

SOUTHERN AFRICAN RAILWAYS ASSOCIATION



Job Title : Programmes Coordinator
Location : Harare, Zimbabwe
Employment type : 4 year contract
Date : 07/02/2017

Description of Organisation	The Southern African Railways Association (SARA) is a regional organization that promotes delivery of a cost effective integrated seamless and predictable railway transport service and advocates for a sustainable fair surface transport policy in the SADC region.
Reporting to	Executive Director
Job Requirement	In carrying out his/her duties, the Programmes Coordinator shall be required to travel extensively throughout the SADC region
Main Purpose of the Job	<p>The Programmes Coordinator shall be required to promote, develop and extend the objectives and business interests of SARA through;</p> <ol style="list-style-type: none"> Ensuring that appropriate initiatives in the areas of operations, marketing, safety, equipment, infrastructure and inter- modal competition are put in place Providing advice on desirable interventions to improve cost effectiveness of rail traffic movement in the region Coordinating activities of inter- disciplinary committees responsible for the planning, implementation and review of regional business activities of the railways Conducting himself/herself always in a manner that promotes the image of SARA.
Specific Duties and Responsibilities	<ol style="list-style-type: none"> Identification of infrastructure gaps along regional corridors and coordination of infrastructure development. Monitoring equipment (locomotives & wagons) condition and adequacy for regional operations. Advise on equipment procurement with medium to long term view to standardize equipment interchanged in the region. Coordinating activities of inter- disciplinary committees responsible for the planning, implementation and review of regional business activities of the railways under SARA. Monitoring compliance with agreed technical and safety standards, operating and commercial standards and procedures and recommending remedial action. Coordinating the regional railways training programme on aspects involving training need analysis, course design, liaison with donors on funding and execution of regional training. Operating as the contact person on behalf of SARA for the collection and analysis of regional traffic movement data as well as advising the various committees and regional railways on desirable interventions to improve cost effectiveness of rail traffic movement in the region. Officiating as Secretariat for the regional railways corridor related initiatives in the areas of operations, marketing, safety, equipment, infrastructure and inter- modal competition. Undertaking any other tasks assigned by the Executive Director.
Person Specification	
Education and Certification	<ul style="list-style-type: none"> A minimum of a degree or equivalent in a relevant discipline e.g. economics, marketing, business administration, engineering MBA or equivalent will be an added advantage
Essential Knowledge and Experience	<ul style="list-style-type: none"> A minimum of 5 years experience in a senior position in railway administration in either marketing, commercial, operations or planning departments Knowledgeable of railway operations in the SADC region Strong analytical, conceptual, communication and computer skills. Ability to establish effective working relationships internally and externally Should be proficient in the English language. A working knowledge of Portuguese and/or French will be an added advantage.
Application Process:	Please send an application comprising a detailed CV and cover letter to the Executive Director bcbotana@sararail.org Deadline: 31/03/2017. Applicants must be Southern African Development Community citizens in countries that have SARA membership.