

JOB RE ADVERTISEMENT

POST OF SECRETARY GENERAL IN THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY PARLIAMENTARY FORUM

The Forum

The SADC Parliamentary Forum is the regional organization of 14 Parliaments of SADC whose role is to serve as the voice of Parliamentarians on regional matters and the promotion of regional cooperation and capacity building among the Parliaments.

The SADC Parliamentary Forum is an Equal Opportunity Employer. This position is open to all SADC citizens.

The Position

- The Secretary General is the Chief Executive Officer of the SADC Parliamentary Forum responsible for its corporate development; initiating new directives as well as management and coordinates the activities of the Forum subject to the general direction of the Executive Committee according to Article 10(2) of the Constitution;
- The Secretary General is the Secretary to the Plenary Assembly as well as other policy organs and ensures timely dissemination of records and implementation;
- The Secretary General, as the head of the institution (the Forum), is responsible for effective operations and protecting the integrity of the Secretariat and has authority over all the staff in accordance with the Administrative Rules of the Forum;
- The role of the Secretary General is principally promotional and representational as the public face of the organisation. The Secretary General is responsible to the Plenary Assembly of the Forum through the Executive Committee for:
 - Actively promoting the aims and objectives of the Forum and its Strategic Plan at national, regional and international levels;
 - Maintaining regular links with Member Parliaments and providing necessary advice and guidance as may be appropriate for the continued good management and effective functioning of the Forum;
 - Ensures implementation and design of programmes of the Forum as per its Strategic Plan;

- The Secretary General shall also have the overall responsibility for:
 - Ensuring that the general management and functioning of the SADC Secretariat remains within the policy and budgets established by the Executive Committee
 - Ensuring that the overall planning, preparation and servicing of the annual Plenary Assembly and meetings of the Executive Committee, seminars, workshops and other meetings of the Forum are of the highest possible standards
 - Serving as the custodian of all funds and property of the Forum as the accounting officer

The Person

- i The post holder shall be a citizen of a Southern African Development Community member country, with demonstrated qualities of success in leadership and management;
- ii The applicant should have worked for at least 10 years in top managerial levels of institutions e.g. CEO; having served as an MP or staff member in top management at Parliament or a parliamentary strengthening programme will be an added advantage.
- iii He/She must have successful management experience as well as commitment to, and knowledge of the objectives of SADC and the role of Parliament in promoting these objectives;
- iv The applicant must possess an ability to communicate fluently and relate easily to people at different levels;
- v Be a holder of at least a minimum of a Masters degree in Social Sciences including a good first degree from reputable universities;
- vi Must be unblemished character and have a high degree of personal integrity;
- vii Must display and prove creativity in institutional visioning, mature and sober judgment;
- viii Must possess excellent interpersonal communication & speech writing skills and must provide proof of being a team player who can inspire, direct and motivate staff;
- ix Must have proven abilities to raise and manage resources to achieve stated goals.
- x Candidates will be required to provide certificate of good health before appointment.

Terms of Appointment

The successful candidate will be expected to start work on *1st July 2009*. The appointment will be for *five (5) years* which can be renewed once, subject to performance after a probation of *six (6) months*.

Conditions of Service

Salary and fringe benefits attached to the post are very attractive and competitive in line with those of other SADC institutions

Duty Station

Southern African Development Community Parliamentary Forum Headquarters, Windhoek, Namibia

Closing Date

The closing date for submission of application is **Monday 18 May, 2009**.

Mode of Application

- Interested candidates should send four (4) copies of their Curriculum Vitae with requisite working experience, proof of achievement, at least three (3) referees and qualifications in response to each of the stipulations in the job description.
- In addition, candidates should send not more than two (2) pages of A4 paper, a brief statement of their vision for the Forum and the strategies for achieving this.
- Candidates should clearly indicate on the left hand side of the envelope **“POST OF SECRETARY GENERAL – SADCPF”**
- All applications should be directed by registered post or hand delivered **not later than 4.00 p.m. on Monday 18 May, 2009** to

**The Clerk of the National Assembly
(Attention: Mr. V.Dusoruth)
Parliament House
New Government Centre
Port Louis**

4 May, 2009

National Assembly