



The National Assembly of Zambia, on behalf of the SADC Parliamentary Forum (SADC-PF), invites applications from suitably qualified and experienced SADC citizens to fill the following position:

**THE POSITION: PROGRAMME MANAGER & COMMITTEE SECRETARY:
FOOD AGRICULTURE, NATURAL RESOURCES & CLIMATE
JUSTICE GOVERNANCE (FANRCJ)**

Duty Station: SADC Parliamentary Forum, Windhoek, Namibia

Duration: 3 years (Project duration)

Post Type: Temporary Employment – 3 years term Contract

Final Grade of post: D1 Peterson grading

| JOB DESCRIPTION | |
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| ORGANISATION | SADC-PARLIAMENTARY FORUM |
| DIRECTORATE | COMMITTEES & PROGRAMMES |
| JOB TITLE | Programme Manager & Committee Secretary (FANRCJ) |
| MAIN RESPONSIBILITY OF JOB | Responsible to provide an integrated climate change effort geared at equity and environmental justice, committee secretarial and procedural support as well as conceptualise, research, manage and implement the thematic programme of FANR. |

| ORGANISATION CHART (JOB TITLES ONLY) | |
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| 1st LEVEL SUPERIOR THIS POST | Secretary General/ Director: Parliamentary Business and Programmes Programme Manager & Committee Secretary (FANRCJ) |
| DIRECT SUBORDINATES [TITLES] | SRHR RESEARCHERS BASED AT PARLIAMENTS IMPLEMENTING THE SRHR SIDA FUNDED PROJECT |
| TOTAL SPAN OF CONTROL | Partners, climate justice advocates, representatives of similar portfolios from other inter-parliamentary bodies and national parliaments, universities, non-state actors, civil society organisations and others. |
| QUALIFICATIONS (MINIMUM): | Relevant bachelor's degree / Honours Degree (relevant to the scope of the work of the Committee and Climate Justice Governance) Masters on the thematic content will be desirable |
| GENERAL REQUIREMENTS FOR THE ROLE | The INCUMBENT must be from one of the Member Countries of the SADC-PF. Preference will be given to candidates who do not require relocation to the duty station at Windhoek. |
| MINIMUM EXPERIENCE (TYPE & PERIOD – THIS AND/OR OTHER JOBS): A minimum of 4 years or equivalent combination of experience with legislative, planning policy or corporate initiatives at government level, in support of policy priorities, Parliamentary procedural and committee practice experience with solid knowledge and understanding of policy relating to the scope of focus for the committee, including climate justice governance. | |
| INTERNAL STAKEHOLDERS • Executive Committee • Finance Sub-Committee | EXTERNAL STAKEHOLDERS • Funders • Executive Committee |

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| <ul style="list-style-type: none"> • HR Sub Committee • Legal Sub Committee • Programme Committees • Regional Parliamentary Model • Laws Oversight Committee • Committee of Clerks/Secretaries General • All other policy organs of the SADC-PF | <ul style="list-style-type: none"> • External Auditor • Financial Institutions • SADC National Parliaments • Service Providers • Clerks of Member Parliaments • Partnering institutions and organisations • Climate justice advocates • SADC Secretariat, in particular the Disaster Risk Reduction Unit and Food, Agriculture and Natural Resources Directorate. • International organisations working on climate justice such as UNEP etc. |
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| <p>FINANCIAL RESPONSIBILITY:</p> <p>SIGNING LIMIT:</p> | <p>YES</p> <p>US\$30,000</p> |
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| | <p>SKILLS AND COMPETENCY REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. High energy, self-driven with a sense of urgency. 2. Ability to interpret policy and synthesise policy into public demand campaigns and public messaging. 3. Ability to consistently integrate equity concepts relating to climate justice into projects and interactions with parliamentarians. 4. Excellent knowledge of Parliamentary procedures and practices. 5. Ability to write bankable project proposals, resource mobilise, and engage on a new trajectory to tackle climate change including at COP processes, amongst others. 6. Knowledge and understanding of the thematic focus areas relating to the core program of the SADC-PF, including climate justice governance. 7. Good understanding of regional and integrated policy matters. 8. Excellent written and verbal communication skills. 9. Excellent planning and project management abilities. 10. Ability to work under sustained pressure. |
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- 11. Strong analysis and concept development skills.
- 12. Advanced computer literacy skills.
- 13. Exceptional diplomatic and excellent interpersonal skills and the ability to interact with persons from diverse disciplines, perspectives and cultures.
- 14. Must have strong relating and networking abilities.
- 15. Is innovative, agile and learning focussed.

JOB DESCRIPTION SUMMARY

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| JOB TITLE | Programme Manager & Committee Secretary (FANRCJ) |
| KPAs | <ul style="list-style-type: none"> 1. Programme Management and resource mobilisation 2. Concept papers, Research, policy analysis and information 3. Committee Secretariat and procedural support 4. Project grant management 5. Develop Strategic Partnerships with relevant agencies, conservation 6. Organisations, and environmental justice advocates |
| GENERAL COMMENTS | Officer will be required to provide additional support during high volume periods such as for Plenary Sessions, Committee meetings, Sida Partnership 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. |

JOB CONTENT

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| NOTES | The list of actions/activities informing the KPA's may not be exhaustive but gives an |
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| | indication of the scope of responsibilities of the role. |
| KEY PERFORMANCE AREAS | ACTIONS / ACTIVITIES |
| 1. Programme Management and resource mobilisation | <ul style="list-style-type: none"> • Collaborate with the SRHR Researchers and Project Staff, Director of Programmes in development of the annual work plan, budget and Monitoring and Evaluation plan, as well as general programme activity implementation. • Conceptualise projects in line with the Strategic Focus of the SADC-PF. • Prepare the draft budget and plan required for the execution of the committee programme. • Consistently integrate equity concepts relating to climate justice into projects and interactions with parliamentarians. • Manage the programmes from start to completion, that is, programme/project design, resource mobilisation. • programme/project grant implementation and management and monitoring and evaluation. • Prepare relevant Project documents as well as the production of Reports for the Committees Programmes. • Contribute to the development of partnerships and to the identification of external resources. • Support the resource mobilisation effort of the organisation towards Committees and programmes. • Write bankable project proposals, resource mobilise, and engage on a new trajectory to tackle climate change including at COP processes, amongst others; |

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| | <ul style="list-style-type: none"> • Support Disaster Risk Reduction and Recovery Planning initiatives, as part of climate justice governance. • Prepare funding proposals and supporting documentation in regard to funding opportunities for the SADC-PF • Provide regular reports on the activities of the committees and programmes. |
| <p>2. Concept papers, research, and information</p> | <ul style="list-style-type: none"> • Develop concept papers and source information as required by the Committee. • Initiate and co-ordinate research activities as required by the Committee. • Prepare programme briefings by collecting, analysing and summarizing information and developing Concept Notes to engage stakeholders; accordingly. • Compile summary reports and identify key issues of importance for the Committee. • Prepare high-level evidence materials for MPs in the form of briefs, speaking notes or draft motions. • Contribute to the drafting of reports, website posts, social media posts, publications and Project delivery materials related to Committee work. • Presentations and lecturing on thematic issue to Committees • Prepare an annual report to EXCO on the achievements and challenges encountered under the FANRCJ portfolio; • Present at donors' forums on environmental justice; • Innovate and prepare research papers, powerpoint presentations, speeches and |

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| | <p>talking points for the Secretary General to engage other stakeholders</p> |
| <p>3. Committee Secretariat and Procedural Advice</p> | <ul style="list-style-type: none"> • Parliamentary Business Support and serve as Clerk at Table. • Provide procedural and technical support to MPs at Committee level, and during and in-between Plenary Assembly Sessions. • Act as Secretary to the allocated Committee, prepare Minutes of Proceedings, reports, resolutions, and upkeep records of the Committee • 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; • Facilitate the participation of MPs in Committee Sessions, Plenary and other platforms; • Ensure that MPs on the Committee are sufficiently capacitated to interface with thematic Projects and take informed decisions in relation thereto; • Establish and review of relevant institutional memory instruments and material on Plenary and non-Plenary matters (recommendations, resolution and other monitoring mechanism); • 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; • Initiate a new programme of greening the organisation that can be sustained through implementable measures. |

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| <p>4. Project Grant Management</p> | <ul style="list-style-type: none"> • 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; • Prepare regular donor progress and update reports as per requirements. • Acting as focal persons with donors for specific projects, • Coordinating correspondence with donors and ensuring that donor requirements are met in accordance with Project agreements; • Monitor funding status for each Project, identify possible funding gaps as well as funding opportunities. |
| <p>SPECIAL REQUIREMENTS</p> | <p>The Incumbent shall perform any other duties as assigned by the Secretary General.</p> |