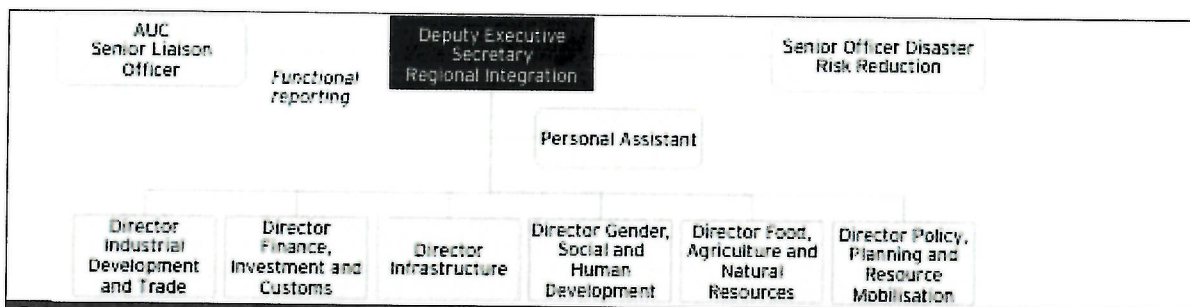


Deputy Executive Secretary Regional Integration

Job Identification			
Job Title	Deputy ES RI	Organisation	SADC Secretariat
Job Code		Directorate	Regional Integration
Grade		Division/Unit	
Profiling Date	April 2017	Station	Gaborone, Botswana
Reporting Structure			
Reports to:	Directly	<ul style="list-style-type: none"> ▪ Executive Secretary 	
Supervises:	Directly	<ul style="list-style-type: none"> ▪ Personal Assistant ▪ Director of Programme Directorates ▪ Director of Policy, Planning and Resource Mobilisation ▪ AUC Senior Liaison Officer ▪ Senior Officer Disaster Risk Reduction 	
	Indirectly	<ul style="list-style-type: none"> ▪ Staff of Programme Directorates ▪ Staff of Policy, Planning and Resource Mobilisation ▪ Staff of AUC Liaison Officer ▪ Staff of Disaster Risk Reduction unit 	
Interacts:	Internally	<ul style="list-style-type: none"> ▪ Executive Secretary ▪ Deputy ES for Corporate Affairs ▪ Heads of Directorates ▪ Heads of Units ▪ Staff of the Secretariat 	
	Externally	<ul style="list-style-type: none"> ▪ Council ▪ Member States ▪ Ministerial Committees ▪ Other Policy Organ Bodies ▪ ICPs and Donors ▪ Other regional organisations 	
Organisational Hierarchy of the Job			



Primary Purpose of the Job

- Champion the Secretariat's role as a think tank by effectively leading and managing the implementation of SADC Regional Integration processes
- Enhance the achievement of the Regional Economic integration towards poverty eradication in the SADC region
- Lead the internal organisation of the Programme Directorates, create a proper work environment and steer its resources in the right direction for achieving its goals
- Promote and support cross-functional exchanges and operations among Programme Directorates
- Drive any required organisational and cultural change across the Programme Directorates
- Ensure all relevant policies, regulations and codes of ethics are cascaded down and adhered to throughout RI

Duties and Responsibilities

Strategic execution of the Regional Integration agenda

- Oversee the development and implementation of the regional integration programmes
 - Short, medium and long term planning
 - Budgeting, resource allocation and programming
 - Facilitation, coordination and harmonisation
 - Collection of regional statistics and management of information
 - Use of a business intelligence dashboard to review progress, status and effectiveness of programmes, and advise on corrective measures to put programmes back on track
 - Monitoring, evaluation and reporting -
- Provide effective guidance to and functional oversight on the operations of the AUC Liaison Office
- Provide expert guidance and advice to Programme Directorates on programme execution
- Oversee the mainstreaming of cross cutting issues, and ensure that these are effectively mainstreamed into the core programmes
- Lead the think-tank initiatives of the Secretariat to strategically advise and guide the Member States on the implementation of the SADC Common Agenda
- Contribute and attend to Policy Organ meetings and meetings with Member States, and in any relevant internal committees within the Secretariat as required

KPIs

- Programmes aligned towards supporting the achievement of Regional Integration
- Realised versus planned programmes
- Outcomes / outputs of programmes versus targets
- Programme execution within time, budget and quality standards
- Taking appropriate timely measures to steer programmes in the right direction
- Quality of guidance and advice to team
- Effective mainstreaming of cross-cutting issues
- Concrete and relevant outputs from the think-tank forum

Strategic management / leadership

- Proactively ensure the efficiency and effectiveness of operations in delivering the regional integration agenda
- Ascertain the high quality of strategies and plans from the Programme Directorates, in line with short-term and long-term corporate goals
- Enforce adherence of the Programme Directorates to relevant legal and regulatory guidelines, and in-house policies
- Ensure effective stakeholder relations with key partners (such as SNCs, ICPs, etc.) and other external stakeholders
- Make sure that the programmes for regional integration are in line with the resources and institutional capacity of the Secretariat
- Ascertain the efficient use of the budgets in delivering the regional

KPIs

- Meeting goals and targets
- Sustained improvements in efficiency and effectiveness of Regional Integration
- Optimal budget utilisation
- Quality of inputs and contributions to the SMT
- Quality of technical support and advice to the ES

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<ul style="list-style-type: none"> integration programmes ▪ Contribute to the following activities, as part of the Senior Management Team: <ul style="list-style-type: none"> ○ Establish overall goals, strategies, plans and objectives for the Secretariat, which are consistent with the mandate of the SADC region ○ Ensure implementation of organisational plans and monitor achievements against targets ○ Determine, provide, maintain and re-evaluate the resources and institutional infrastructure necessary to carry out the activities of the organisation ▪ Provide any strategic advice and support to the Executive Secretary on all matters pertaining to regional integration ▪ Ensure the implementation of all relevant audit recommendations for the Programme Directorates ▪ Undertake any other duties as delegated by the Executive Secretary 	<ul style="list-style-type: none"> ▪ Timely and effective implementation of audit recommendations
<p>People Management</p> <ul style="list-style-type: none"> ▪ Build, lead and motivate subordinates to advance into a high performing team ▪ Ensure team compliance with all relevant Secretariat values, policies and standards, and statutory requirements ▪ Work towards building positive workplace and team culture ▪ Ensure the recruitment, training, development, support, supervision, mentoring, motivation and appraisal of immediate subordinates 	<p><i>KPIs</i></p> <ul style="list-style-type: none"> ▪ Effectively manages and develops the human resources of Regional Integration leading to the creation of a high performing, motivated and an engaged team

Specific Dimensions of the Job

Job dimensions refer to the context in which the duties listed above are executed in the organisation.

People Management Responsibility	
<ul style="list-style-type: none"> ▪ Responsible for managing the core wing of the organisation comprising six large directorates and two units 	
Specific Work Pressure, Working Conditions and Efforts	
<ul style="list-style-type: none"> ▪ This is a high-stress position based on full responsibility for the operations of multiple functions in an organisation ▪ Work conditions will be mainly indoor and within a comfortable office environment ▪ Hours may often be long and irregular, with multiple deadlines ▪ Extensive international travelling required 	
Decision Making and Authority Levels	
<ul style="list-style-type: none"> ▪ Handle detailed, complex concepts and problems and must make rapid decisions regarding managerial, tactical, operational and administrative issues for multiple directorates ▪ Authority, control and accountability over use of resources of multiple directorates ▪ Participate in the development of the organisation's short term and long term plans ▪ Major role and shared responsibility with the leader in steering the organisation 	
Independence and Supervision	
<ul style="list-style-type: none"> ▪ Wide latitude for the exercise of independent judgment with creativity and innovation in multiple functions in line with mandate provided in the SADC Treaty ▪ Reporting and accountability is direct to the head of the organisation 	
Working Relations, Communication and Influence	
<ul style="list-style-type: none"> ▪ Require expert communication (written and verbal), persuasion, negotiation, and advocacy skills ▪ Outputs and recommendations of Regional Integration are core to the Secretariat with over-whelming organisation impact ▪ Deal with highly confidential information and materials ▪ High degree of exposure to external stakeholders, with relationships that are complex, technical in nature and also sensitive 	
Qualifications and Experience	
Education:	<ul style="list-style-type: none"> ▪ At least a Masters Degree in Economics, Social Sciences, Engineering or its equivalent

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Professional Certification:	<ul style="list-style-type: none"> ▪ None
Specialised knowledge:	<ul style="list-style-type: none"> ▪ Knowledge of regional integration and socio-economic developments in the SADC Region and Internationally ▪ Proficient in the use of computers and computer software relevant to the position
Experience:	<ul style="list-style-type: none"> ▪ Over 25 years of professional experience of which at least 10 years in a top leadership position in a public/private organisation, Regional or International institution

Skills Requirements

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Entrepreneurial mind-set and business acumen
- Interpersonal skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategic planning and execution 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
- Capacity to motivate and influence people positively and create a climate where people want to do their best
- Customer focused
- Decisive
- 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
- Use various interpersonal styles and methods to develop, motivate and empower individuals toward achievement of business goals
- Visionary, thinks and acts strategically

SIGNATORIES:

Approved by:	Signature of the person with the authority to approve the job description
Date approved:	Date upon which the job description was approved
Reviewed:	Date when the job description was last reviewed