

The Southern African Customs Union (SACU) has adopted a Vision and Mission statement and a Strategic Plan for promoting sustainable development and deeper integration within the SACU region. The SACU Secretariat hereby invites suitably qualified and experienced citizens of the SACU Member States to submit their applications for the following positions:

1. Job Title for this Position: Legal Officer (Ref: LO)

Main Purpose of the Job:

To provide effective legal services to the organs of SACU, the Secretariat and Member States.

Key Areas of Responsibilities:

- Undertake research and draft legal opinions on the implementation of the 2002 SACU Agreement, to ensure that provisions of the Agreement are upheld.
- Undertake research and draft legal proposals on the responsibilities of Member States to ensure compliance with international trade obligations.
- Provide legal advice on trade negotiations with regional and international trading partners and the implementation of subsequent legal agreements to ensure that legal issues have been considered and effectively dealt with by the parties involved.
- Work closely with SACU delegations and Member States and provide support in interpreting and implementing SACU legal instruments, Council and Commission decisions as well as advising on legal issues arising from the implementation of the SACU Agreement, 2002.
- Assist the SACU Member States in the negotiation, drafting and implementation of international agreements, including all trade related legal instruments, and assist in their incorporation into the national law of Member States and their domestic implementation.
- Undertake research and analysis on regional and international legal topics and deliver opinions and technical papers for discussion or publication as required.
- Assist in the establishment of effective SACU Institutions, including the Tariff Board and the Tribunal.
- Contribute to the development of strategic objectives for the Legal Services Unit.
- Undertake any other responsibilities that may be assigned by the Chief Legal Officer or the Executive Secretary.

Educational Qualifications Required:

- LLB and Post Graduate Degree in Law
- Qualified legal practitioner
- Qualification in International Trade law would be an added advantage

Relevant Work Experience and competencies Required:

- Minimum 10 years relevant experience
- Experience with a regional or international organization
- Experience in dealing with International Trade Law issues
- Policy formulation and implementation experience and Experience in report writing
- Computer literate in MS Office
- Attention to detail

2. Job Title for this Position: Finance Manager (Ref: FM)

Main Purpose of the Job:

To manage and control all financial functions and services of the SACU Secretariat to ensure that the current and future effectiveness of the Secretariat's services, programmes and operations are ensured. To manage the implementation of financial policies and procedures with regard to budgets, corporate governance, annual reports and audits to ensure value for money.

Key Areas of Responsibilities:

- Developing, revising, advising, guiding and coordinating the financial and management accounting policies, practices and internal controls within the Secretariat.
- Providing a Financial and Management Information service to the Secretariat.
- Coordinating and managing the preparation of the Secretariat's budget.
- Maintaining and managing the Secretariat's accounts.
- Maintaining a record of transactions into and out of the Common Revenue Pool.
- Managing Payroll payments
- Reconciliation of the Secretariat's bank account
- Coordinating and maintain the Secretariat's Fixed Assets Register
- Compilation of annual financial statements.
- Cash Flow Management
- Preparing for audits and providing auditors with the required assistance and follow-up on identified problems and take the necessary action

Educational Qualifications Required:

- A degree in Accounting and/or equivalent professional qualification

Relevant Work Experience and competencies Required:

- Minimum 10 years relevant experience with strong quantitative skills.
- Practical experience in Programme-based Budgeting
- Have a proven track record in a senior financial management and experience in financial management in a multilateral organization will be an added advantage
- Computer literacy in MS Office and relevant financial accounting packages
- Excellent report writing skills, Communication & presentation skills
- Excellent Project Management skills
- Good interpersonal skills with ability to work successfully in a multinational environment.

3. Job Title for this Position: Policy Researcher (Ref: PR)

Main Purpose of the Job:

To research the current status quo, to develop policy proposals and to manage the implementation thereof in order to establish common policies that will achieve regional integration and coordination of activities between SACU institutions and member states and that will create effective, transparent and democratic institutions which will ensure equitable trade benefits to Member States.

Key Areas of Responsibilities:

- Coordinate the Secretariat research programme on economic and trade policy matters as far as they relate to SACU.
- Closely follow regional and global integration initiatives with a view to identify and implement research projects.

- Develop and submit annually proposals on the annual regional and global integration policy research programme of SACU for approval by the Directorate.
- Co-ordinate, process and administer tenders relevant for the Directorates research activities in the areas of economic and trade policy according to SACU approved channels and procedures.
- Plans, co-ordinates and manages Seminars and Workshops on regional and global integration and related research areas of interest to support the implementation of the approved annual regional and global integration policy research programme.
- Monitor all facets of regional and international integration developments that has an impact on economic and trade policies in so far as it relates to SACU
- Design, facilitate undertake and coordinate substantive research on policies that support the regional and global integration policy research programme of SACU.
- Collaborate with regional and global research partners and networks for the effective implementation of the regional and global integration policy research programme.
- Liaises with respective SACU institutions, research institutions, donors and other relevant stakeholders with regard to the scheduling, facilitation and implementation of research projects.
- Facilitates and co-ordinates the review and assessment of research reports and policy proposals for the effective communication and sharing of research findings of the research projects within SACU Institutions and SACU Member States.
- Build networks with research and other partner organisations with a view to source and facilitate the provision of technical assistance and capacity building initiatives and programmes for SACU in the areas of economic and trade policy research.

Educational Qualifications Required:

- Masters Degree (PhD will serve as a definite advantage) with strong emphasis on international trade, economics, policy analysis, development econometrics, regional integration and/or finance or equivalent post graduate qualification

Relevant Work Experience and Competencies Required:

- Minimum of 8 years relevant experience and excellent Computer literacy, esp. in the comprehensive use of MS Office.
- Proven track record in the coordination and administration of the above job requirements in a governmental, NGO or private sector organisation.
- Proven Research capability and experience, including a track record of publication of research, as well as comprehensive knowledge of appropriate research methodology.
- Excellent writing skills and fluency in written and spoken English.
- Good presentation skills Good analytical skills.
- Attention to detail.

4. Job Title for this Position: Trade Facilitation Specialist (Ref: TFS)

Main Purpose of the Job

To provide technical support and advise in the area of trade facilitation, taking into account the policies and operational tools required to strengthen collaboration and to enhance border efficiencies in SACU.

Key Areas of Responsibilities:

- Provides technical support to implementation of the SACU Trade Facilitation Work Programme.
- Provides analysis of the rules, regulations and procedures related to the implementation of policies that supports trade facilitation, to strengthen collaboration and enhance border efficiencies amongst the SACU Member States. These include trade policy, agriculture, health, transport, and logistics sector policies.
- Builds and regularly updates an inventory of international, regional, bilateral conventions and other legal instruments for trade facilitation which are implemented by the SACU Member States.

- Provides technical support to facilitate the development and implementation of initiatives and technical work to enhance implementation of trade agreements that SACU Member States sign with third parties.
- Provides technical support to enhance border coordination and management amongst the SACU Member States as well as to enhance cross border transport and logistical services to facilitate seamless movement of goods in the region.
- Conducts quarterly assessments and develop baseline data and repository of information on processes, procedures and documentary requirements for the movement of goods in SACU.
- Collects and analyse data on key cross border logistical initiatives and corridor performance that supports trade facilitation in SACU to assist in developing and implementing performance monitoring system for cross border trade in terms of air, land and sea modes of transport.
- Keeps abreast of national, regional and global developments and trends in trade facilitation and provide advisory notes on policy and technical developments affecting the SACU region.
- Contributes technical inputs on Trade Facilitation to the work of the Directorate as and when required, including weekly, monthly, quarterly and annual reporting to the SACU Secretariat and the SACU institutions.

Educational Qualifications Required:

- Post graduate Degree in any of the following; Economics, Law, Social Sciences, International Trade, Trade Policy, Transport and Logistics, Trade Facilitation, or related fields.
- Relevant Master's degree would be an added advantage

Relevant Work Experience and Competencies Required:

- At least 8 years' experience in trade facilitation at a senior level within a public, private or regional organization
- Knowledge and experience on Regional Integration and regional and global policies that affects trade facilitation
- Computer literacy in MS Office package including Excel. Experience and exposure to writing official documents, technical papers and reports
- Good analytical skills

5. Job Title for this Position: Customs Specialist (Ref: CS)

Main Purpose of the Job:

To provide professional and technical expertise on Customs procedures and policies and support the implementation of key Customs initiatives in the Customs Union.

Key Areas of Responsibilities:

- Review customs procedures and processes in the SACU region and make proposals for improvement, in line with modern customs practices.
- Assist in the assessment of customs capacity requirements among the SACU Customs Authorities.
- Provide support in the training of customs authorities in modern customs procedures and practices.
- Assist in the research of modern customs clearance procedures for imports and exports in order to reduce the processing time.
- Provide technical assistance and advice to the private sector on key customs procedures for the movement and clearance of goods across the SACU region.
- Provide technical assistance and support in the implementation of key customs initiatives adopted by SACU Council.
- Assist in the harmonization of customs policies, procedures and documentation to facilitate the speedy clearance of goods at border posts.
- Assist in Project Management and coordination of the SACU Customs Modernisation Programme.

- Provide technical assistance and support to negotiations and implementation of Trade Agreements signed with third parties.
- Assist in coordinating and monitoring the implementation of the SACU Council's decisions on trade facilitation.

Educational Qualifications Required:

- A degree in Finance, Economics, or equivalent, with specialisation in the fields of customs/trade procedures and legislation.

Relevant Work Experience and competencies Required:

- Minimum 8 years relevant experience with strong quantitative skills.
- Knowledge of and experience in customs procedures, processes and systems
- Experience in working within a trade and customs environment will be an added advantage.
- Expertise in databases and spreadsheet programmes
- Excellent writing skills, Communication and presentation skills
- Excellent Project Management skills
- Good interpersonal skills with ability to work successfully in a multinational environment.

6. Job Title For the Position: Trade Negotiations Coordinator (Ref: TNC)

Main Purpose of the Job:

To assist SACU member states with the achievement of the SACU Agreement objectives (enhanced: economic development, diversification, industrialisation, competitiveness, trade investment and global economy integration) by providing a professional service to SACU negotiation teams, technical committees, internal and external parties with regard to the development and coordination of the annual SACU multilateral trade negotiation programme, mechanism, technical and administrative procedures, negotiation positions, economic and trade analysis, research, policy advice and management and coordination of harmonisation initiatives to support the above.

Key Areas of Responsibility:

- Develops and recommends a common Multilateral Negotiating Mechanism for SACU and its Institutions.
- Develops technical and administrative procedures for review and decision making by the SACU Council of Ministers, the SACU Customs Union Commission, SACU Tariff Board and various SACU Technical Liaison Committees.
- Develops the annual Multilateral Trade Negotiation Preparation Programme for approval by SACU Secretariat management and the Council of Ministers to ensure that the SACU Member State Multilateral Trade Negotiation Programme is well prepared, co-ordinated and supported.
- Identifies, formulates and proposes internal, external and regional partnerships for the effective clarification of roles, accountabilities and responsibilities with regard to the co-ordination and implementation of the annual SACU Multilateral Trade Negotiation Preparation Programme.
- Communicates and coordinates the annual Multilateral Trade Negotiation Programme schedule and activities to trade negotiation teams, technical committee members and the relevant external and internal parties to ensure that effective preparation, contribution and execution of responsibilities takes place.
- Plans, coordinates and manages Seminars and Workshops to initiate, facilitate and support the implementation of the approved annual Multilateral Trade Negotiation Preparation Programme.
- Coordinates and facilitates the development of multilateral trade negotiation positions and provides a professional trade negotiation back-up service to SACU Trade negotiation teams prior and during multilateral trade negotiations with regional and international trading partners.
- Sources and disseminates economic research and trade analysis information from research institutions to ensure that SACU multilateral trade negotiation positions, objectives and multilateral trade negotiating teams are backed up and supported with sound and well researched information.

- Schedules and facilitates progress review meetings with the relevant parties involved, to ensure that the schedule for the implementation of the annual Multilateral Trade Negotiation Preparation Programme is met and agreed time scales are adhered to.
- Provides a policy review, advice, development, coordination, management and implementation service to support sound, effective and cohesive decision making and implementation by SACU Institutions, i.e. SACU Technical Liaison Committees / SACU Commission.

Educational Qualifications Required:

- Master's degree I Economic, International Trade or equivalent
- 8 years Secretarial experience conducting trade negotiations
- Microsoft Word; PowerPoint; Excel; Outlook and the Internet
- Excellent negotiation skills
- Excellent communication skills
- Good interpersonal skills
- Attention to detail

Applications must be accompanied by a detailed CV, e-mail and telephone contact details, certified copies of ID, educational qualifications and at least 3 contactable references.

Quote the reference number and job title. Applications must be submitted to Human Resources Manager, SACU Secretariat, Private Bag 13285, Windhoek Namibia or send by e mail to: Applications@sacu.int.

The closing date for applications is **28 February 2025**.

Should you have received no response within 4 weeks of the closing date, please consider your application unsuccessful in this instance, as correspondence will be limited to shortlisted candidates only.