The Southern African Development Community Accreditation Service (SADCAS) is a multi-economy accreditation body established in terms of Article 15 B of the Technical Barriers to Trade (TBT) Annex to the SADC Protocol on Trade to provide oversight on conformity assessment bodies operating in 14 SADC Member States namely: Angola; Botswana; Comoros; Democratic Republic of Congo (DRC); Eswatini; Lesotho; Madagascar; Malawi; Mozambique; Namibia; Seychelles; Tanzania; Zambia; and Zimbabwe. SADCAS plays a key role towards the achievement of SADC goals in trade facilitation and in the protection of health, safety and the environment.

The following posts tenable in Gaborone are currently on offer:

(1) Communications & Public Relations Officer

Main Purpose of the Job
To render effective communications and marketing support services.

Key Responsibilities
- Develop SADCAS communication strategy and implement work plans to meet the unit objectives;
- Coordinate and implement internal and external communication activities;
- Coordinate, compile and ensure publication of 3 editions of the SADCAS newsletter per year;
- Maintain and update the website;
- Coordinate stakeholder engagement programmes;
- Develop media management and liaison plans;
- Maintain a personal development plan; and
- Ensure effective reporting.

Qualification and Experience
- Degree in Marketing/Communications/Journalism or Event Management;
- Project Management experience;
- Experience in a technical field will be an added advantage; and
- A minimum of 5 years marketing & communications experience.

(2) Assessor French (Re - advertised)

Main Purpose of the Job
To provide support to the Scheme Coordinators in handling French applications in order to achieve the organization strategic targets.

Key Responsibilities
- Assist in processing applications received;
- Conduct document reviews for new applications;
- Assist with assessment planning, preparation including documentation relating to assessment and travel arrangements;
- Coordinate and manage the implementation of corrective actions by CABS;
- Conduct assessments as required by the schemes;
- Check technical correctness of accreditation schedules agreed during assessments;
- Contribute to assessment and financial planning with the Scheme Coordinator;
- Contribute in the implementation and realization of the schemes’ objectives and deadlines; and
- Assist with translations at operational level; and
- Assist with any other duties as assigned.

Qualification and Experience
- Degree in Natural Sciences/Engineering/Medical.
- Understanding of accreditation requirements and systems based on ISO/IEC 17025 or ISO 15189;
- Registration as an Assessor will be an added advantage
- Fluent in English and French; and
- A minimum of 5 years technical experience.

REQUIRED SKILLS AND COMPETENCIES (ALL POSITIONS)
- High proficiency in the SADC official languages (English, French and Portuguese);
- Target driven;
- Attention to detail;
- Ability to work in a team;
- Ability to work under pressure;
- Good Administrative skills;
- Good organizational and time management skills;
- Excellent writing and verbal skills; and
- Computer literate with specific experience in Microsoft Office.

SUBMISSION
Interested and suitably qualified candidates who are up for the challenge are encouraged to email a motivational letter, CV (maximum 3Pages) and certified copies of qualifications to info@sadcas.org

CLOSING DATE: 31 May 2022
CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY