

Salary Band 5	Senior Finance Manager: CCPS
Reports to:	CCPS Cluster Coordinator (AV)
Duration	Until 31 December 2026

1. BACKGROUND

The **Centre for Cooperation with the Private Sector (CCPS)** was established at the beginning of 2014 to coordinate the **Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)** South Africa's strategy for cooperation with the private sector. It is an umbrella unit responsible for implementing various regional or global programmes all with the aim to promote private sector cooperation. The CCPS programmes include:

- **Team Europe Initiative IYBA-SEED** "Investing in Young Businesses in Africa - Supporting Entrepreneurial Ecosystem Development", with a special emphasis on women and young people. This is a Co-financed project supported by the EU and BMZ.
- The **Employment and Skills for Development in Africa (E4D)** which aims to create smart, sustainable solutions for economic development promoting micro- and small business development, enhancing skills and employability and supporting inclusive value chains. It seeks to create jobs and improve the employment situation, together with the recently commissioned started **WE4D (Promoting female employment for Africa's green transformation)**.
- The **Natural Resources Stewardship Programme (NatuReS)** which promotes collective action of multiple stakeholders to protect and manage natural resources while safeguarding investments in key economic zones, creating and securing jobs, boosting awareness of natural resource stewardship to be embedded into key institutions so they can drive policy and practice.
- The **Access Benefit Sharing (ABS) Compliant Biotrade in Southern Africa (ABioSA)** aims at creating a high-growth jobs-rich and innovative biotrade sector that complies with international and domestic ABS regulations. It contributes to the livelihoods of rural people and the productive use of South(ern) Africa's plant biodiversity.
- The **BioInnovation Africa (BIA) - Equitable Benefit-sharing for the Conservation of Biodiversity** in collaboration with ABioSA aims to strengthen

European-African partnerships and Private Sector engagement for biodiversity-based innovations and products with equitable benefit-sharing for conservation and sustainable use of biodiversity.

A. RESPONSIBILITIES:

The Senior Finance Manager is primarily responsible for the financial and administrative processes of the EU supported TEI IYBA-SEED programme as well as having a Coordination and management of the CCPS Cluster. The CCPS finance and administration team are responsible for managing all contractual and financial tasks of the projects in line with GIZ rules and regulations.

In particular, the Senior Finance Manager is responsible for:

- Financial management of all projects in the CCPS cluster.
- Disciplinary supervision of all finance and administration colleagues within the CCPS
- Mentoring of the finance specialist within the cluster.
- Coordinating with the Administration manager
- Supporting in the preparation or commercial quality assurance of Annex 3a (cost development) and 3b (KOMP report) to the project progress report. In particular, the allocation of cost to outputs and collaboration in the preparation of the forecast for the projects subjected to KOMP (KOMP=cost per output monitoring and forecast).
- Financial and commercial coordination and communication with relevant organizational units at GIZ headquarters and country office
- Support internal control processes incl preparation, liaise with internal controllers and follow-up on findings, implement findings and resolve issues sustainably, incl for audits and external audits esp. for financing contracts and co-financing.
- Ensuring that applicable procurement regulation as per PuR are complied with by contracts, finance and logistics colleagues in executing their respective functions.
- Ensuring active receivables and payables management by contracts, finance and logistics colleagues and coordinate with country office.
- Advising the Cluster Coordinator and DVs on financial technical issues relating to co-financing and other related topics.
- Contact person for all commercial issues within the cluster.
- Ensuring efficient, transparent and economical use of financial and commercial support processes (use and implementation of IT tools), in particular SAP, onSITE Reporting and onSITE Operations.

- Advising Cluster Coordinator and DVs, logistics, finance and contract officer(s) in commercial decisions.
- Ensure compliance with company-wide procedures, country-specific guidelines and other legal requirements.
- Ensure that at the end of project, all necessary catalogues of measurement that are mandated by the GIZ rules and regulations are observed regarding the closure of the project. Ensure that files are completed and archived, both online and offline where required, in-line with GIZ regulations. Prepares shipment for archiving relevant voucher folders.
- Managing relevant *Leistungspakete* and *Arbeitsaufträge*.
- File documents in reference files or in document management system in line with DMS guidelines & ensure completeness especially for File B, C and E.

B. TASKS:

1. Procurement, Finance, and Administration

The Senior Finance Manager: Supervises the work of the CCPS finance and admin team, to ensure that the team is efficient, organized and able to timely respond to all CCPS programmes needs in accordance with GIZ process.

- Contributes to the network of GIZ finance managers and takes part in the monthly finance manager meetings, from which regular briefings will be provided to the cluster colleagues.
- Interact with GIZ Country Office and headquarters on all relevant financial issues. Keeps abreast of all latest developments and changes and informs the cluster colleagues thereof.
- Provides quality assurance on finance and procurement process and follow-up with relevant colleagues.
- Prepares annual/monthly budgets for all service packages within the CCPS cluster in coordination with the cluster coordinator/AV/DV.
- Ensures compliance with financial requirement and reporting for co-financed measures specifically the EU funded project (TEI IYBA) and SECO funded.
- Maintains regular contact and well-functioning information sharing with the communications, logistics, finance and contracts officers within the cluster, counterparts and GIZ office.
- Ensure that all spending and costs are booked to the proper programmes sub-accounts /packages.

- Advises and assists technical advisors about rules and regulations relating to contracts management within GIZ structures including SAP.
- Provides overview of cash funds and budget planning to the CCPS cluster AV/DV
- Manages confidential files, specifically in the areas of personnel and finance.
- Ensures timely clearing of unsettled/open items.
- Oversee and manage the FNB bank account including authorizations and payments.
- Ensures that request for funds (Grants, FA, LS) comply with GIZ requirement before submission to HQ.
- Assist with logistics and procurement of services and goods, as and when needed in line with GIZ processes and regulations.
- Assists in tender processes in project for procurement of both services and goods (contracts and procurement), receiving and opening of bids, technical evaluations, invoice checks and sign offs.
- Oversees the Inventory and Assets management, as well as handover of assets to political partners.

2. Entrepreneurial action

- Efficient, transparent and economical use of financial and commercial support processes.
- Ensuring that funds can be settled with the commissioning party or Client.
- Implementation of GIZ's compliance and integrity policy, acting as the compliance and integrity officer.

3. Other duties / Additional Task

- Performs other duties and tasks at the request of management.
- Attends relevant administration and finance meetings regularly.
- Updates the teams of the relevant programmes on new regulation and administrative changes set in SA and EU office.

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications:

- A University degree in Applied Accounting Science or qualification in business administration is desirable (equivalent of BA or MBA).

Professional Experience

- At least 10 years' professional experience in a comparable position.
- Experience with GIZ finance and administration management (advantagios)
- Experience with managing EU donor funds (advantagios)
- Experience on SAP, Onsite Reporting and Operations IT systems.

Other knowledge, additional competences

- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g., MS Office).
- Very good knowledge of the European language widely used in the country, ideally a knowledge of German will be an advantage.
- In-depth understanding of financial planning and accounting.
- In-depth knowledge of procurement and contracting processes
- Willingness to travel as and when required.
- Experience with CoFis will be an added advantage.
- Broad experience of management and administration.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

D. ADDITIONAL INFORMATION

- This position is based in **Hatfield, Pretoria**.
- The contract period for this position is until **31 December 2026**, in line with commission period of the **TEI IYBA SEED programme**.

E. APPLICATION PROCESS

Suitable candidates should apply by submitting a **motivation letter (concisely 1 page)** stating ***why they should be the preferred candidate and their desired salary range***. This should be accompanied by a **detailed CV and indicating their nationality** to: recruit-pretoria@giz.de, with the email subject line ***“Application for CCPS Snr Finance Manager”*** for the attention of Head of Human Resource.

Closing date for applications **02 May 2023**

Please note that only shortlisted candidates will be informed!

Applications without a motivation letter will not be considered!