



TKCS
TRANS KALAHARI
CORRIDOR SECRETARIAT

JOB DETAILS

Job Title	Executive Director
Location	Windhoek, Namibia
Contract Type	Five-year fixed term contract

The Trans Kalahari Corridor Secretariat (TKCS) is a Secretariat to the TKCMC, an inter – governmental organisation established by the Governments of Botswana, Namibia, and South Africa with a political and economic vision to pursue or contribute towards deeper regional integration through the facilitation of trade between the Member States and beyond. The TKCS attracts self-driven professionals who are passionate. The TKCS invites applicants from TKCMC member states to apply for the exciting position tenable in Windhoek, Namibia.

KEY PERFORMANCE AREAS:

- 1. Strategic Direction** -Execute Strategic Objectives as laid out in The TKCS Score Card and Mou
- 2. Coordination of TKCMC** -Coordinate, plan and arrange TKCMC meetings and discussions within and between the TKCMC countries.
- 3. Project and Program Management** - Develop full scale project plans for specific projects from time to time.
- 4. Enhance Stakeholder Capacity** - Identify, cultivate and maintain strategic partnerships within the TKCMC countries and the rest of the SADC, SACU region to support the development of the TKC
- 5. Budget Management** - To facilitate the building of financial capacity to ensure the long term sustainability of the TKC Secretariat.
- 6. Institutional Development** - Lead the implementation of the MoU which define the establishment of a Permanent Secretariat
- 7. Corridor Development** - Initiate research within areas or issues requiring analysis for the purposed of development within the corridor
- 8. People Management** - Ensure proper resourcing of staff and allocation of work.

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- A post graduate degree in Transport Management/Planning, Transport Economics, Law, Political Science/ International Relations, Economics, Commerce, (a Master in these fields is an added advantage)
- A related qualification plus eight (8) to ten (10) years proven experience with a minimum of three (3) years' experience at managerial level.
- At least seven(7) years professional experience in the area of corridor development, logistics and operations, transit facilitation and corridor marketing.
- Knowledge and Experience of Government processes in at-least one of the TKCMC Member States
- Experience working with multi-national organisations would be an advantage.
- Strong presentation skills, fluently spoken and written English, strong computer literacy skills.

Only Citizens from the TKC Member States are eligible to apply
South African nationals are encouraged to apply.

Submission of applications:

- **Applicants MUST clearly indicate the position they are applying for in the subject heading.**
- **A comprehensive application letter supported by a detailed CV with certified copies of educational qualifications should be addressed to:**

The TKCMC Chairperson

Po Box 23017

Windhoek, Namibia

Applications will be emailed to:

info@tkcmc.com

Queries must be directed to HR Officer

info@tkcmc.com

Tel: +264 61 250071

**IF YOU HAVE NOT BEEN CONTACTED WITHIN FOUR WEEKS AFTER THE CLOSING DATE, PLEASE
CONSIDER YOUR APPLICATION AS UNSUCCESSFUL
CLOSING DATE 28th FEBRUARY 2025 Midnight.**