

Salary Band 4	Administrative Specialist
Reports to:	Programme Manager (AV) – PfP
Duration:	Until 30 November 2024 (with possibility for extension)
Duty Station	Hatfield, Pretoria

PROJECT BACKGROUND

Southern Africa is estimated to have amongst the highest prevalence rates of GBV worldwide, in particular of domestic violence. In international comparison the societal acceptance of domestic violence against women is higher in Sub-Saharan Africa compared to other developing countries. Moreover, in Southern Africa women are more likely to justify the behaviour than men. However, African societies are dynamic and in transformation. The gender equality and GBV prevention sectors count on strong local change agents coming to the fore and giving a voice to urban youth and grassroots organisations.

Against this background, the German and selected Southern African Regional Governments have agreed on a joint initiative: The **Partnerships for Prevention of Gender based Violence in Southern Africa (PfP-II)**. This is the follow-on module of the previous project (PfP-I), implemented in five countries: South Africa, Lesotho, Zambia, Namibia and Zimbabwe. In the current phase (12/2021-11/2024), the programme builds on the experiences and successes of the first programme phase. While PfP-I was focused on improving the coordination amongst relevant stakeholders to establish multi-sectoral networks for primary GBV prevention, the new phase will focus on implementation of innovative and context-specific flagships for primary GBV prevention to alter social norms and practices that instigate GBV.

The **overall objective** of the programme is to strengthen the joint implementation of evidence informed Gender Based Violence prevention flagships by regional, national and sub-national stakeholders across sectors in Southern African communities with three outputs: namely:

- **Output 1:** Developing evidence informed collaborative flagships for GBV prevention;
- **Output 2:** Strengthening stakeholders' individual and institutional capacities for the implementation of joint GBV prevention flagships;
- **Output 3:** Strengthening the regional exchange among stakeholders to promote the upscaling of good practices for GBV prevention.

A. RESPONSIBILITIES

The Administrative Specialist will work together with the PfP Regional finance administration team under the technical supervision of the finance manager. In addition to the day-to-day administrative support, the Administrative Specialist will be primarily responsible for preparation of and oversight during implementation of procurement and contracting processes i.e. preparation for service contracts, grant agreements, financing agreements and local subsidies in all countries where the regional programme is implemented. S/he will also support general financial processes, accounting, contract processes, total programme inventory tracking and have a stand in role for the programme Finance Manager, when required.

All tasks will be performed in collaboration with the existing cluster /bundling or anchor project structures on the basis of specific needs per country of PfP implementation and in adherence to the existing SoPs.

B. TASKS

The Administrative Specialist performs the following tasks for the overall PfP programme:

1. Contract management

- Advising the technical team on the preparation of procurement of contracts, financing arrangements and procurement of events and workshops.
- Assist the finance manager in quality check of documentation before commencement of contracting processes, ensuring compliance with P+R and completeness of documentation.
- In coordination with the Finance Manager, initiating procurement requests and follow up coordination with the procurement and contracting offices in country and HQ.
- Accompany legal and commercial eligibility checks for recipients of financing arrangements, advising potential recipients in a solution-oriented manner.
- Organize/participate in inception meetings and present GIZ financial processing requirements in collaboration with the existing cluster /bundle or anchor project structures in the various PfP implementation countries.
- Follow up of invoicing and submissions of accounting for financing arrangements, performing arithmetic and plausibility checks and providing hands on support to contractual parties.
- Monitoring of project contracts, paying attention to the contract timelines and conditions and follow up closure or amendments of contracts.
- Arranging any mandatory contractual audits and accompanying the process and addresses any findings in collaboration with the contractual partners.
- Providing required trainings to financing recipients with regard to GIZ internal procedures for contract management and accounting.
- Provide a professional image of the GIZ procurement competencies by giving special attention to the quality and the transparency of procurement documentation.
- Maintains an efficient filing system and efficient monitoring tools.

2. General Administration

The requirements in the various PfP implementation countries differ according to existing cluster/bundling or anchor project structures, however the administrative specialist will support the following tasks as may be required:

- Coordinate logistical services for travel, events and workshops and for incoming project visitors with relevant administration officers.
- Support travel settlement processes and quality check of documents.
- Liaise closely with the country colleagues (admin and finance specialists) and ensures inventory is correctly kept and administered including having a comprehensive overview of all PfP programme inventory in all countries.
- Coordination of meetings including preparation of participant lists, conference room requests and others as may be required.
- Respond to administration related questions, researching and advising the accordingly in line with P+R including providing appropriate templates.
- Ensuring appropriate document filing on DMS for finance and administration related documents.
- Assist with stand in duties and representation in meetings.

3. Finance related tasks

In collaboration with the finance manager:

- Follow up of clearance of open items i.e. receivables, liabilities and commitments (obligos) in coordination with the respective officers in PfP implementation countries and reports to the finance manager.
- Follow up, conduct arithmetic and compliance checks accounting submitted in relation to project contracts and procurements for all PfP implementation countries in coordination with the country teams.
- Support the implementation of cost per output using onsite operations, advising teams on KOMP coding of vouchers and supporting the technical team with correct coding, system updating of monthly payments and adjustments of planning.
- Assist in preparation supporting documents, file notes and self-prepared vouchers required for completeness of bookings where required.
- Provide direct support to implementing partners (recipients of financing) in costing of proposal budgets, advise on sound spending in accordance with proposed budgets and submission of sound accounting documentation to GIZ.
- Develop necessary monitoring tools for managing open items and providing quick updates/overview to the project management.
- Support the update of the signatory policy covering all programme implementation countries.
- Support internal control processes.
- Perform other tasks as may be required.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

1. Qualifications:

- University degree, in Business Administration, finance, economics or equivalent
- Additional qualifications in accounting, contract management or procurement is advantageous

2. Professional Experience

- At least 5 years' relevant professional experience in a comparable position
- Proven experience in managing procurement processes or in contract management
- Experience in preparation and support of large events, trainings and workshops
- Experience working with knowledge information management systems
- Experience working in development cooperation agencies and/or CSOs is an asset.

3. Other Knowledge, Additional Competences

- Excellent working knowledge of IT technologies (commonly use software, phone, email, the internet) and standard MS Office applications (e.g. Outlook, Word, Excel, PowerPoint);
- Experience with GIZ internal IT systems (SAP, OnSite) will be an added advantage
- Very good communication skills, fluent spoken and written in English
- Sensitivity to customer service
- Ability to quickly understand instructions, ask for clarification when needed, adapt and work independently with limited supervision to produce results on time
- Willingness to upskill
- Motivation to work in a multi-cultural work environment, good team player
- Valid driver's license is an added advantage
- Ability to travel internationally in the SADC region.

D. ADDITIONAL INFORMATION

- This position is based at GIZ in **Hatfield, Pretoria**.
- The contract period for this position is until **30 November 2024**, with possibility of extension.
- The position is a support function to the Finance Manager of the regional programme and covers PfP implementation in South Africa, Lesotho, Zambia,

Zimbabwe, Namibia and Botswana. The applicant should be open to intermittent travel within the region

- 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.

E. APPLICATION PROCESS

Suitable candidates should apply by submitting:

- A motivation letter (**max. 1 page**) stating why they should be the preferred candidate, the value added they will bring to the project and their **desired salary range**.
- This should be accompanied by a **detailed CV and indicating their nationality**. **Applications should be submitted** to: recruit-pretoria@giz.de, with the email subject line "Application for **Administrative Specialist**" for the attention of **Head of Human Resource**.

Closing date for applications: **14th July 2023**.

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!