement support in appeal processes with suppliers
- Liaise with Finance for payment of suppliers
- Draft any official correspondence to contractors/ suppliers
- Draft Addenda/variation order to contracts/ purchase order
- Prepare and consolidate annual estimates for goods and services and, develop and maintain standard stock lists

- Monitor and evaluate performance of suppliers based on end user satisfaction
- Build and manage relationship with suppliers
- Monitor compliance with contract agreements, evaluate and report on supplier performance
- Advise award, modification, renewal and/or termination of contracts
- Prepare and maintain procurement records
- Compile regular procurement reports and submit to the Head; and inform him/ her of any issues so that timely remedial measures can be taken
- Assist tender/ evaluation committees and provide input on procedural rules
- Provide exhaustive relevant documents to tender/ evaluation committees
- Conduct prior and post-reviews on procurement contracts executed outside of Procurement unit
- Manage framework contracts for travel and events;
 - o Perform the first level approval of purchase order regarding travel
 - o Make sure that the travel agency is performing according to agreed terms and report there on to management for any deviation.
- Launch and support the evaluation and contracting for calls for proposals (Grants)
- Undertake all paperwork required for contract close-out, extension or renewal

General Administration

- Provide administrative support to the project team to ensure the smooth running of the project operations
- Maintain records of project team travel and assist in their travel logistics
- Coordinate travel arrangements inclusive of air-ticket, hotel accommodation, visa arrangements, claims etc.
- Support project team in daily administration roles and undertake any ad-hoc administration projects/duties as required
- Attend all programme meetings, including Technical Committee (TC) meetings, Programme Steering Committee (PSC) meetings and provide support in

developing Annotated agendas, documentation and record keeping during these meetings

- Work with the ECESPA programme Manager on evaluations, audits and close out activities of the project;

Supervision

- Prepare work plan, schedule work, allocate and delegate tasks to subordinates.
- Supervise the subordinates and their work, and appraise their job performance
- Provide advice and guidance as and when required to subordinates
- Provide quality services as per service level agreements
- Consult with the Head of Unit on any staff related issues
- Provide inputs to the annual budget estimation for the unit
- Prepare regular progress reports for the Head of Unit, as and when required
- 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 Programme Manager/Senior Officer

Qualifications and Experience

Education

- At least a degree in Procurement or related field from a recognised institution

Professional Certification

- Member of the Chartered Institute of Procurement and Supply (MCIPS) or equivalent

Specialised knowledge

- Seasoned knowledge and specialized command of all major facets of procurement policies and practices as applied across a wide range of technical sectors
- Proficient in the use of computers and computer software relevant to the Position
- Knowledge of International Cooperating Partners (World Bank, AfDB, EU, GIZ) and/ intergovernmental organization procurement rules

- Knowledge of administration and processing of grants.

Experience

- At least 7 -10 years of experience in a similar position conducting procurement in a large organisation either in public, private sector, regional or international organisation
- Knowledge of electronic procurement will be an added advantage
- Supervisory experience needed

Skills& Competency Requirements

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills
- Apply inter-personal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- 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 status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

4. Assistant Finance Officer – Grants/contracts and projects (ECESPA Project)- Grade 8

Primary Purpose of the Job

- Support the Finance Officer in the financial administration accounting and reporting of project funds managed by the Secretaria

Duties and Responsibilities

Budgeting and Control

- Under the supervision of the Programme Manager, collaborate with Finance Officer in the assessment of requests for funding from the Emergency Response Mechanism (ERM)
- Collaborate with the Finance Officer in the annual budget setting exercise by providing support and guidance to project officers and consolidating the budget figures.

Budget & Expenditure Control

- Support the Finance Officer in undertaking budget and expenditure control on the ECESPA project.
- Review all new project commitments and ensure that they are only made against budgeted appropriations and report any exceptions to the Finance Officer.
- Review procurement procedures followed for award of contracts and ensure compliance with donor contractual requirements. Report exceptions to management.
- Perform regular monitoring of project actual expenditure against budget and report potential overruns to the Finance Officer and Financial Controller

- Investigate variances and discuss with project owners of potential overspent above approved budget and seek justifications.

Accounting

- Compile project financial reports and any other financial reports that may be required for the project and perform relevant analysis and reconciliations to ensure completeness and accuracy.
- Retention (filing) of all accountable documentation to secure unqualified audit reports.
- Liaise with external auditors and provide relevant information for audit.

Cash Management & Control

- Review for project expenditures, ensure payment requests and supporting documents comply with the relevant conditions and rules of the donor/s agreement to be eligible for disbursements.
- Report any exception to the Finance Officer.
- Prepare monthly cash flow reconciliations and forecasts and submit to the Finance Officer Project support.
- Support to Project Steering Committee (PSC) meetings and Technical Committee (TC) meetings and attend project meetings.
- Support Evaluations, Audits, and contribute to Programme Management Unit (PMU) reports, Quarterly reporting, annual reports, Work plans, Strategic planning.
- Provide inputs in the Close Out activities, and any other duty as may be required by the Programme Manager.
- Ensure that the financial management procedures outlined in the Contribution/grant agreement and other key documents such as Financial regulations and the Financial manual are adhered to in the project financial management.
- Carry out any other duties as may be delegated by the Project Manager, and your supervisor.

Qualifications and Experience

Education

- At least a Degree in Finance or related field

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 5-7 years' work experience in a similar position

Skills & Competency Requirements

- Communication skills
- Interpersonal skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without too much close supervision
- Flexible and adaptable to change
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player