



## Vacancy Announcement #054/2025

### Finance Manager (Regional Position)

### Strengthening the capacities of IGAD and its member states to support regional migration policies (SCIDA).

**Contract duration: 31.01.2027**

**Application deadline: 10.06.2025**

**Duty station: Djibouti**

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is a German public-benefit company operating on behalf of the German government. As part of the German Development Cooperation, GIZ implements projects aimed at supporting its partners' development goals.

The Regional Transformation Cluster, headquartered in Djibouti, comprises four regional projects with a total of 30 staff. Its political partner is the Intergovernmental Authority on Development (IGAD), established in 1996. As of 2024, IGAD includes eight member states: Djibouti, Eritrea, Ethiopia, Kenya, Somalia, South Sudan, Sudan, and Uganda, although Eritrea's membership is currently suspended. IGAD's vision is to become the leading Regional Economic Community (REC) for promoting peace and sustainable development, while its mission is to foster regional cooperation and integration to enhance member states' efforts in achieving peace, security, and prosperity.

## Responsibilities and Duties

### Core Responsibilities

In your role you support the Head of Finance and Administration of the Cluster as well as the officers responsible for the commission in all issues related to financial management for the given stages in the project cycle, budget planning and costing, and the procurement of materials, equipment and services. You are the general contact for all matters pertaining to the thematic area assigned to you. You work on all job orders within your remit and are the main contact for advising managers and other staff members on all issues in the thematic area.

You clearly communicate the relevant requirements, conditions and restrictions in terms of your capacity to act with due regard for compliance rules and P+R. Financial steering of the project is performed cooperatively, cost-effectively and efficiently.

You are responsible for the correct processing and monitoring of all payment flows and for ensuring the supply of funds to the programme, in consultation with the relevant sectoral division(s) and the country office, and coordinate all administrative work related to financial management. You also assist in the preparation of financing agreements and any other contract type.



You guarantee comprehensive reporting on the finances of the project(s) at regular intervals, hereby enabling the officer responsible for the commission or your line manager to anticipate and document the financial impacts of all project activities. Identifying and assessing commercial risks play an important role in this context.

You are involved in ongoing process development within your remit, are responsible for knowledge management and prepare and share documentation.

If required, you also support other experts in familiarizing themselves with and performing their tasks.

You perform the tasks assigned to you by your line manager, where required

## Main Tasks

### Overarching

- Capacitate the team on financial rules, standards, and guidelines to ensure commission compliance and integrity.
- Build and maintain networks with financial managers at local, regional, and national levels to support the commission goals.
- Assist in managing external and internal audits, ensuring strong internal controls are maintained.
- Prepare and ensure quality of financial reports and file financial documents on DMS, according to GIZ standards.

### Financial Management

- Support the financial setup of the commission and cluster structures.
- Manage the commission finances and contracts in coordination with the Head Office, Country Office, and Cluster Administrative Unit, among others:
  - Ensure effective cash flow management and monitoring of the project's real accounts.
  - Prepare annual and monthly expenditure plans and monitor commission value, commitments, costs, and residual funds.
  - Analyze variances in the budget along with a narrative description of budget implementation.
  - Manage receivables, payables and prepare final invoices.
- Manage financing agreements and service contracts:
  - Lead efforts on costing, input specification, and ongoing financial monitoring and reporting, ensuring alignment with the specified terms and standards of the commissioners, partners, and recipients.
  - Oversee and follow up on timely payments, receipt of financial reports, audit preparation, and closure of expired agreements.
  - Maintain contract monitoring sheets
- Address internal control findings and audit recommendations.
- Ensure financial reporting complying with KOMP standards.



- Act as the main point of contact for financial issues with commissioners, partners, and recipients.

### **Procurement and Contracting**

- Prepare and manage procurement of goods and services including tenders and contracts, all in line with P+R requirements.
- Ensure robust internal controls and compliance with applicable regulations and EU sanctions list requirements.

### **Administration**

- Supervise the coordination of workshops, travels and trainings.
- Coordinate project infrastructure needs, including facility management, logistics, fleet, and IT services, in consultation with the line manager and country office.

## **Required qualifications, competences, and experience**

### **Qualifications**

- University degree in finance, economics, business or public administration, or a related field (equivalent of BA or MA).
- 5 years of experience in international projects, preferably in administration and finance roles in multi-country projects.
- Fluent command of English and proficient knowledge of French.

### **Professional Experiences**

- Proficiency in ITC technologies and financial management software, including MS Office, Cost Control, Winpaccs, and SAP. Previous experience with GIZ financial tools and procedures is advantageous.
- Ability to cope with stress and to organize/prioritize workload under tight deadlines.
- Ability to motivate, coach, and support staff (a team player).
- Strong result and solution orientation and ability to work independently.





## Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via [recruitment-ethiopia@giz.de](mailto:recruitment-ethiopia@giz.de)

### Note:

Please make sure you mention the vacancy number and position title **‘Your full name | Finance Manager #054/2025’** in the subject line of your email application.

Due to large number of applications, we categorise applications with the vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

*Only short-listed candidates will be contacted.*

*We encourage persons with disabilities to apply for the position. In case of equal qualification, persons with disabilities will be given preference.*

*Applications from qualified women are encouraged.*

*“Please refer to our [brochure](#) to learn more about GIZ’s attractive benefit package.”*

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