



## **CONSULTANCY SERVICES FOR JOB DESCRIPTION, JOB GRADING AND SKILLS AUDIT OF THE SADC TRIBUNAL STAFF**

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### **REQUEST FOR TECHNICAL AND FINANCIAL PROPOSALS**

The SADC Tribunal is the judicial institution of the Southern African Development Community (SADC). The SADC vision is one of a common future, a future with a regional community that will ensure economic well-being, improvement of the standards of living and quality of life, freedom and social justice and peace and security for the people of Southern Africa. The Community has over 300 million people.

The 2005 SADC Summit of Heads of State or Government appointed 10 Members of the Tribunal. In October, 2006, the Members of the Tribunal appointed the Registrar of the Tribunal together with other support staff who integrate the Registry based in Windhoek, Namibia. Since 2006, the staff complement of the Tribunal has been nine (9).

In February, 2007, a Task Team was appointed to come up with the Organizational Structure of the Tribunal and also the Terms and Conditions of the Members and Staff of the Tribunal.

Council in Sandton, South Africa in August, 2008 approved a new Organizational Structure of the Tribunal which comprises of thirty nine (39) additional members of staff bringing the total staff compliment to forty eight (48).

The approved organizational structure of the Tribunal shall be a five year phased approach in order to suit the organic growth of SADC. It is expected that by end of January 2010 the staff compliment would have been increased to 16 staff members.

As part of its operational drive, the SADC Tribunal intends to carry out a job grading, description and skills audit from 1 February to 26 February, 2010.

The SADC Tribunal is inviting interested firms of consultants in the SADC region to submit their technical and financial proposals to its seat in Windhoek, Namibia.

Interested firms are requested to submit 4 hard copies in a sealed envelope (Two Technical Proposals and two financial proposals) clearly marked “Consultancy for Job Description, Grading and Skills Audit” and delivered to the address below by 15H00 hrs on 30 November 2009.

**Secretary: SADC Tribunal Internal Tender Committee**

**Attention: Ms Sophia Sibungo-Nikanor**

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