



Job Description for Corridor Coordination Adviser to Manage SADC Corridors Infrastructure Development and Transport and Trade Facilitation Programmes

Job Title: Corridor Coordination Adviser

**Prepared By:
The Directorate of Infrastructure and Services
SADC Secretariat
Private Bag 0095
Gaborone
Botswana**

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1. BACKGROUND

The Southern African Development Community (SADC) Secretariat, through the Directorate of Infrastructure and Services has received funding from the UK Department for International Development (DFID) Regional Trade Facilitation Programme (RTFP) Programme, to procure the services an expert who will assist the SADC Secretariat to coordinate the implementation of SADC Corridors Infrastructure Development as well as Transport and Trade Facilitation Programmes with emphasis on:

- (i) Prioritization of corridors into tiers for economic development and regional integration factors
- (ii) Sensitization of Member States to the importance of integrated infrastructure planning and incorporation of facilitation and logistics in transport planning
- (iii) Provision of training, research and capacity building to national governments, existing corridor committees and corridor groups in the formative stage
- (iv) Processing of applications from Corridor Management Committees (CMCs) requesting SADC assistance for the start up

phase, specific projects, and also for development corridor initiatives.

- (v) Managing SADC's assistance package to CMCs (existing CMCs, new CMCs and or Development Corridors or Units of existing CMCs)

2. CORRIDOR COORDINATION ADVISER - SCOPE OF WORK

Given the impending migration of SADC into a Free Trade Area (FTA) in 2008, and a Customs Union (CU) in 2010, it is critical that the process of infrastructure Development and Transport and Trade facilitation be driven on a full time basis to respond to the requirements of this proposed open trade systems (FTA, CU, etc). The SADC Secretariat is proposing a Long Term Adviser to coordinate the implementation of SADC Corridors Infrastructure Development as well as Transport and Trade Facilitation.

The responsibilities of the Long Term Adviser (or Technical Assistant), include, among others, the following:

- (i) Coordinate corridor development programmes in the SADC region and shall with coordination through the Senior Programme Manager (Transport) be a member of the Project Implementation Unit.
- (ii) Coordinate the overall implementation of the SADC Corridor Strategy in relation to infrastructure development as well as transport and trade facilitation programmes with emphasis on the need to package projects and to prioritise key intervention areas;
- (ii) Consult and work closely with other transport and technical experts in the Directorate of Infrastructure and Services to implement a SADC Integrated Transport Programme.
- (iv) Coordinate the operation of the Corridor Technical Teams, Steering Committees, Private Sector and other stakeholders, and guided by the "**SADC Corridors Development Action Plan**";
- (v) Liaise between SADC Secretariat, key stakeholders, International Cooperating Partners and Member States in all endeavors to implement the SADC Corridor Strategy;
- (v) Liaise with other SADC Directorates and parties, including the RTFP Programme, COMESA, EAC and any other parties on timeous implementation of interventions on North South Corridor.

- (vi) Identify and replicate best practices from within the region and other parts of Africa and the world, including ongoing work by the Regional Trade Facilitation Programme (RTFP) on the North South Corridor (NSC) and work completed on the Beira Corridor with AfDB funding into other SADC, EAC and COMESA driven Corridors, for effective implementation of the SADC Corridor Strategy;
- (vii) Contribute to the development of the SADC Regional Infrastructure Development Master Plan to ensure that the component of Corridor Infrastructure Development and Transport and Trade Facilitation is captured in the Master Plan which depicts the longterm and ultimate infrastructure requirements to facilitate the desired goals of regional integration;
- (viii) Coordinate the meetings of Corridor Clusters and Project/Steering Committees in conjunction with hosting Member States, as well as preparation of documents relating to progress reports for the various meetings;
- (ix) Facilitate studies to be undertaken as necessary in the corridors as part of the implementation of the Corridor Strategy;
- (x) Coordinate the efforts of the multiple ICPs that are supporting the corridor initiative and ensure complementarities amongst the participating ICPs;
- (xi) Undertake responsibilities as a member of the Infrastructure Project Implementation Unit (PIU) whose key responsibility is to drive infrastructure projects within the Directorate of Infrastructure and Services.
- (xii) Undertake any other responsibility assigned to him/her in relation to implementation of the SADC Corridor Programme;
- (xiii) Undertake synergy building with other Implementation Agencies involved in development of corridors in the SADC region;
- (xiv) Coordinate inter-sectoral issues in relation to interventions by ministries beyond of the scope of transport ministries.
- (xv) Coordinate all corridor development programmes with COMESA and EAC especially where corridor overlaps occurs with the three RECs.

- (xvi) Undertake specialized assignment within the Member States relating to Corridor Strategy Implementation.
- (xvii) Prepare reports for consideration and review by the SADC Statutory structures as well as the COMESA-EAC-SADC Tripartite structures.

3. GENERAL QUALIFICATIONS

3.1 Reporting and Communications.

The Corridor Coordination Adviser shall primarily and on a day-to-day basis report to SADC Secretariat, Director of Infrastructure and Services on all technical matters. He/she will also report periodically to the Programme Director of the Regional Trade Facilitation Programme (RTFP) Programme on technical and administrative matters. He/she will establish and maintain collaborative relationships with the Members of the Transport Division in the Infrastructure and Services Directorate.

3.2 Qualification and Experience

The qualification of the Adviser shall entail, among others, the following:

- (i) A Degree in Transport Economics, Transport Management/Planning, Transport Infrastructure Development or related discipline
- (ii) At least 10 years experience in transport, trade facilitation, project management or corridor management which includes regional projects and programmes in corridor/SDI development
- (iii) A Masters Degree is an added advantage
- (iv) Proficiency in English is mandatory. Ability to communicate in Portuguese or French would be a further added advantage.

3.3 Other Requirements

- (i) Excellent planning, organising, recordkeeping, negotiating, communications and writing skills;
- (ii) Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
- (iii) Experience in dealing with senior business executives and government officials and ability to communicate at all levels;
- (iv) Good team player while being independent and able to work autonomously; and
- (v) Experience of working in the SADC region will be an asset.

4. DELIVERABLES AND TIMING

4.1 Deliverables will include:

The position will be funded by RTFP and the incumbent will have a dual reporting responsibility – to SADC as per the organisation’s set management and reporting procedures and requirements and to the RTFP through brief monthly reports and more detailed quarterly reports. At the end of the duration of the contract the Corridor Coordination Adviser will be required to submit to the RTFP an end of assignment report summing up all the activities undertaken, outputs achieved and impacts thereof.

4.2 Duration and Timing

The duration of the assignment is one year but with a strong possibility that the position will be financed for a further year, making a total of 2 years. The incumbent will be housed in the Directorate of Infrastructure and Services, based at the SADC Secretariat, Gaborone, Botswana. The Adviser is expected to start work on October 1, 2008

5. REMUNERATION

RTFP offers fair and competitive remuneration package that is negotiable and commensurate with the position, qualifications and experience of the candidate.

6. HOW TO APPLY

The Applicants will be expected to submit a letter of application, detailed CV and names of three referees with full contact details.

The letters should be sent to:

The Executive Secretary
SADC Secretariat
P/Bag 0095
Gaborone
Botswana

ATT: Mr. Hendix A. D. Tonde

Or email to: registry@sadc.int and copied to htonde@sadc.int

The Closing Date for submissions is September 5, 2008.

Please Note:

We regret to advice that only short listed applicants will be communicated to.