

Implemented by:



AFC Agriculture and Finance Consultants GmbH
Baunscheidtstr. 17 \ 53113 Bonn \ Germany

VACANCY ANNOUNCEMENT

Background of the project

Since 2012, Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) has been supporting the Southern African Development Community (SADC) with a Technical Assistance module entitled 'Transboundary Use and Protection of Natural Resources' (TUPNR) from 2015 – March 2021.

As a follow up to TUPNR, the Federal Ministry of Economic Cooperation and Development (BMZ) through GIZ initiated the Climate Resilience and Natural Resource Management (C-NRM) Programme in April 2021 to support the SADC Food Agriculture and Natural Resources (FANR) Directorate, and to ensure that climate change is systematically taken into account in the cross-border management of natural resources in the SADC region.

Subsequent to an international procurement process, implementation of the C-NRM Tourism Component has been outsourced to AFC/Gopa Consultants.

Vacancy description

The C-NRM Tourism Component implemented by the AFC/Gopa Consultants seeks to appoint a suitable candidate for position described below:

- Position:** Project Admin and Logistics Assistant
- Contract Category:** Full-time position (consulting contract)
- Location:** GIZ C-NRM Offices: Gaborone, Botswana
- Contract Period:** 01 October 2023 – 30 April 2024

Responsibilities

The Contractor is responsible for the execution of tasks related to general office management, secretariat, financial and staff administration assistance. The Contractor is responsible for seeing that the service in AFC team of C-NRM is provided in accordance with AFC financial and accounting procedures. The Contractor is responsible to treat information confidentially.

The Contractor will perform the following core tasks (nonexclusive list):

- Provide administrative, logistics and secretarial services to the project.
- Keep a project filing system for access by the team of consultants and update it weekly.
- Keep project information databases updated on a weekly basis.
- Support project procurement processes and other administrative issues
- Organize workshops and meetings and arrange logistics for project events.
- Organize team project meetings and prepare respective minutes as and when required.
- Support with financial accounting/record keeping of operational and small project expenses as and when required.

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Johannes Buschmeier



- Office assistance and general coordination of activities, including coordinating with suppliers, physical resources (vehicle, workshop equipment, ICT equipment, etc.) and services (hotel booking, travel arrangements) payments to suppliers. Filling documents, etc.
- Assist with financial and narrative reporting in necessary format relating to AFC/GIZ requirements on project operational expenditure as and when required.
- Organize and coordinate logistical and other aspects for planning, holding and documenting meetings, workshops, seminars, and other events.
- Support project team with administrative and logistical matters as and when required.
- Prepare and arrange programmes for visitors, make travel arrangements (such as booking tickets, flights, hotel reservations, transport etc.) evaluates hotel prices and negotiates better room rates (where possible).

In addition, the Contractor will support the Team Leader to ensure effective working within the AFC team in carrying out their mandate, and any additional tasks to the core tasks listed requested by the Team Leader deemed necessary for successful AFC teamwork.

Competencies

- Excellent communication skills to handle stakeholders with different interests.
- Strong result orientation
- Strong organizational skills
- Strong problem-solving skills
- Very good English language skills, both written and oral
- Excellent computer skills esp. Microsoft Office
- Willingness to upskill as required by the tasks to be performed

Required qualifications and experience

Degree/diploma or similar qualification from a recognized college/university (e.g., management business administration), or a comparable combination of other training and extended experience of three years.

Applicants who apply should enclose current CV, certified copies of certificates, ID/Passport, and two traceable references.

Applications should (**ONLY**) be sent to the following addresses: Salifou.Siddo@afci.de and Rorly.Sherwen@afci.de

Closing date for application is 31 August 2023.

For further information please contact:

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Please note that only shortlisted candidates will be contacted.