



## **SOUTHERN AFRICAN DEVELOPMENT COMMUNITY SECRETARIAT**

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**14 April 2021**

**Angola National Contact Point (SADC),**  
Ministério das Relações Exteriores,  
Largo dos Ministérios,  
**LUANDA, ANGOLA.**

**SADC National Contact Point,**  
Secretary for Economic and Financial Policy,  
Ministry of Finance and Economic Development,  
**GABORONE, BOTSWANA.**

**H.E. Ambassador and SADC National Contact Point,**  
Embassy of the Democratic Republic of Congo,  
**PRETORIA, SOUTH AFRICA.**

**SADC National Contact Point and Principal Secretary,**  
Ministry of Economic Planning and Development,  
**KINGDOM OF ESWATINI.**

**SADC National Contact Point and Principal Secretary,**  
Ministry of Finance,  
**MASERU 100, LESOTHO**

**SADC National Contact Point,**  
Directorate of Regional Integration,  
Ministry of Foreign Affairs,  
**ANTANANARIVO, MADAGASCAR.**

**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**

**SADC National Contact Point, and**  
Secretary for Foreign Affairs and International Cooperation,  
Ministry of Foreign Affairs and International Cooperation,  
**LILONGWE, MALAWI.**

**SADC National Contact Point and Acting Director,**  
Ministry of Foreign Affairs,  
Regional Integration and International Trade,  
**PORT LOUIS, MAURITIUS.**

**SADC National Contact Point,**  
Director for Regional and Continental Integration,  
Ministry of Foreign Affairs and Cooperation Republic of Mozambique,  
**MAPUTO, MOZAMBIQUE.**

**SADC National Contact Point and Executive Director,**  
Ministry of International Relations & Cooperation (MIRCO),  
**WINDHOEK, NAMIBIA.**

**SADC National Contact Point and Principal Secretary,**  
Department of Foreign Affairs,  
**VICTORIA, MAHE, SEYCHELLES.**

**SADC National Contact Point and Chief Director,**  
Department of International Relations and Cooperation,  
**PRETORIA 0084, SOUTH AFRICA.**

**SADC National Contact Point and Acting Director,**  
Department of Regional Cooperation,  
Ministry of Foreign Affairs and East African Cooperation.  
**DAR ES SALAAM, UNITED REPUBLIC OF TANZANIA.**

**SADC National Contact Point and Permanent Secretary,**  
Ministry of Foreign Affairs,  
**LUSAKA, ZAMBIA.**

**SADC National Contact Point and Chief Director, Multilateral Affairs,**  
Ministry is Ministry of Foreign Affairs and International Trade,  
**HARARE, ZIMBABWE.**

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**Member States:**

Angola	Eswatini	Mauritius	South Africa
Botswana	Lesotho	Mozambique	United Republic of Tanzania
Comoros	Madagascar	Namibia	Zambia
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## **RECRUITMENT OF DIRECTOR INTERNAL AUDIT AND RISK MANAGEMENT POSITIONS IN THE SADC SECRETARIAT**

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We refer to the above subject matter.

The SADC Council of Ministers at its meeting of March 2021, approved the opening up of the vacant position of Director Internal Audit and Risk Management to all SADC Member States following numerous failed attempts in the past to find a suitable candidate. It is against this background that the SADC Secretariat is in the process of relaunching the recruitment process to fill the position.

In this context, we kindly request your cooperation in circulating the advertisement attached as widely as possible. The objective is to provide an opportunity for qualified professionals to join the SADC Secretariat to further enhance its capacity to fulfil the mandate of Member States effectively.

In light of the above, you are requested to screen applications received, and submit to the SADC Secretariat a maximum of 4 applications. We would be grateful if you could send us the Curriculum Vitae and other documents submitted by applicants (In Word format) by Friday 21 May 2021.

Please note that the roadmap for the recruitment process is as follows:

Advertisement by Member States	-	19 April – 7 May 2021
Screening of Candidates by Member States	-	10 May – 18 May 2021
Submission of Candidates by Member States	-	21 May 2021
Translation	-	27 May – 04 June 2021
Screening and Shortlisting	-	07 June – 16 June 2021
Interviews	-	23 June – 24 June 2021
Successful Candidates' Assumption of Duty.	-	August 2021

Kindly note that this advertisement as well as the job description will be posted on the SADC website on the 19 April 2021. For consistency, we would like this announcement to be published at the same time as its posting on the SADC website.

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For more information, please contact **Ms. Nonhlanhla Nkambule** or **Ms. Blessing Mapeture** at [nnkambule@sadc.int](mailto:nnkambule@sadc.int) or [bmapeture@sadc.int](mailto:bmapeture@sadc.int)



Amb. Joseph Nourrice  
**Deputy Executive Secretary – Corporate Affairs**  
For Executive Secretary

CC: Ambassador  
Embassy of the Republic of Angola  
**GABORONE, BOTSWANA.**

Permanent Secretary  
Ministry of International Affairs and Cooperation  
**GABORONE, BOTSWANA.**

Secretary General & Interim in Charge for Regional Integration  
Democratic Republic of Congo,  
High Commissioner,  
**PRETORIA, SOUTH AFRICA.**

High Commissioner,  
Kingdom of Lesotho,  
**MASERU, LESOTHO.**

Charge d'affaires a.i  
Embassy of the Republic of Madagascar  
**PRETORIA, SOUTH AFRICA**

High Commissioner,  
Malawi High Commission (Accredited to SADC),  
**PRETORIA, SOUTH AFRICA.**

High Commissioner of Mauritius  
**PRETORIA, SOUTH AFRICA.**

High Commissioner of Mozambique,  
**GABORONE, BOTSWANA.**

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High Commissioner of the Republic of Namibia.  
**GABORONE, BOTSWANA.**

High Commissioner of the Republic of Seychelles,  
**PRETORIA, SOUTH AFRICA.**

High Commissioner of South Africa,  
**GABORONE, BOTSWANA.**

High Commissioner of the United Republic of Tanzania,  
**PRETORIA, SOUTH AFRICA.**

High Commissioner of Zambia,  
**GABORONE, BOTSWANA.**

Ambassador Extraordinary,  
Embassy of Zimbabwe,  
**GABORONE, BOTSWANA.**

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