



Job Profile-Executive Assistant to the Executive Secretary

Primary Purpose of the Job

- Responsible to relay information and assistance that are of a technical nature to the Executive Secretary and that relate to the implementation of the regional integration agenda.
- To plan, manage and follow up technical issues in support of functions of the Executive Secretary to facilitate effectiveness of the Executive Secretary.
- Maintain close contact with the Executive Secretary, have accurate and up to date information on the Executive Secretary's activities and priorities.
- Responsible to coordinate and manage relations with external non-state actors.

Duties and Responsibilities

- Monitor and assess trends which might affect the economic and political situation in SADC Member States.
- Provide up-to-date information to the ES regarding substantive economic and political matters relevant to the SADC region; follow up regional and internal developments and provide timely advice to the ES in collaboration with respective Directorates.
- Work closely with the ES in support of regional integration issues that require specific research and follow-up; determine appropriate course of action, and advise the ES accordingly.
- Follow-up and be on top of politically sensitive matters that require immediate attention of the ES.
- Act as secretary to the meetings of the Senior Management Team.
- Prepare analytical reports and papers on matters of concern to the ES.
- Review incoming technical information and documentation to office of the ES, classify them and prepare summaries for the ES.
- Liaise, coordinate, analyse and integrate substantive input from the various Directorates and Units, into briefs and analytical papers prepared for the ES engagements (internal and external stakeholders).
- Maintain smooth communication with internal directorates in order to:
 - (i) Understand the status and progress of the regional integration programme; and
 - (ii) Be able to offer concrete operational and consultative assistance to the ES in matters of regional integration.
- Create a connection between the Secretariat and the Community at large, and serve as liaison with business community, non-profit entity, non state actors, or any other, as directed by the ES.
- Organise and coordinate the external relations efforts of the ES; Be the focal point for media relations for the ES related engagements; Monitor events and publication

relevant to SADC with a view to respond appropriately and in a timely manner.

- Arrange and maintain the requisite environment for the ES events and facilitate media coverage of the ES engagements in collaboration with Public Relations Unit.
- Ensure that protocol requirements for all engagements of the ES are observed at all times and in a professional manner.
- To be (act as) an advance party to engagements of the ES (when required) and ensure that all logistical and technical requirements are in order.
- Prepare talking notes, statements, speeches, media releases and other technical documents in coordination with Directorates in a professional manner where and when required, and liaise with the Communication Officer External and PR Assistant for assistance and review.
- Prepare briefs and reports on specific issues to support the ES during meetings and missions, and prepare Mission Reports thereof.
- Accompany the Executive Secretary on missions.
- 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.

Qualifications and Experience

Education

- At least a Master's Degree in Communication, Political Science International Relations, Economics or related field from a recognised institution.

Specialised knowledge

- Understanding of the core business of the organisation.
- Proficient in the use of computers and computer software relevant to the position.

Experience

- At least 7 years work experience in a similar role.

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Interpersonal skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Ability to work well in a multi-cultural and highly political environment (internal and external)
- 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
- Flexible and adaptable to change
- Organisational awareness with an understanding of how to engage the organisation to get things done
- 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
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player