



The National Assembly of Zambia, on behalf of the SADC Parliamentary Forum, invites applications from suitably qualified and experienced SADC citizens to fill the following vacant positions:

1. **Programme Manager and Committee Secretary:** Food, Agriculture and Natural Resources (FANR);
2. **Programme Manager and Committee Secretary:** Human & Social Development and Special Programmes (HSDSP); and
3. **Programme Manager and Committee Secretary:** Trade, Industry, Finance and Investment (TIFI).

The detailed job descriptions are available on the SADC PF website and can also be requested by email to ymungandi@sadcpf.org

a) *Job Purpose*

To provide committee secretarial and procedural support as well as conceptualise, research, manage and implement the thematic programme of the committee.

b) *Key Performance Areas*

- i. Programme Management and resource mobilisation;
- ii. Concept papers, research and information;
- iii. Committee Secretariat and Procedural Advice;
- iv. Project grant management; and
- v. Undertake any other assignments as may be requested or delegated by the Secretary General.

c) *Job Requirements*

i. Academic Requirements

At least a minimum of a Bachelor's Degree / Honours Degree relevant to the

scope of the programme and work of the Standing Committee on the same.

ii. Experience

7 years proven relevant experience in a reputable organisation.

Applications, copies of academic certificates with detailed curriculum vitae, clearly indicating three (3) traceable referees, including their contact details, must be submitted through the National Assembly of Zambia at the following address:

The Hon. Madam Speaker
National Assembly
Parliament Buildings
P. O. Box 31299
LUSAKA

The closing date of receipt of applications is Friday, 24th March, 2023.

NOTE:

1. The vacancies are open to SADC citizens only.
2. Only short-listed candidates will be contacted.