



Southern African Power Pool

Vacancy: Coordination Centre Manager

1. BACKGROUND

The Southern African Power Pool (SAPP) was created in April 1995 through the SADC treaty to optimise the use of available energy resources amongst the countries in the region and support one another during emergencies. At the time of creation, the SADC governments agreed to allow their national power utilities to enter into the necessary agreements that regulate the establishment and operation of the SAPP. SAPP membership was therefore restricted to national power utilities of the SADC member states as indicated in the Inter-Governmental Memorandum of Understanding (IGMOU). In the revised IGMOU of February 2006 SAPP-membership was also made possible for other Electricity Supply Enterprises.

The SAPP is seeking the recruitment of a Coordination Centre Manager who will report to the Coordination Centre Board Chairperson.

2. DUTIES OF THE COORDINATION CENTRE MANAGER

Under the general direction of the Coordination Centre Board Chairperson, the Coordination Centre Manager shall manage the operations of the Coordination Centre and interface with SADC, SAPP members and International Stakeholders.

The duties of the Coordination Centre Manager are as follows:

2.1 General Management

- a) Compile a business plan for the SAPP Coordination Centre in alignment with overall SAPP strategic direction.
- b) Compile budgets operation for the SAPP Coordination Centre in alignment with the business plan
- c) Design and propose for approval and implementation, a robust governance framework with policies relating to: appropriate financial controls, delegation of authority for proper decision making, human resource management, and reporting.

- d) Identify, document and implement business processes for the coordination centre.
- e) Manage the Coordination Centre in an efficient manner

2.2 Financial Management

- a) Provide strategic and financial guidance to the SAPP Coordination Centre staff
- b) Develop policies and procedures to ensure the sound financial management and control of the SAPP
- c) Administer the Coordination Centre accounting structure to include preparation of the Coordination Centre budget
- d) Oversee the compilation and dissemination of audited financial statements
- e) Perform financial management by ensuring all costs and expenses are within budget
- f) Conduct internal audits and ensure corrective action and non-repeats

2.3 Human Resource Management

- a) Recruit staff to resource the Co-ordination Centre on such terms as approved by the Management Committee
- b) Direct the Chief Engineer, Chief Market Analyst, Senior Transaction Advisor and other staff, as applicable
- c) Co-ordinate the training of CC staff and SAPP Members
- d) Set annual performance targets and manage performance of all staff

2.4 SAPP Operations Management

- a) Provide secretarial services to include the keeping of minutes and decision register of the SAPP governance bodies such as the Co-ordination Centre Board, Management Committee and the Executive Committee
- b) Represent SAPP at various public forums, as appropriate and pre authorized
- c) Be the focal point for SAPP's interface with SADC, donors, DFIs, other Power Pools in Africa and institutions in Africa
- d) Evaluate the impact of future infrastructure projects on the operation of the Pool
- e) Identify and obtain funding and support for all the capital projects of the Co-ordination Centre
- f) Reports on key performance indicators of the SAPP operations
- g) Identify trends and recommend interventions to resolve problems with the Coordination Centre
- h) Prepare a summary of the proceedings of the Management Committee and in conjunction with the Management Committee Chairperson and refer deadlocked resolutions to the Executive Committee Chairperson

2.5 Stakeholder Management

- a) Perform relationship management with donors and stakeholders
- b) Ensure publication of appropriate monthly reports covering the activities of the SAPP Co-ordination Centre
- c) Other duties, as assigned

3. QUALIFICATIONS AND EXPERIENCE

Minimum and ideal qualifications:

- Minimum of a Bachelor's Degree
- Preferably a Master's Degree in Electrical Engineering or equivalent.
- A degree in Business Administration or Business Leadership would be an added advantage.
- Leadership and management skills
- SADC national
- Passport valid for travel to SADC countries
- Ten years of experience in electric power systems and operations

4. PERIOD OF THE CONTRACT

The duration of the contract is five (5) years.

Interested candidates should submit their applications and curriculum vitae by 3 March 2017 to;

The SAPP Human Resource Working Group Chairperson

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