



# HUMAN RESOURCES WEBINAR





# ORGANOGRAM

❑ Total number of positions ➡ 277

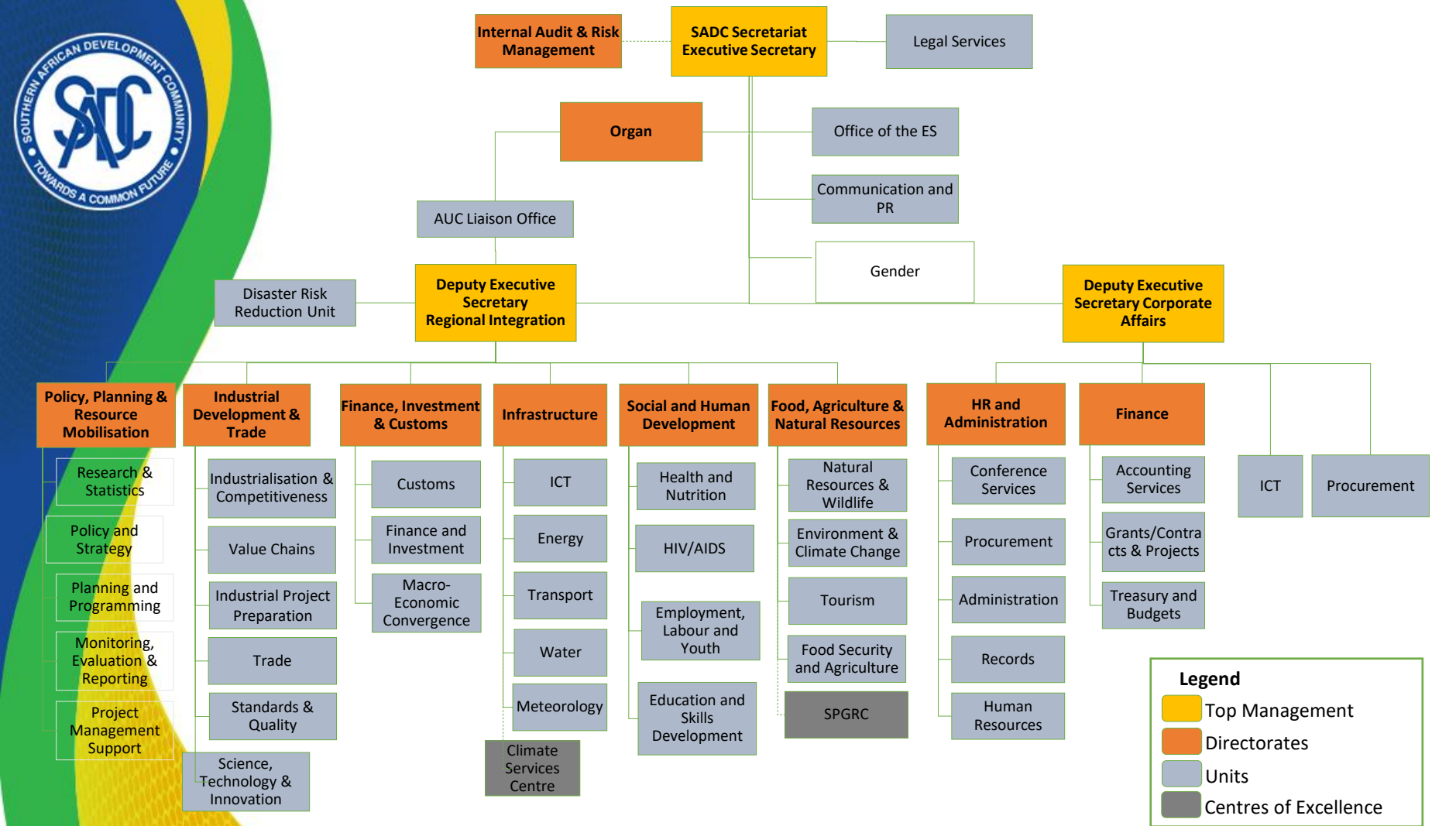
- Regional ➡ 186
- Local ➡ 91
- Flex ➡ 52

❑ The above number excludes Project staff and Seconded positions.



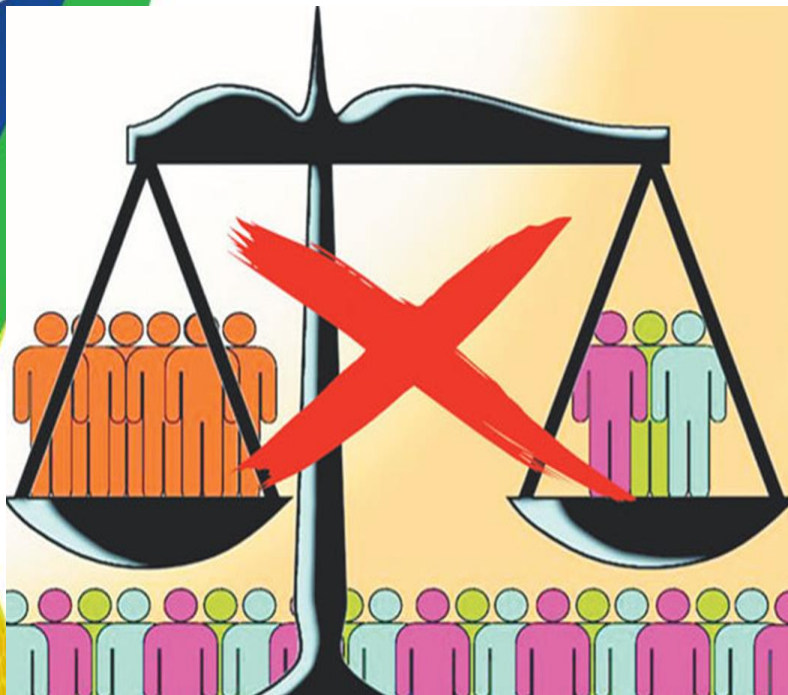


# OVERALL STRUCTURE OF THE SECRETARIAT





# Quota system and Employment Framework



- framework for the recruitment and selection of staff
- Provides for equitable representation of Member States.
- applies to Treaty and Regional positions namely:
  - ❖ Executive Secretary
  - ❖ Deputy Executive Secretaries
  - ❖ Directors
  - ❖ Senior Officers and;
  - ❖ Officers





The recruitment process depends on the nature of contract as summarised below:

Regional Position	Local Position	Projects Position	Secondment and Flexi-positions
<ul style="list-style-type: none"> <li>• Quota system applicable</li> <li>• Advertised on the SADC Website and to all eligible Member States;</li> <li>• Advertisement in 3 Languages</li> <li>• Member States shortlist 4 candidates per position and submit to Secretariat</li> <li>• Member States participate in Shortlisting and Interview of Director Positions and Treaty positions.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicable to Citizens of host Country.</li> <li>• Advertised widely in the host country</li> <li>• Advert in English only</li> <li>• Shortlisting and Interviews conducted by Panel appointed by DES-CA in line with the Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Advertised widely – mainly on the SADC Website</li> <li>• Advert in all 3 Languages</li> <li>• Not subject to quota</li> <li>• Shortlisting and Interviews conducted by Panel appointed by ES in line with the Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Advertise to all Member States in all 3 languages</li> <li>• Not subject to quota</li> <li>• review submitted CV's and identify a Shortlist</li> <li>• Secondment whether partly funded or fully funded the Member States (Flexi – position)</li> </ul>





# Other opportunities



## ***Temporary staff/short-term positions***

- Eligible to Nationals of Host Country or candidates with resident and work permits.
- maximum duration of appointment is one (1) year.

## ***Internship Opportunities***

- Open to all SADC Nationals
- Should be between the age of 21 and 35 years;
- enrolled at a registered and accredited universities and colleges studying towards a degree programme;
- an employee at Member State government department or a member of SADC National Committees shall be considered for secondment internship;





# HOW TO POSITION YOURSELF



cover letter

not more than **five (5) pages**  
updated curriculum vitae;


duly signed and completed  
SADC Application Form

applications can be sent in  
English, French and Portuguese

Certified copies of educational  
certificates



# National Contact points



a government-supported office  
whose core duty is to coordinate  
SADC Secretariat related  
activities

obligation is to advertise, screen  
and shortlist their nationals

<https://www.sadc.int/member-states>





# Diplomatic immunities and privileges

- The Secretariat provides Diplomatic immunity and privileges to SADC Secretariat Regionally recruited employees i.e
  - ❖ Exemption Certificates,
  - ❖ Diplomatic ID,
  - ❖ Diplomatic Passport,
  - ❖ Diplomatic vehicle registration and;
  - ❖ tax exemption and rebate (VAT) and Customs.





# SALARY



- ❑ All posts in the SADC Secretariats are classified by the title and grade to which a salary scale
- ❑ performance-based pay and a grading system that is competitive, fair and equitable.
- ❑ Average Package US\$ p.a:
  - Grade 2 - 98,336
  - Grade 3 - 83,960
  - Grade 4 - 83,544
  - Grade 6 - 74,101





# THANK YOU



- For any information regarding recruitment please contact us
- Email: [recruitment@sadc.int](mailto:recruitment@sadc.int) or [registry@sadc.int](mailto:registry@sadc.int)
- Tel: +267 395 1863

