



## **THE SADC PARLIAMENTARY FORUM**

### **VACANCY FOR THE POSITION OF SECRETARY GENERAL**

The SADC Parliamentary Forum is a regional organisation of 14 Parliaments of the Southern Africa Region, whose role is to serve as the voice of Parliamentarians on regional matters, and to promote regional cooperation and integration. Pursuant to the resolution of the SADC PF 44<sup>th</sup> Plenary Assembly on 4<sup>th</sup> December, 2018, in Maputo, Mozambique, to recruit the Secretary General for the SADC Parliamentary Forum, for the period 1<sup>st</sup> July, 2019 to 30<sup>th</sup> June, 2024, the SADC PF hereby requests for applications for the position, from suitable candidates, through its Member Parliaments.

#### **1.0. THE POSITION**

- 1.1. The Secretary-General is the Chief Executive and Accounting Officer of the SADC Parliamentary Forum; Rule 13 of the SADC PF Constitution provides that: "There shall be a Secretariat headed by the Secretary General and comprising such other staff as may be appointed by the Executive Committee".
- 1.2. The Secretary General shall be appointed by the Plenary Assembly on the recommendation of the Executive Committee, on such terms and conditions of service approved by the Plenary Assembly.
- 1.3. The Secretariat of the SADC PF is located in Windhoek, Namibia, and is hosted by the government of the Republic of Namibia. The Duty Station for the Secretary General is, therefore, Windhoek, Namibia.

#### **2.0. THE JOB**

- 2.1. The Secretary-General as the Chief Executive Officer of the SADC Parliamentary Forum, shall be responsible for its corporate development, initiating new directives, as well as managing and co-ordinating the activities of the SADC PF subject to the general direction of the Executive Committee.
- 2.2. The Secretary-General is the Secretary to the Plenary Assembly, as well as other policy organs, and shall provide advice to the Plenary Assembly, the President, the Executive Committee and the policy organs on procedure and any other related matters.
- 2.3. The Secretary General shall coordinate the overall business and is the custodian of the Journals and records of the Plenary Assembly, and shall ensure the timely dissemination of records and implementation of resolutions.

- 2.4. The Secretary-General, as the head of the Secretariat is responsible for ensuring effective day to day operations, protecting the integrity of the Secretariat and managing the staff. In this context, the Secretary General is expected to provide effective professional and managerial leadership in the development and implementation of internal corporate, financial, administrative and human resources management strategies, policies and plans.
- 2.5. The Secretary-General shall be primarily responsible for the public representation of the SADC PF and promoting its aims and objectives.
- 2.6. The Secretary General shall be responsible for maintaining relations with Member Parliaments and the host government, and for providing necessary advice and guidance as may be appropriate for ensuring the effective participation of the membership in the affairs of the SADC PF.
- 2.7. The Secretary General shall perform any other related duties as may be assigned by the President.

### **3.0. QUALIFICATIONS AND EXPERIENCE**

- 3.1. The post holder shall be a citizen of a Southern African Development Community Member Country subject to rotation as indicated at 7.0 below;
- 3.2. Be a holder of at least a minimum of a relevant Master's degree, including a good first degree from reputable universities;
- 3.3. Must have a minimum of 10 years proven relevant experience in top managerial positions in reputable organisation/s. Parliamentary experience is not a necessity but will be an added advantage; and
- 3.4. Must be 55 years old or younger, as at 1<sup>st</sup> July, 2019.
- 3.5. SADC PF is an equal opportunity employer. Qualified women, with the requisite experience, are strongly encouraged to apply.

### **4.0. REQUIRED TRAITS, SKILLS AND COMPETENCIES**

- 4.1. Must display and prove creativity in institutional strategic visioning; an appreciation of the vision, mission and objectives of the SADC PF and the role of Parliament in promoting good governance and regional integration will be a definite advantage;
- 4.2. Must possess demonstrated qualities of success in leadership and management and must be able to manage and embrace change;
- 4.3. The applicant must possess exceptional diplomatic and excellent interpersonal skills and the ability to interact with persons from diverse disciplines, perspectives and cultures;
- 4.4. Must be of unblemished character and have a high degree of personal integrity, and must be of mature and sober judgement;

- 4.5. Must have excellent oral and written communication skills;
- 4.6. Must be a team player who can inspire, direct and motivate staff;
- 4.7. Must have proven abilities to raise and manage resources to achieve stated goals;
- 4.8. Proficiency in one of the SADC PF Official languages is required; and
- 4.9. Candidates will be required to provide security clearance before appointment.

## **5.0. ACCOUNTABILITY**

The Secretary General is accountable to the Plenary Assembly of the SADC PF, through the Executive Committee, under the direct supervision of the President.

## **6.0. TERM OF CONTRACT OF SERVICE**

- 6.1. The first contract of service for the Secretary General shall be for a maximum of five years, renewable only once for a maximum of five years, subject to satisfactory performance and approval by the Plenary Assembly.
- 6.2. The successful candidate will be required to start work on 1<sup>st</sup> July, 2019.

## **7.0. ELIGIBLE COUNTRIES**

Countries eligible for the position are all Member Countries, with the exception of Zambia and Zimbabwe. This is in the spirit of rotation, as was approved by the 44<sup>th</sup> Plenary Assembly on 4<sup>th</sup> December, 2018, in Maputo, Mozambique. In this regard, the eligible Member Countries are Angola, Botswana, the Democratic Republic of Congo, Eswatini, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, and Tanzania.

## **8.0. MODE OF APPLICATION**

- 8.1. Applications must be made through the Member Parliament of the country of which the candidate is a citizen; (*Parliaments to insert addresses*)
- 8.2. Candidates are required to submit the following with their applications:
  - (i) four (4) copies of their Curriculum Vitae detailing the requisite qualifications and experience, and demonstrating suitability for the job;
  - (ii) at least 3 referees with contact details;
  - (iii) a brief statement of the candidate's vision for the SADC PF and the strategies for achieving this. The statement should not be more than 2 pages on A4 paper size;

## **9.0. CLOSING DATE FOR APPLICATIONS**

The closing date for the submission of applications is 15<sup>th</sup> February, 2019.