

VACANCY ANNOUNCEMENT – ACCREDITATION ADMINISTRATOR

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 above post is tenable in Gaborone, Botswana.

MAIN PURPOSE OF THE JOB

To oversee all administration activities relating to the accreditation process and ensure travel arrangements are effectively implemented.

KEY RESPONSIBILITIES

- Issuing confirmations for upcoming assessments;
- Organizing travel and hotel accommodation for assessors and SADCAS Staff;
- Prepare for assessment documentation;
- Receive, handle and report on the implementation of Corrective Action by conformity assessment bodies;
- Prepare assessment packs for Accreditation Approval Committee;
- File and maintain CAB records;
- Assist in preparing travel and subsistence costs for input into the annual budget; and
- Provide administrative support to SADCAS Staff i.e. prepare and circulate meeting documents, take minutes as required.

QUALIFICATIONS & EXPERIENCE

- Degree in Business Administration/Management or any technical field;
- Training in Management Systems will be an added advantage;
- Travel or Logistics qualification will be an added advantage; and
- A minimum of 5 years relevant work experience.

REQUIRED SKILLS AND COMPETENCIES

- Candidates with high proficiency in the SADC official languages (English, French and Portuguese);
- Target driven with good organizational and time management skills;
- Attention to detail;
- Ability to work in a team;
- Good Administrative skills and the ability to work under pressure;
- Excellent writing and verbal skills; and
- Computer literate with specific experience in Microsoft Office.

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

CLOSING DATE: 26 MAY 2023

CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY.