

SARW

Southern Africa Resource Watch

Job Profile

JOB INFORMATION SUMMARY

JOB TITLE:	Governance, Research and Policy Officer - Extractives
REPORTS TO:	Programme Manager
FUNCTIONAL AREA:	Programmes
LOCATION:	Zimbabwe

Role Purpose

The role will be responsible for taking the lead on conceptualising SARW's approach to extractive governance in SADC with special focus on Zimbabwe. Encouraging participation of key stakeholders and ensuring transparency and accountability across the extractive industry.

The role will support the Programme Manager in building relationships with strategic partners and ensures adherence to policies and procedures. The role will also provide input into SARW programme budgets, monitoring and evaluation and manage workshops, seminars and meetings.

Key Performance Areas

Functional Competencies

Performance Area	Key Activities
a) Programme Initiation	<ul style="list-style-type: none"> • Take the lead on the conceptualisation of SARW's extractive programme strategy and approach with a focus on extractive governance. • Promote mining for development in which value addition and local content are the basis for the transformation of extraction industry in the region. • Promote transparency and accountability practices across the value chain • Undertake the development of the extractive programme implementation planning • Produce and present papers to conference and seminars; produce monthly progress reports of activities, input into the actualisation of the website. • Work closely with the Programme Manager presenting SARW's extractive programme to internal and external stakeholders.
b) Programme Implementation	<ul style="list-style-type: none"> • Coordinate and monitor the implementation of SARW extractive programmes annual plans • Work with the Programme Manager and input into preparation of presentations for regional conferences and meetings. • Support the data collection and analysis process and support the extractive programme dissemination activities. • Ensure compliance against organisations rules, codes of practice,

	<ul style="list-style-type: none"> business ethics and internal guidelines Supervise and support Interns where applicable
c) Programme Impact and Monitoring	<ul style="list-style-type: none"> Provide professional feedback on Programme work through accurate and timeous correspondence. Monitor the administrative spending of the unit and inform the Programme Manager if there are expected shortfalls. Provide the Programme Manager with programme reports on a quarterly basis. Effectively update and maintain documentation of project work for reference and audit purposes
d) Promote Participation across the Extractive Industry	<ul style="list-style-type: none"> Promote gender and youth participation in the extractive industry Promote environmental management and protect human rights Support revenue transparency and accountability in the extractive industry
e) Capacity Building	<ul style="list-style-type: none"> Provide capacity building to civil society, government, parliaments and the media on issues related to policy, advocacy and campaigning.
f) Budgeting	<ul style="list-style-type: none"> Support the implementation of SARW's financial policies within programme work Monitor the programme budget and support cost saving measures in the implementation of the programme Work with the Finance and Administration team in ensuring quality and accuracy of financial information.
g) Communication and Coordination	<ul style="list-style-type: none"> Coordinate and cooperate with other SARW programme staff. Collaborate with staff members and build strategic relationships with internal and external stakeholders. Build relationships with Civil society in the region Develop good relations with local and national government authorities Coordinate and cooperate with stakeholders and other programme partners Liaise with relevant members of the SARW to promote coordination and synergy on extractives. Provide extractive industry related materials and publications to communications unit. Contribute to a culture of service excellence by contributing to the effective delivery of project tasks according to allocated duties and project plan and escalate identified risks
Behavioural Competencies	
Support and co-operate	Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that complement those of the organisation.
Interpersonal skills	Interpersonal skills in both informal and formal settings, and in challenging situations as well as day to day encounters relating to programme units.
Attention to detail	Pay attention to detail in order to produce high quality output.
Ability to work independently or in multiple teams	Take ownership of tasks or work within teams to achieve desirable outcome.
Ability to deliver on multiple tasks	Ability to prioritise and manage multiple tasks simultaneously.
Specific Competencies	
<ul style="list-style-type: none"> Work hard, consolidate and build upon past efforts 	

- Take individual and collective leadership responsibility
- Acquire relevant skills and be empowered
- Strive for excellence, professionalism and high- performance levels
- Acknowledge diversity
- Recognise that our region is dynamic and ever changing
- Use our privileged financial position effectively

JOB SPECIFIC REQUIREMENTS

Experience

Required years of experience at this level	Overall years of experience required
5 years	5 -7 years

Qualifications

Minimum Qualifications Required

A master's in international relations, politics or economics with experience in policy, research and advocacy at a global level.

Ability to travel on a regular basis.

Fluency in written and spoken English is essential and the ability to speak French and Portuguese is advantageous.