

VACANCY ANNOUNCEMENT

The Southern African Development Community, with the support of the German Federal Ministry for Economic Cooperation and Development, the Austrian Development Agency as well as the European Union implements the Programme “Strengthening the National-Regional Linkages in SADC” (SNRL) in SADC. The programme contributes to the acceleration of progress towards the implementation of the SADC regional integration. Its specific objective is to strengthen SADC regional integration through the implementation of the SADC legal and strategic framework in Member States.

SNRL provides tailor-made and consistent technical, organisational and methodological advice to operational partners (i.e. Member States’ coordinating structures and their stakeholders) on the implementation of regional strategies at national level; strengthens regional exchange on best practices; effectively coordinates various modalities of support (e.g. short-term consultancies, grants) and ensures coherence between them; and efficiently, effectively and transparently administers the programme’s resources..

1. FINANCE AND ADMINISTRATION SPECIALIST

Job Title: Finance and Administration Specialist (National)
Job Category: Professional, Band 4
Location: Gaborone, Botswana
Place: GIZ "Strengthening the National-Regional Linkages in SADC
(SNRL)"Programme
Duration: 01.06.2025 until 30.11.2028

A. RESPONSIBILITIES:

The Finance and Administration Specialist will be responsible for providing financial and administrative support to the programme in line with GIZ rules. He/she will assist the Finance Manager in all administrative and financial tasks

1. Finances

- 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 Finance Manager for Internal Control audits and assure implementation of audit recommendations
- Prepare Onsite Operations and Reporting
- Support Finance Manager with cost-output monitoring (KOMP) report including coding of vouchers
- Administer creditors and debtors, including Grants, Financing Agreements, Local Subsidies and Local Consultants.

- Commitments and receivables clearing
- Support in administrative processes within the project (Petty cash management, conduct monthly closures, assist with bank book)
- Support of administration and contracting processes where needed
- Maintain the Project filing system according to GIZ regulations
- Control the use of supplies in the Project Office and initiate their timely replenishment

2. Procurement/ Finance Agreements

- Ensure proper processing of procurement of goods and services: use of standard GIZ templates / complete documentation of procurement award / contracting
- Coordination of external service providers (e.g. IT, facilities management)
- Ensure regular and timely update of contract monitoring sheet as well as procurement of material and workshops
- Support with quality check of documentation before commencement of contracting processes, ensuring compliance with GIZ rules and regulations 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 proposals 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 plausibility checks, and providing hands on support to contractual parties

3. EU / ADC Co- Financing

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

4. Logistics/ Inventory

- Managing inventory processing and use of project materials
- Monitor use of project vehicles and fuel consumption and produce periodic fuel consumption reports
- 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
- Provision of support for logistical processes including workshops, conferences, and internal meetings.
- Contributes actively to improving processes within the Admin/Finance/Procurement unit

B. REQUIREMENTS:

Qualification

- Degree in Business Administration with specialization in accounting or related. Additional relevant professional training and courses are an asset.

Professional experience

- Minimum of 5 years' professional experience working with an international organization, multinational company, or a comparable institution based in Botswana.
- Experience working with an international donor, such as the European Union (EU), will be considered an asset.
- Exceptionally good working knowledge of standard ICT applications of MS Office (Word, Excel, PowerPoint, Outlook) and willingness to obtain proficiency in GIZ-specific applications

Other knowledge, additional competences

- Knowledge in SAP is a plus
- Proven fluency in written and spoken English language
- Experienced in working with a diverse team
- Result-driven and resource-oriented way of working
- Thinking out of the box is a big asset

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

Applications should be addressed to: Head of Human Resources (HR)
Private Bag X12, Village
Gaborone

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

Closing date for application is 14 May 2025.

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.