



1. Executive Assistant to The Secretary General

1.1. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- i.** A University Degree in any of the following: Social Studies, Communication Science, Public Administration, Governance, International Relations or Law;
- ii.** Experience in working as Executive Assistant or Special Assistant of the Chief Executive Officer of a Regional or International Organisation or an Elected Office Bearer;
- iii.** Previous experience as International Relations Officer or Senior Protocol Affairs Officer is an added advantage; and
- iv.** A working knowledge of the Parliamentary Sector would be an added advantage.

1.2. COMPETENCE MUST BE PROVEN AS FOLLOWS:

- i.** Excellent writing, verbal and communication skills;
- ii.** Availability to work as required, including sometimes on weekends and holidays;
- iii.** Effective interpersonal and protocol skills;
- iv.** Effective organisational skills and the capability to respond rapidly and effectively under pressure;
- v.** Ability to work effectively and efficiently in a team;
- vi.** Excellent IT skills including MS Office packages, email and Internet-based research skills;
- vii.** Ability to adapt to and work effectively and sensitively in a multicultural environment; and
- viii.** Knowledge and a keen interest in the political developments of Southern Africa in particular and Africa in general.

1.3. SPECIFIC DUTIES AND RESPONSIBILITIES

- i. Responsible for managing the Executive Office of the Secretary General;
- ii. Preparing briefs on a range of issues requiring the Secretary General's attention;
- iii. Conducting research and information analysis for the Secretary General;
- iv. Producing minutes/records of Forum policy organ meetings;
- v. Drafting speeches for the Secretary General;
- vi. Drafting and managing responses to correspondence for the Secretary General and other members of policy organs of the SADC Parliamentary Forum as may be required;
- vii. Assisting in the effective monitoring of implementation of decisions of organs of the SADC Parliamentary Forum;
- viii. Performing protocol and public relations duties for the Office of the Secretary General and policy organs such as the Plenary Assembly;
- ix. Managing the Secretary General's travel schedule and coordination of missions in conjunction with the Secretary General's Personal Assistant;
- x. Assist the Secretary General to manage relations with stakeholders and the host country; and
- xi. Any other duties that the Secretary General will assign from time to time.

2. Qualifying Countries

Due to the SADC Parliamentary Forum's Policy on equitable representation of Member Countries at the Secretariat, only nationals from the following countries qualify for both positions:

Lesotho, Malawi, Mozambique, Seychelles, Swaziland and Tanzania.

3. Duty Station

SADC Parliamentary Forum Headquarters, Windhoek, Namibia.

4. Mode of Applications

Applicants should submit an application letter, a detailed Curriculum Vitae and certified copies of relevant certificates to their National Parliaments.

5. Equal Opportunity

SADC PF is an equal opportunity employer and is committed to promoting gender equality within its Secretariat. Women candidates are, therefore, strongly encouraged to apply.

6. Deadline

Applications should reach the National Parliament not later than 22 September 2017.