



ADVERTISEMENT NO SADC/T/09/01

LEGAL RESEARCHERS (2 POSTS)

THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY TRIBUNAL

=====

The Southern African Development Community Tribunal was established through the SADC Treaty as an institution mandated to ensure the adherence to Law in the interpretation and application of the SADC Treaty.

The Tribunal was launched on the 18th of November, 2005 in Windhoek, Namibia.

The seat of the Tribunal is in Windhoek Namibia. The Southern African Development Tribunal invites applications from citizens of the Southern African Development Community Member States for the following position:-

REF: SADC/T/09/01 LEGAL RESEARCHERS (2 POSTS)

GRADE: 7

REPORTS TO: THE REGISTRAR

INSTITUTION: SADC TRIBUNAL

STATION: SADC TRIBUNAL – WINDHOEK, NAMIBIA

Main purpose of the Job:

Facilitate research and information services to the Members and staff of the SADC Tribunal and provide technical support in research, documentation and dissemination of information.

Duties and Responsibilities:

1. Establish research, documentation and information dissemination systems for the Tribunal.
2. Facilitate research and dissemination of findings to the Members.
3. Document and maintain research findings.
4. Ensure documentation and dissemination of research findings.
5. Research and document information on valued subjects for use by the Members.
6. Organize and catalogue the work and output of the Tribunal.
7. Develops research linkages with the judiciaries in the Member States, Courts with similar jurisdiction and other relevant institutions and organizations.
8. Manage the Tribunal website.
9. Perform any other duties as assigned by the Registrar

Qualifications and Experience:

- i) Bachelor's degree in Law from a recognized University and Post graduate qualifications in research methods.
- ii) 5 years relevant work experience in similar or related field

Skills and Competencies:

The ideal candidate should have good interpersonal, interviewing, communication, and report writings skills. She/he must demonstrate proficiency in computer applications, excellent research and report writing skills, good communication and interpersonal skills, proficiency in the use of computers

Salary:

- US\$34,844 - US\$40,646
- Gratuity: 25% of basic salary
- Optional contributory Medical Aid 50%; and other entitlements e.g. education allowances, housing allowance and certain employment benefits will be offered in accordance with the SADC Rules and Procedures governing employees of SADC.

Contract:

The successful candidate will be offered a four (4) year contract subject to renewal of another 4 years.

Date of Assuming Duty:

The successfully candidate must be in a position to assume duty by September, 2009.

Submission of Application:

Applications must have detailed CV, Certificates and three (3) references with contact addresses including telephone numbers and e-mail addresses to be submitted to the Registrar, SADC Tribunal, PO Box 40624, Ausspannplatz, Windhoek, Namibia **BUT** through the SADC National Contact Point of the Applicant's Member State.

Please note that any application which is not sent through the SADC National Contact Point shall not be accepted by the Registrar of the SADC Tribunal.

For further information on the SADC Tribunal, please see our website www.sadc-tribunal.org

Closing Date: 30th June, 2009

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



ADVERTISEMENT NO SADC/T/09/02

TRANSLATORS (2 POSTS)

THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY TRIBUNAL

=====

REF: SADC/T/09/02

TRANSLATOR (2 POSTS)

GRADE: 9

REPORTS TO: THE REGISTRAR

INSTITUTION: SADC TRIBUNAL

STATION: SADC TRIBUNAL-WINDHOEK, NAMIBIA

Main purpose of the Job:

Translation of relevant official and court documents from English to Portuguese and English to French and vice versa.

Duties and responsibilities:

1. Liase with originators/source of documents;
2. Coordinate the work of freelance translators and interpreters;
3. Compile glossaries;
4. Undertake relevant research;
5. Consult relevant experts and translators;
6. Translate documents into target language;
7. Produce and maintain folders of translated documents.

Qualifications and Experience:

- i) Bachelor's degree in Arts (Languages) from a recognized university.
- ii) 5 years, relevant work experience.
- iii) Knowledge of legal language will be an added advantage.

Skills and competencies:

The ideal candidate should have good interpersonal and communication skills.

Salary:

- US\$28,783 – US\$34,585
- Gratuity: 25% of basic salary
- Optional contributory medical aid 50%; and other entitlements e.g. education allowances, housing allowance and certain employment benefits will be offered in accordance with the SADC Rules and Procedures governing employees of SADC.

Contract:

The successful candidate will be offered a four (4) year contract subject to renewal of another 4 years.

Date of Assuming Duty:

The successfully candidate must be in a position to assume duty by September, 2009.

Submission of Application:

Applications must have detailed CV, Certificates and three (3) references with contact addresses including telephone numbers and e-mail addresses to be submitted to the Registrar, SADC Tribunal, PO Box 40624, Ausspannplatz, Windhoek, Namibia **BUT** through the SADC National Contact Point of the Applicant's Member State.

Please note that any application which is not sent through the SADC National Contact Point shall not be entertained by the Registrar of the SADC Tribunal.

For further information on the SADC Tribunal, please see our website

www.sadc-tribunal.org

Closing Date: 30th June, 2009

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