

Officer – Policy and Doctrine – Job Grade 6

Purpose of the Job

- Under the direct supervision of the Senior Officer – Defense Affairs and Planning (SODAP) and overall supervision of the Director - Organ on Politics, Defence and Security Affairs, the Officer – Policy and Doctrine shall undertake the planning, development, and coordination of policy and doctrine matters related to SADC Regional Collective Defence. This to include but not limited to regional defence policy and doctrinal development, review, harmonization, and rendering support to the planning of regional operations and exercises.
- The incumbent shall also provide Strategic and Operational Information analysis related to regional and international conflict trends and indicators, as they may affect the SADC Region. S/he shall also actively support and advise, through the SODAP, on Regional Collective Defence and security matters, including in the areas of current and emerging security threats; and ensure line liaison with other internal structures, such as the SADC Standby Force, SADC Regional Early Warning Centre (REWC) and other authorized external institutions as deemed necessary.
- In the fulfilment of his duties, the incumbent may also coordinate with key relevant internal actors such as the SADC Standby Force and Member States, as well as authorized external actors and/or institutions.

Duties and responsibilities:

- Plan and advise on programmes and activities related to Defence affairs, including confidence building measures;
- Advise on all Policy related issues pertaining to the ISDSC Statutory Standing Committees and Working Groups;
- Plan and coordinate all Military Information activities in the purview of Defence Affairs and Planning Unit, including in the area of Regional Collective Defence;
- Ensure collation and analysis of Military Information in possible areas of deployment within the SADC Region and beyond as they may affect the region;
- Liaison with internal units/entities within SADC, including the SADC Standby Force, Regional Early Warning Centre (REWC), etc and other authorised external agencies/institutions cooperating with SADC, especially in areas of strategic and operational military information;
- Assist in the preparation, coordination and review of policies, doctrine and procedures related to the planning and conduct of joint and multinational operations and/or exercises as well as collective Defence cooperation for the region;
- Assist the Senior Officer in organizing for engagement among regional stakeholders and in monitoring regional implementation of agreed policies related to joint and multinational exercises or operations;
- Assist in following up with relevant authorized partners, civil society stakeholders etc that contribute to the furtherance of the Inter-State Defense and Security Committee (ISDSC) objectives;
- Conduct periodic review of policies and procedures pertaining to the execution of regional defense and security affairs;
- Prepare periodic briefs and quarterly reports for sharing and updating key stakeholders, through the Senior Officer;
- Monitor implementation of sectoral functional plans and policies and produce periodic reports regarding Defense and security for onward dissemination to stakeholders through the Senior Officer;
- Initiate the development and review of Defense and Security Cooperation Programmes;

- Monitor the participation of regional defense forces in collective Defence, peace support and humanitarian operations;
- Update Defense Affairs and Planning Unit plans to ensure inclusion of the decisions and directives from the Inter State Defense and Security Committee (ISDSC);
- Advise and support the Senior Officer Defense Affairs and Planning on any policy-related matter requiring necessary intervention; and
- Perform any other relevant duties and responsibilities as may be assigned by the Senior Officer from time to time.

Position Requirements

- An active service military officer at the rank of Lieutenant Colonel or equivalent.

Qualifications

- Minimum of a Bachelor's degree or equivalent
- Joint Senior Command and Staff Course (psc) or higher.

Specialised Knowledge

- Experience in military information analysis and defence intelligence/security
- Research experience.

Experience

- Minimum of seven (7) years' experience in the areas of Defence Policy, Doctrine and/or Planning, two (2) years of which at formation or higher military headquarter.

Skills Requirements

- Should have integrity and accountability in handling public resources
- Excellent organizational and communication skills
- Ability to set priorities and complete tasks with minimum supervision to strict deadlines
- Report writing skills
- Ability to take initiative
- Team player and ability to work with diverse teams
- Maintain confidentiality and is respectful of sensitive situations