

VACANCY ANNOUNCEMENT

The GIZ “Cooperation for the Enhancement of SADC Regional Economic Integration” (CESARE) program has been commissioned by the German Government (BMZ) and is a cooperation program with the Southern African Development Community, represented by the SADC Secretariat. It builds on a longer history of previous projects working in similar thematic areas and relevant institutions in all 16 SADC Member States. The overall objective of the program is improvement of regional economic integration in the areas of trade and industrialization in SADC member states. The Program includes several EU co financing.

Therefore, CESARE seeks to strengthen its finance & administrative unit with a Finance Specialist as technical and coordinating focal point of the unit and therefore invites suitably qualified and experienced individuals to apply for the following position:

1. FINANCE SPECIALIST

Job Title : Finance Specialist
Salary Grade : Administrative, Band 4 (Regional Position)
Location : Gaborone, Botswana
Duration : immediately until 30.09.2026 (with possibility of extension)

Under the supervision of Senior Finance Manager, the Finance Specialist assumes and carries out independently the following responsibilities and duties:

A. RESPONSIBILITIES:

Assisting the Senior Finance Manager with: Coordinating activities of the unit to ensure effective and efficient processing in compliance with GIZ internal rules and regulations.

B. TASKS:

1. Finance

- Support preparation of the project cost calculation
- Monitor correctness and completeness of payment and accounting vouchers and supporting documents as well as journals
- Conduct monthly follow up on open and unsettled items and error sheets provided by the country office
- Prepare jointly with Senior Finance Manager for Internal Control audits and assure implementation of audit recommendations
- Prepare Onsite Operations and Reporting
- Support Senior Finance Manager with KOMP report
- Administer creditors and debtors, including Grants, Financing Agreements, Local Subsidies and Local Consultants.
- Obligo and receivables clearing

2. Procurement/Finance Agreements

- Ensure proper processing of procurement of goods and services: use of standard PuR templates / complete documentation of procurement award / contracting
- Ensure regular and timely update of contract monitoring sheet as well as procurement of material and workshops
- Support the Senior Finance Manager with quality check of documentation before commencement of contracting processes, ensuring compliance with P+R and completeness of documentation
- Prepare financing agreements and provide advice to technical staff on financing agreements including cross checking advance payment against settlement etc.
- Review proposal from potential recipient of grants, monitor and follow financial agreements with partners (capacity building, explaining of GIZ rules)
- Follow up of invoicing and submissions of accounting for financing arrangements, performing arithmetic and plausibility checks, and providing hands on support to contractual parties

3. EU Co-Financing

- Support Senior Finance Manager with rebooking of ineligible costs
- Support preparation of financial reports to EU
- Ensure compliance with the terms of the co-financing agreement
- Monitoring disbursements, reporting to Senior Finance Manager, project managers and program manager.

4. Logistics/Inventory

- Managing processing and use of project materials
- Monitor use of office vehicle and fuel consumption
- Supervise the update of yearly inventory list and assists

5. Administration

- Ensures that physical contracts, procurement, and finance files are stored and labelled according to GIZ regulations
- Contributes actively to improving processes within the Admin/Finance/Procurement unit

Perform other duties and tasks as may be requested by the Senior Finance Manager

C. REQUIREMENTS

Qualification

- University degree (BA) in business administration or any related qualification

Professional experience

- Minimum of 8 years work experience in a comparable position
- Minimum of 5 years work experience in an international organisation
- Excellent knowledge of GIZ internal rules and regulations, practical knowledge of EU co-financings is an additional asset

Other knowledge, additional competences

- Very good working knowledge of standard ICT applications of MS Office (Word, Excel, PowerPoint, Outlook) and willingness to obtain proficiency in GIZ-specific applications
- Proven fluency in written and spoken of English language
- Result-driven and resource-oriented way of working

- Ability to work under time pressure and being able to multitask
- Willingness to learn independently and proactively

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

Applications should be addressed to: Head of Human Resources
P / Bag X12, Village
Gaborone

E-mail address: hr-botswana@giz.de

OR

Hand delivered to: 2nd floor Motswere building, Prime Plaza II, Plot 54359,
New CBD, Gaborone

Closing date for application is 09.08.2024.

Please note that only shortlisted candidates will be contacted.

GIZ Botswana is an equal opportunity employer, therefore it encourages applications from all qualified and eligible candidates regardless of their gender, religion/belief, origin, disability, and/or any other minority group. We are committed to creating an inclusive working environment for all employees.