SADC PARLIAMENTARY FORUM

TERMS OF REFERENCE: Training and Materials Development Officer Position

1. The SADC Parliamentary Forum

The Southern African Development Community Parliamentary Forum (SADC Parliamentary Forum), headquartered in Windhoek, Namibia was established in accordance with Article 9(2) of the SADC Treaty on 8th September 1997, by the SADC Summit of Heads of State and Government held in Blantyre, Malawi. The SADC Parliamentary Forum was principally established to "constitute a Regional Parliamentary framework for dialogue on issues of regional interest and concern".

Currently, the SADC Parliamentary Forum has a membership of 14 member Parliaments, thus representing well over 3,000 SADC Parliamentarians. The member Parliaments are Angola, Botswana, the Democratic Republic of Congo, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe.

2. Job Purpose

Members of Parliament (MPs) are not necessarily required to have had prior formal training before taking up their jobs. On the other hand, the policy environment and legislative agendas in which MPs work is increasingly becoming more complex. The expectations of electorates on their MPs because of increased literacy and greater access to information through ICTs has also increased. High turnover in most of SADC Parliaments undoubtedly also requires greater capacity development (training) efforts.

The SADC Parliamentary Forum with assistance of the African Capacity Building Foundation (ACBF) has responded to the capacity development need by initiating a Parliamentary Capacity Development (PCD) initiative earmarked for SADC MPs and staff of Parliaments. The SADC Parliamentary Forum therefore requires the services of a suitably qualified Training and Material Development officer.

3. Key Results Areas (KRAs)

i. Develop and implement a Parliamentary training framework and (Curriculum);
ii. Develop and coordinate the development of parliamentary training materials;
iii. Design and undertake national and regional parliamentary training programmes for SADC Parliaments;
iv. Assist the design and implementation of on-line training and discussion forums;
v. Facilitate the monitoring and evaluation of the parliamentary training program through the use of the SADC-PF Monitoring and Evaluation (M&E) system;
vi. Ensure constant and accurate reporting on the SADC Parliamentary Forum’s performance in parliamentary capacity development set targets;
vii. Liaise and network with a multiplicity of parliamentary capacity development (training) stakeholders (e.g., resource persons, donors and other institutions) in the SADC region and beyond;
viii. Undertake any other duties as may be required.

4. Educational Qualifications and Professional Skills Required

i. A degree in Education or any other relevant social science from a recognized institution of higher learning; A Masters Degree would be an added advantage.
ii. Five years hands-on practical experience in training, curriculum and material development is required;
iii. Teaching at tertiary level and will be an added advantage;
iv. Commitment to academia and a demonstrable multi-disciplinary exposure;
v. Good analytical and communications (written and oral) skills are a prerequisite;
vi. Good coordination and leadership skills are required;
vii. Knowledge of on-line learning and adult education is required;
viii. Knowledge and experience of capacity development needs assessments;

5. Other Skills and Attributes

The suitable candidate is, amongst other skills and attributes, required to have:-
i. a Result and performance oriented approach to work;
ii. the ability to be a good team player and possession of good problem solving skills;
iii. ability to lead multi-disciplinary experts and coordinate their work including editing;
iv. good Information Communications Technological (ICTs) skills including the use of the SPSS;
v. good report writing and presentation skills;
vi. know and respect parliamentary protocol and etiquette;
vi. experience in working in a multi-cultural environment.
vii. Willingness to travel in the SADC region and beyond.

6. Nature of the Contract

This is an African Capacity Building Foundation (ACBF) supported position within the SADC Parliamentary Forum. The contract terms and conditions are subject to the donor’s agreement with the SADC Parliamentary Forum. The contract is for a maximum of 4 years.
7. Duty Station

SADC Parliamentary Forum Secretariat, Windhoek, Namibia.

8. Application Procedure

This position is open to SADC citizens only. Applications must be channeled through the National Parliament of the country of which the applicant is a citizen.

9. Application Deadline

Applications must be submitted by the 12th July 2013 at latest on the following address:

The Clerk of the National Assembly
Parliament House
Government Centre
Port Louis

02 July 2013