

VACANCIES AT THE SADC SECRETARIAT

The following posts are vacant at the SADC Secretariat, located in Gaborone, Botswana:

- I. Senior Programme Officer - ICT
- II. Officer - Research & Statistics

Interested candidates are requested to send their applications in soft copy only (word format) by **Friday 26 June 2026**, 14:00 hours, to:

The Secretary for Foreign Affairs

Ministry of Foreign Affairs, Regional Integration and International Trade

Email address: mofarc@govmu.org

The Applications should include the following:

- Duly signed and completed SADC Application Form;
- A covering letter, describing how the qualifications, experience and competencies of the prospective candidate are relevant to the position;
- Not more than five-pages updated Curriculum Vitae; and
- **Certified copies of Degree(s), Diploma(s) and Certificate(s).**

*Uncertified copies of Certificates will **not** be accepted.*

The age limit of the candidate is 52 years.

Applications sent directly to the SADC Secretariat will not be considered. Only qualified candidates who will be considered for interview will be contacted by the SADC Secretariat.

Details about the job descriptions and application form are available on the websites of the Ministry (<http://foreign.govmu.org>) and the SADC Secretariat (<https://www.sadc.int>).

**Ministry of Foreign Affairs
Regional Integration and International Trade
05 June 2026**