



**THE POSITION: PROGRAMME MANAGER & COMMITTEE SECRETARY**

**Duty Station:** SADC Parliamentary Forum, Windhoek, Namibia

**Duration:** 5 years

**Post Type:** Regional post - 5 years term Contract renewable Only once

**Final Grade of post:** D1 Peterson grading

<b>JOB DESCRIPTION</b>	
<b>ORGANISATION</b>	SADC-PARLIAMENTARY FORUM
<b>DIRECTORATE</b>	COMMITTEES & PROGRAMMES
<b>JOB TITLE</b>	Programme Manager & Committee Secretary
<b>MAIN RESPONSIBILITY OF JOB</b>	Responsible to provide committee secretarial and procedural support as well as conceptualise, research, manage and implement the thematic programme of the Committee.
<b>ORGANISATION CHART (JOB TITLES ONLY)</b>	
<b>2<sup>nd</sup> LEVEL SUPERIOR</b>	Secretary General
<b>1<sup>st</sup> LEVEL SUPERIOR</b>	Director: Parliamentary Business and Programmes
<b>THIS POST</b>	Programme Manager & Committee Secretary

<b>DIRECT SUBORDINATES [TITLES]</b>	NONE
<b>TOTAL SPAN OF CONTROL</b>	N/A
<b>QUALIFICATIONS (MINIMUM):</b>	Relevant Bachelors Degree / Honours Degree (relevant to the scope of the work of the Committee)  Masters will be desirable
<b>GENERAL REQUIREMENTS FOR THE ROLE</b>	The INCUMBENT must be from one of the Member Countries of the SADC-PF
<b>MINIMUM EXPERIENCE:</b> A minimum of 7 years' experience with solid knowledge and understanding of the scope of focus.	
<b>INTERNAL STAKEHOLDERS</b>	<b>EXTERNAL STAKEHOLDERS</b>
<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Finance Sub-Committee</li> <li>• HR Sub Committee</li> <li>• Legal Sub Committee</li> <li>• Programme Committees</li> <li>• All other policy organs of the SADC-PF</li> </ul>	<ul style="list-style-type: none"> <li>• Funders</li> <li>• Executive Committee</li> <li>• External Auditor</li> <li>• Financial Institutions</li> <li>• SADC National Parliaments</li> <li>• Service Providers</li> <li>• Clerks of Member Parliaments</li> <li>• Partnering institutions and organisations</li> </ul>
<b>SKILLS AND COMPETENCY REQUIREMENTS:</b>	
<ol style="list-style-type: none"> <li>1. High energy, self-driven with a sense of urgency</li> <li>2. Ability to interpret policy</li> <li>3. Excellent knowledge of Parliamentary procedures and practices</li> <li>4. Knowledge and understanding of the thematic focus areas relating to the core program of the SADC-PF</li> <li>5. Good understanding of regional and integrated policy matters</li> <li>6. Excellent written and verbal communication skills</li> <li>7. Excellent planning and project management abilities</li> <li>8. Ability to work under sustained pressure</li> <li>9. Strong analysis and concept development skills.</li> <li>10. Advanced computer literacy skills</li> <li>11. Exceptional diplomatic and excellent interpersonal skills and the ability to interact with persons from diverse disciplines, perspectives and cultures;</li> <li>12. Must have strong relating and networking abilities</li> <li>13. Is innovative, agile and learning focused.</li> </ol>	

<b>JOB DESCRIPTION SUMMARY</b>	
<b>JOB TITLE</b>	Programme Manager & Committee Secretary
<b>KPAs</b>	<ol style="list-style-type: none"> <li>1. Programme Management and resource mobilisation</li> <li>2. Concept papers, Research, and information</li> <li>3. Committee Secretariat and procedural support</li> <li>4. Project grant management</li> </ol>
<b>GENERAL COMMENTS</b>	Officer will be required to provide additional support during high volume periods such as for Plenary Sessions, Committee meetings and SADC-PF events as allocated by the Secretary General of the SADC-PF. These duties may at times fall outside the scope of the day-to-day activities of the role.
<b>JOB CONTENT</b>	
<b>NOTES</b>	The list of actions/activities informing the KPA's may not be exhaustive but gives an indication of the scope of responsibilities of the role.
<b>KEY PERFORMANCE AREAS</b>	<b>ACTIONS / ACTIVITIES</b>

<p><b>1. Programme Management and resource mobilisation</b></p>	<ul style="list-style-type: none"> <li>• Collaborate with the Director of Programmes in development of the annual work plan, budget and Monitoring and Evaluation plan, as well as general programme activity implementation.</li> <li>• Conceptualise projects in line with the Strategic Focus of the SADC-PF.</li> <li>• Prepare the draft budget and plan required for the execution of the committee programme.</li> <li>• Manage the programmes from start to completion, that is, programme/project design, resource mobilisation.</li> <li>• Programme/project grant implementation and management and monitoring and evaluation.</li> <li>• Prepare relevant Project documents as well as the production of Reports for the Committees Programmes.</li> <li>• Contribute to the development of partnerships and to the identification of external resources.</li> <li>• Support the resource mobilisation effort of the organisation towards Committees and programmes.</li> <li>• Mobilise resource activities for the Programmes and Committees.</li> <li>• Prepare funding proposals and supporting documentation in regard to funding opportunities for the SADC-PF</li> <li>• Provide regular reports on the activities of the committees and programmes.</li> </ul>
<p><b>2. Concept papers, research, and information</b></p>	<ul style="list-style-type: none"> <li>• Develop concept papers and source information as required by the Committee.</li> <li>• Initiate and co-ordinate research activities as required by the Committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare programme briefings by collecting, analysing and summarizing information and developing Concept Notes to engage stakeholders; accordingly.</li> <li>• Compile summary reports and identify key issues of importance for the Committee.</li> <li>• Prepare high-level evidence materials for MPs in the form of briefs, speaking notes or draft motions.</li> <li>• Contribute to the drafting of reports, website posts, social media posts, publications and Project delivery materials related to Committee work.</li> <li>• Presentations and lecturing on thematic issue to Committees</li> </ul>
<p><b>3. Committee Secretariat and Procedural Advice</b></p>	<ul style="list-style-type: none"> <li>• Parliamentary Business Support and serve as Clerk at Table.</li> <li>• Provide procedural and technical support to MPs at Committee level, and during and in-between Plenary Assembly Sessions.</li> <li>• Act as Secretary to the allocated Committee, prepare Minutes of Proceedings, reports, resolutions, and upkeep records of the Committee</li> <li>• Conduct and coordinate the election process for Chairperson and Vice-Chairperson at Committee level in accordance with the Constitution and Rules of Procedure of the Forum;</li> <li>• Facilitate the participation of MPs in Committee Sessions, Plenary and other platforms;</li> <li>• Ensure that MPs on the Committee are sufficiently capacitated to interface with</li> </ul>

	<p>thematic Projects and take informed decisions in relation thereto;</p> <ul style="list-style-type: none"> <li>• Establish and review of relevant institutional memory instruments and material on Plenary and non-Plenary matters (recommendations, resolution and other monitoring mechanism);</li> <li>• Drafting of Committee reports for onward submission to the Plenary Assembly, and implementation and monitoring of Plenary Assembly Resolutions under supervision of Director of Programmes;</li> </ul>
<p><b>4. Project Grant Management</b></p>	<ul style="list-style-type: none"> <li>• Engage actively with donors in view of securing required resources for programme implementation in line with the Forum’s strategic objectives, guiding principles and core values;</li> <li>• Prepare regular donor progress and update reports as per requirements.</li> <li>• Acting as focal persons with donors for specific projects,</li> <li>• Coordinating correspondence with donors and ensuring that donor requirements are met in accordance with Project agreements;</li> <li>• Monitor funding status for each Project, identify possible funding gaps as well as funding opportunities.</li> </ul>
<p><b>SPECIAL REQUIREMENTS</b></p>	<p>The Incumbent shall perform any other duties as assigned by the Secretary General.</p>