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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

11 August 2006

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 28 of 2006  
E/75/92/01 V5

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

**SADC: Secondment to Regional position at the SADC Tribunal  
(Windhoek, Namibia) for one year Interim Period**

Please refer to this Ministry's Circular Letter No. 23 of 2006 dated 12 July 2006 on the above subject.

2. You may wish to note that only one nomination was received for the post of Registrar. In this respect, the SADC Secretariat is once again inviting nominations for secondment for the position of Registrar at the SADC Tribunal in Windhoek, Namibia for an initial period of one year.
3. The job description for the post is attached herewith. The Section in the job specifications relating to closing date for submission of application should be disregarded.
4. It would therefore be appreciated if the contents of this Circular could be brought to the attention of all officers concerned in your Ministry/Department. The nomination should be forwarded direct to the Ministry of Foreign Affairs, International Trade and Co-operation (Regional Co-operation Division, Attn.: Mr P. A. Mohamudally) by Friday 18 August 2006 at latest to enable that Ministry to recommend the nominations to SADC after seeking the necessary clearances.

  
P. Jhugroo  
Supervising Officer

Copy to:  
Secretary to Cabinet and Head of the Civil Service  
Secretary for Foreign Affairs

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**JOB DESCRIPTION**

**Job Title** : Registrar  
**Job Grade** : SD4  
**Department** : Southern African Development Community (SADC) Tribunal  
**Institution** : Southern African Development Community -Tribunal  
**Location** : Windhoek, Namibia  
**Duration** : one (1) year

**Organisational Relationships**

**Reports to** : President of the Tribunal  
**Responsible for:** the day to day administration of the Tribunal  
**No of staff** : - 9 (nine)

**Liaises with:** Internally: SADC Member States (NCPs); Members of the Tribunal (Judges); Supreme and High Courts in Member States; SADC Secretariat etc.

Externally: International Courts and International Organisations; Regional Courts and Regional Organisations; International

Cooperating Partners and other Stakeholders; Attorneys/Legal Practitioners and other judicial entities, etc.

**(1) Main Purpose**

To run the day to day administration of the Tribunal and to render strategic legal services and facilitate adherence to and the proper interpretation of the provisions of the SADC Treaty and subsidiary instruments and the adjudication of disputes referred to the Tribunal; and to assist the Tribunal in the application and interpretation of International Law, Common Law and Civil Law, in the light of the objectives of SADC.

**2. Key Performance Areas**

- (a) Operationalisation of SADC Tribunal.
- (b) Supervise the formulation of Terms and Conditions of service for both the Members and Staff of the Tribunal.
- (c) Formulation of long term and annual plans for the SADC Tribunal.
- (d) Cost effective provision of legal services, advice and administrative support in respect of all operations of SADC Tribunal.
- (e) Compliance with good corporate governance and business practices.
- (f) Provision of quarterly services in the Administration of Justice in SADC.
- (g) Timely submission of progress reports to the President of the Tribunal on the implementation of the work plan and other activities of the Tribunal.

(h) Quality supervision of staff at the SADC Tribunal.

### 3. Principal Accountabilities

- Render legal services to the SADC Tribunal and overseeing the functioning of the Tribunal;
- Participate in the strategic planning and effective management of the SADC Tribunal;
- Liaise with International and Regional Courts, International and Regional Organisations, International Cooperating Partners (ICP's) and other stakeholders.
- Prepare documentation for proceedings and official meetings of the Tribunal.
- Conduct research in relation to various cases or matters brought to the Tribunal by the Parties to disputes.
- Establish a data base on, inter alia:
  - (i) Cases, Proceedings, Treaties, Conventions, Protocols, Agreements, Contracts and other legal materials; and
  - (ii) Member States Constitutions and selected National Laws, and Regulation, etc.
- Oversee the drafting of reports and court proceedings;

### 4. Authorities and Dimensions

**Human:** Management and supervision of personnel within the Tribunal on matters pertaining to staffing, allocation of responsibilities, setting performance objectives, providing technical/managerial support, directing training and monitoring performance.

Discipline staff in accordance with SADC rules and regulations.

Evaluate performance and recommend performance based rewards.

**Financial:** Participate in mobilizing resources, prepare and manage the SADC Tribunal budget. Participate in budgeting for the SADC Institutions, especially when consideration is given to the budget of the Tribunal.

**Assets:** Accountable for assets allocated to the Position and all the other assets of the SADC Tribunal.

**5. Minimum requirements for the position:**

- **Nationality**  
The candidate must be a citizen of a SADC Member State.
- **Education**  
Qualified to hold high judicial office in their respective states.
- **Relevant Experience**
  - A minimum of 10 years working experience as a lawyer in either public or private sector, or at an international or regional organization, is essential;
  - Experience in budget preparation and management;
  - Experience in legal advisory services, provision of international legal services, firm understanding of application and interpretation of both national and international law is essential;
  - Expertise in legal research, and relevant field work; and
  - Good understanding of general International law and the Law of international Organisations/Institutions and legal systems of SADC Member States.

- Skills and Competencies
  - Exceptional quality of legal expertise in both internal (domestic) law and international law;
  - Strong oral and written communication skills, coupled with a high degree of tact, diplomacy and strong negotiating skills;
  - Sound facilitating skills;
  - Relevant and sound organizational skills, analytic and pragmatic approach;
  - Proficiency in English, French or Portuguese is essential. (Knowledge of two or all of the said three languages will be an added advantage); and
  - Computer literacy is essential.
  
- 6. **Salary Scale**
  - US\$30,228 x 1320 – 42,108;
  - 25% Gratuity;
  - 50% Contributory Medical Aid Scheme (Optional); and
  - Other entitlements e.g. education allowance, housing allowance and certain employment benefits will be offered in accordance with the SADC Rules and Procedures governing employees of SADC.
  
- 7. **Contract**

The successful candidate will be offered a one (1) year contract.
  
- 8. **Date of assuming duty**

The successful candidate must be in a position to assume duty on the 1st September 2006.
  
- 9. **Submission of application**

Applications must have a brief detailed CV and three (3) referees with their contact addresses including telephone numbers and e-mail addresses, to be submitted to the SADC National Contact Point of the applicant's Member State

For further information on the particulars of SADC National Contact Point refer to the SADC Website.



10. Closing Date: 31 August 2006

*SADC is an equal opportunity employer and particularly encourages applications from female candidates.*

In this regard, it is noted that the purpose of the recruitment programme is to fill the posts of the Ministry of Health, Family and Social Services, Mauritius, by Wednesday 23 August 2006.

*[Signature]*  
Secretary General

Secretary General, Ministry of Health, Family and Social Services