

Salary Band 4A	Finance Officer
Reports to:	Senior Finance Manager
Duty Station	Hatfield, Pretoria
Duration	01 January 2024 until 30 June 2024 (06 Months Contract)

BACKGROUND

Green hydrogen (GH₂) will be one of the key energy carriers of the future and the basis for a variety of Power-to-X (PtX) products like green ammonia and sustainable aviation fuels (SAF). Worldwide, investments are already increasing skyrocketing and the future global demand could be up to 500 million metric tons per year. For South Africa, with its outstanding potential of renewable energy sources and existing hydrogen production facilities, it will be a key component to decarbonize the production of domestic industries like mining, steel, manufacturing and ensure their future growth. At the same time, South Africa will benefit from the global demand and has the chance to become a major exporter of GH₂ and PtX products. GH₂ offers significant economic development and job creation and plays an integral role in supporting a just transition in the South African energy sector.

An essential pre-condition for GH₂/PtX market development is the massive expansion of low-cost renewable energy (RE) capacities, the establishment of favorable political and regulatory framework conditions, the mobilization of foreign investment and a far-reaching capacity building and skills development initiative.

On behalf of the **German Federal Ministry for Economic Cooperation and Development (BMZ)** and in close cooperation with the **South African government**, the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is implementing the programme H2.SA with the aim “to promote a green hydrogen economy in South Africa”.

- The programme has four components:
- Strategy, Policy & Regulatory Framework
- Private Sector Cooperation
- Capacity Building, Research & Innovation
- Sustainability & Just Transition

While the position is advertised under the GH2 programme the Contracts and Finance Officer will form an integral part of the Energy Cluster Finance and Administration team.

A. TASKS AND RESPONSIBILITIES:

Finance Officer is responsible for:

- Management and administration of Financing Arrangements, Service contracts and Procurement of Goods and Materials in accordance with GIZ rules and regulations
- Administration of the project finances
- The Contract and Finance Officer will work as part of the GIZ- SA Energy Cluster Finance and Administration team that includes the South African-German Energy Programme (SAGEN), the Energy Partnership and the Energy Efficiency in Public Buildings and Infrastructure Project (EEPBIP), H2.SA, SAGEN-CET, PtX Pathways, and other global and Bilateral projects supported by the Energy Cluster portfolio.

1. Management and Administration of Financing Arrangements, Service Contracts, and Procurement of Goods and Materials

- Support technical advisors in preparation of documents for the respective instruments mentioned above, including but not limited to:
 - advising technical staff on procurement and contractual requirements of all instruments applied according to the most recent GIZ's rules and regulations "PuR".
 - ensure completeness of all necessary documents required for a particular instrument to be processed.
 - liaise with GIZ country office during preparation and management of the contracts

- liaise with the contractors on contractual issues.
 - ensure completeness of all necessary documents required for the commercial and legal eligibility checks of potential financing agreement recipients (KEP)
 - liaise with financing agreement recipients on contractual and financial reporting issues.
- Ensure that correct documentation is received for contract preparations.
 - Maintain and update a contract management system, including contract schedule, due dates, payment schedules, expiry dates, etc.
 - Guide and support grantee on GIZ's financial and administrative processes and rules.
 - Organize/participate in inception meetings and present GIZ financial processing requirements to grantees and service providers.
 - Check all accountability for financing arrangements and advise the recipient and cluster finance manager.
 - Advise grantees on financial reporting guidelines and amendment processes where necessary.
 - Ensure that the contract documentation and related communication is filed in the contract file and that all contracts are filed electronically on GIZ's document management system (DMS)
 - Monitor invoices received against contracts, follow up on payment obligations arising from contracts and act as liaison between GIZ technical staff in charge of specific work streams and the GIZ country office.
 - Ensure that reports relating to individual outputs are file electronically DMS.
 - Manage all assets procured according to GIZ rules and regulations.
 - Monitor end dates of contracts and ensure that necessary contract extensions are prepared in time and also advise on the applicable procurement process according to GIZ's rules and regulations ("PuR")

1. Finance Administration

- Support the planning and monitoring of the annual cash flow and the programme budget in cooperation with the Financial Manager and Senior Finance Manager

- Support the preparation of annual spending projections and monthly updates.
- Support the preparation of annual internal controls, cooperate with the internal control officer and ensure that the recommendations are implemented.
- Ensuring the quality checks of all invoices for services, consultants, and logistics contracts, ensuring arithmetical correctness and completeness of required supporting documents in addition to compliance and adherence to GIZ financial regulations prior to approval processes.
- Support the country office in commitment reduction as implementation of different instruments progress.

2. Any other duties and tasks as per the request of the management

- Perform other duties and tasks at the request of management.
- Attend meetings on a regular basis.

The Contract and Finance Officer will ensure that all tasks will be performed in line with GIZ rules and regulations PuR.

B. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications:

- A University degree in the field any of the following fields, Supply chain, Accounting, Finance, Public Administration, Business Administration or equivalent

Professional Experience:

- At least 5 years of professional experience in a comparable position
- Proficiency in Microsoft Office, in particular Word and Excel
- Process oriented and the willingness to learn GIZ internal Rules and regulations.
- In-depth understanding of financial planning and accounting
- High attention to details and preciseness. Structured approach for working under pressure and strict deadlines.
- Administrative and project management skills
- Team player
- Fluency in English

C. ADDITIONAL INFORMATION

- The position will be based at the GIZ Offices in Hatfield, Pretoria.
- When supporting project counterparts, the Technical Advisor will either work at their offices (mainly Gauteng) or practice mobile work.
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.
- The successful candidate will be expected to start full-time employment with GIZ on a fixed term 06 months contract. The contract period for this position is from **01 January 2024** until **30 June 2024**.

D. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

Suitable candidates should apply by submitting a

- **Cover Letter (concisely 1 page)** clearly stating your motivation for applying for the position and as well as salary range expectation.
- A detailed CV.
- Proof of eligibility to work in South Africa (copy of SA ID).

The application should be submitted to: recruit-pretoria@giz.de, with the following email subject line "**Finance Officer**" for the attention of Head of Human Resource.

Closing date for applications: **21st of November 2023**.

Only applicants shortlisted for interview will be contacted.
Applications without a Cover letter will not be considered!