



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY SECRETARIAT

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REF: SADC/2/3/3

30 January 2025

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SADC National Contact Point
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SADC National Contact Point
Acting Permanent Secretary
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GABORONE, BOTSWANA

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SADC National Contact Point
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Botswana
GABORONE, BOTSWANA

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SADC National Contact Point
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Member States:

Angola
Botswana
Comoros
Democratic Republic of Congo

Eswatini
Lesotho
Madagascar
Malawi

Mauritius
Mozambique
Namibia
Seychelles

South Africa
United Republic of Tanzania
Zambia
Zimbabwe

All correspondence should be addressed to the Executive Secretary

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Regional Integration Division
Ministry of Foreign Affairs, Regional Integration and International Trade
PORT LOUIS, MAURITIUS

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Ministry of Foreign Affairs and Tourism
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SADC National Contact Point
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PRETORIA, SOUTH AFRICA

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SADC National Contact Point
Ministry of Foreign Affairs and East African Cooperation
DODOMA, TANZANIA

Ms Etambuyu Anamela Gundersen
SADC National Contact Point
Permanent Secretary – International Relations and Cooperation

Member States:

Angola	Eswatini	Mauritius	South Africa
Botswana	Lesotho	Mozambique	United Republic of Tanzania
Comoros	Madagascar	Namibia	Zambia
Democratic Republic of the Congo	Malawi	Seychelles	Zimbabwe

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Admin of the Ministry of Foreign Affairs and International Relations and Cooperation
LUSAKA, ZAMBIA

Mrs Petronellar Nyagura

SADC NCP

Chief Director

Multilateral Affairs, Ministry of Foreign Affairs and International Trade

HARARE, ZIMBABWE

ADVERTISEMENT FOR SENIOR PROGRAMME OFFICER - TRADE AT THE SADC SECRETARIAT

We refer to the above subject matter.

The SADC Council of Ministers, during its meeting of March 2022, held in Lilongwe, Malawi, directed the Secretariat to expedite the recruitment process for vacant positions. The objective is to provide an opportunity for qualified professionals to join the Secretariat, thereby building capacity to serve Member States in the best possible way. To this end, we kindly request your cooperation in circulating the attached advertisement for the position of Senior Programme Officer - Trade, as widely as possible.

The higher number of employees from your country will increase your representation within SADC Secretariat. Kindly find attached the updated status of quota points.

In light of the above, you are kindly requested to screen and submit to the SADC Secretariat a maximum of four (4) applications per position. We would be grateful if you could send us the CVs and other documents submitted by applicants (in Word format) by **Wednesday 12 March 2025**.

The roadmap for the recruitment will be as follows:

Publication of the advertisement	:	03 – 21 February 2025
Screening of applications by Member States	:	24 Feb – 07 March 2025
Submission of applications to the Secretariat	:	12 March 2025
Translation	:	17 – 28 March 2025
Screening and Selection by the Secretariat	:	03 April 2025
Interviews	:	22 April 2025
Assumption of duties	:	June/July 2025

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Kindly note that this advertisement together with Job Descriptions will be posted on the SADC website on the 03rd February 2025. For consistency, we would like this announcement to be published at the same time as its posting on the SADC website.

The SADC Secretariat kindly requests that all submissions are accompanied by a list highlighting the maximum four (4) shortlisted candidates per position. Member States can also upload the shortlisted applications on the following link;
<https://collab.sadc.int/s/JipeqtJ62dErLLC>

For more information, please contact **Ms. Nonhlanhla Nkambule** or **Ms. Keletso Ramahobo** at nkambule@sadc.int or kramahobo@sadc.int

Please accept, Distinguished National Contact Points, the assurances of our highest consideration.



Judith KATEERA (PhD Econ)
Deputy Executive Secretary – Corporate Affairs
For/Executive Secretary

Cc: H.E. Ambassador Dr. Beatriz de Morais
Ambassador
Embassy of the Republic of Angola

Ms Masego Mogodu
Director Regional Cooperation-Economic

The Secretary General for Regional Integration,
The Chief of Staff of His Excellency the Minister of State, Minister of
Regional Integration
Prof. Dr Claver Lumana Pashi

His Excellency Didier Mazenga Mukanzu

Ambassador SONGHU KAYUMBA Donatien
Secretary General for Regional Integration
Ministry of Regional Integration
KINSHASA, DEMOCRATIC REPUBLIC OF CONGO

H.E. Ms Lindiwe Kunene
High Commissioner-Pretoria

Director Regional Integration

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Ministry of Finance
MASERU, LESOTHO
H.E. Mr Sekhonyana Bereng
High Commissioner
Kingdom of Lesotho High Commission in South Africa

H.E. Mr Sekhonyana Bereng
High Commissioner
Kingdom of Lesotho High Commission in South Africa
PRETORIA, SOUTH AFRICA

H.E. Ambassador Ms Vololomiora Lalanirina Rabarijaona
Charge d'affaires a.i
Embassy of the Republic of Madagascar
PRETORIA, SOUTH AFRICA

H.E. Mrs. Stella Chiripo Ndau
Malawi High Commissioner
High Commission in South Africa
PRETORIA, SOUTH AFRICA

Mrs. Meera Bungaroo-Ramdo
Principal Analyst, Cooperation
Regional Integration Division
Ministry of Foreign Affairs, Regional Integration & International Trade
PORT LOUIS, MAURITIUS

H.E. Ambassador Mr Prakarmajith Viiijaye Lutchman
High Commissioner
High Commission of Mauritius
PRETORIA, SOUTH AFRICA

H.E Antonio Macheve
High Commissioner of the Republic of Mozambique

Mr Pedro Chifuco
Counsellor

Mr Jorge Mahanjane
Second Secretary

Ms Loide Ndilimeke Sisko Paulus
Charge d'Affaires a.i
High Commission of the Republic of Namibia

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Mr. Christian Faure
Director for Regional Affairs

Ms Trisha Hoaren
Third Secretary

Ms Thaninga Shope-Soumah
High Commissioner
High Commission of South Africa
GABORONE, BOTSWANA

H.E. Mr James G. Bwana
High Commissioner
High Commission of the United Republic of Tanzania in South Africa
PRETORIA, SOUTH AFRICA

Nadine Chanda

Ms Malibase Catherine Sampa
First Secretary- Africa

H.E. Pamela Chisanga
High Commission of Zambia in Botswana
GABORONE, BOTSWANA

H.E Mr Batiraishe Henry Mukonoweshuro
Ambassador Extraordinary
Embassy of Zimbabwe in Botswana
GABORONE, BOTSWANA

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