



VACANCIES ANNOUNCEMENT:

PROGRAMME COORDINATOR, BOTSWANA NATIONAL NODE

The Southern African Science Service Centre for Climate Change and Adaptive Land Management (SASSCAL) has been established by five Southern African countries: Angola, Botswana, Namibia, South Africa and Zambia with financial support from the Federal Republic of Germany. The Federal Ministry of Education and Research (BMBF) is SASSCAL's main Donor. The overall objective of SASSCAL is to provide data and information aimed at improving the livelihoods of people and to enhance adaptive land use and sustainable economic development in Southern Africa under global change conditions with particular focus on five thematic areas of Agriculture, Biodiversity, Climate, Forestry and Water. SASSCAL focuses on research, capacity development and the provision of appropriate products and services aimed at mitigating and/or dealing with some of the likely impacts of Climate Change.

SASSCAL invites applications for the position of **PROGRAMME COORDINATOR** in its Botswana National Nodes. The Programme Coordinator will represent SASSCAL's research at a national level while at the same time ensuring the day-to-day implementation of the SASSCAL programme in the respective country. S/He assumes responsibility for effective management and successful execution of the SASSCAL programme towards achieving SASSCAL's mission. Duty station will be the respective national office in Gaborone, Botswana.

Major Responsibilities:

- To coordinate and administer SASSCAL Research Program and associated activities.
- Assists in project planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed.
- Act as principle technical and administrative liaison for the projects.
- Takes an active part in research proposal development, submissions, review all scientific research proposals and technical reports submitted by researchers.
- Monitor SASSCAL Research Programme in the respective National Node.
- In collaboration with the Executive Director and guidance from the Board Members, identify and engage with relevant stakeholders in the Member States and ensures effective communication and interaction between SASSCAL and Stakeholders to identify suitable scientific services, capacity development needs and national research priorities.
- Ensures the smooth and efficient day-to-day operation of research and data collection activities; acts as the primary administrative point of contact for research staff and as the principle operational liaison for other research organizations, funding agencies and regulating bodies on behalf of SASSCAL.
- Supports the Human Capital Development program of SASSCAL and design systems and procedures required at national level to efficiently capture, collate, access, and integrate research data from previous programs and transform them into relevant services and products.
- Lead the production of relevant products and services in the member States in collaboration with DST, other PCs.

Promoting Science for Sustainable Development

- Oversees and coordinates the provision of administrative and staff services, develop, and maintain recordkeeping systems and procedures
- Maintain budget and track expenditures/transactions
- Perform other duties as assigned.

Minimum educational qualification:

A PhD in Natural Science with a Climate Change research component or a research-based MSc in Natural Science and Climate Change. Five-year experience in managing climate change/natural resources related projects.

Skills, Knowledge and Experience required:

- Proven experience in managing regional science programs or relevant position
- Proven experiences in leading research and capacity development in SADC
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping and reporting
- Proficient in MS Office
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient

Special requirements:

Excellent writing, communication, and presentation skills. Ability to work effectively under pressure. Ability to maintain pleasant working relationships with individuals of different national and cultural backgrounds. Willingness to travel extensively in the region. Experience in similar position with regional or international organizations is preferred. Extensive knowledge of SASSCAL core programs is an added advantage.

LANGUAGES

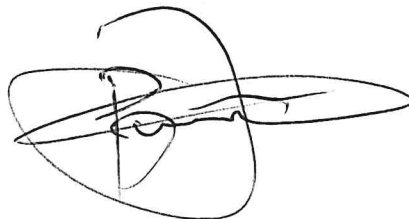
Excellent knowledge of English (both oral and written). Knowledge of other official languages of SADC would be an advantage.

APPLICATION PROCESS:

- The deadline for applications is **17th of February 2025**
- Applicants should send a cover letter and a CV with details of relevant experience and three traceable referees

Please note that only short-listed applicants will be notified.

For further information and application, please visit <https://opportunities.sasscal.org/>





INTER OFFICE MEMORANDUM

To: The Acting Executive Director

From: Director of Science Technology, Capacity and Human Development (DST/CD)

Date: 21 January 2025

Subject: REQRUITMENT OF PROGRAMME COORDINATOR- BOTSWANA OFFICE

The above-mentioned subject matter refers.

Following the notification of the Programme Coordinator for the Botswana Node to vacate the office on February 10, 2024, it is crucial to promptly fill this vacancy to ensure continuity of office operations and the smooth execution of the Node's responsibilities.

The HR department is therefore urged to expedite the recruitment process by preparing and publishing the job advertisement at the earliest opportunity. This will help sustain the momentum of ongoing activities and projects while minimizing potential disruptions.

Submitted for your consideration.

Dr Budzanani Tacheba
DST/CD

Approved / Not Approved

Mr Mattie Otto
HR Manager

