

VACANCY ANNOUNCEMENT

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) invites suitably qualified and innovative individuals who are agile, flexible, highly motivated, and eager to learn to apply for the position of Regional Finance Manager.

1. REGIONAL FINANCE MANAGER

Job Title : Regional Finance Manager
Salary Grade : Professional, Band 4
Location : Gaborone, Botswana
Place : GIZ Project Finance Management Service Unit
Contract Period : start immediately until 31.12.2027 (with possibility of extension)

A. RESPONSIBILITIES AND TASKS

Under the supervision of the Head of Service Unit – Project Finance Management, the Regional Finance Manager carries out the following responsibilities and tasks:

1. Overarching tasks

- Work in and with networks, network with financial managers at the local, regional and national levels.
- Explain commercial rules, standards and guidelines
- Assist in managing external and internal audits and internal controls

2. Key area of financial management

- Participate in the commercial set-up of new and follow-on projects together with the officer responsible for the commission, Head Office and the field structure.
- Support the officer responsible for the commission in managing commercial aspects of the commission together with the relevant country office, the regional department, the Financial Management Advisory Services Division, the Financial Services Division and ELVIS, above all

- cash management and monitoring.
 - monitoring of the commission value and commitment authorisation, costs, residual funds and current contracts.
 - commitment management
 - receivables management
 - preparation of the final invoice
 - Support with advising the projects on commercial issues
- Involvement in initiating and implementing cofinancing arrangements, above all
 - initiation, costing the specification of inputs in consultation with the officer responsible for the commission
 - ongoing monitoring and reporting, taking into account the requirements of the commissioning party/client/co-financier
 - preparation of external audits and support for the auditors
- Monitoring the implementation of IC Findings and action taken to address objections raised in audit reports
- Ensure reporting in accordance with the allocation of costs to outputs (KOMP).
- Act as a contact person for the project partner and/or financing recipients in relation to commercial issues

3. Key area of procurement and contracting

- Preparing and monitoring the contracts entered into via the country office and/or Head Office in accordance with the requirements of P+R, above all service and financing agreements, construction contracts, etc.
- Compliance with the EU sanctions list check in accordance with P+R and departmental and country requirements

4. Key area of administration

- Involvement in the coordination of the project infrastructure in consultation with the line manager and the responsible country office.

B. REQUIREMENTS:

Qualifications

- Professional Accounting Qualification e.g. ACCA, CA, CIMA, or Degree in Accounting coupled with a Bachelors/master's degree or equivalent

Professional experience

- 5 years of relevant professional experience in international organizations.
- Proven professional experience with responsibility for commercial tasks.
- Proven experience in data-driven financial steering of EU and donor-funded projects.
- Demonstrated experience in building forecasting models and performance dashboards.
- Experience in developing automated reporting systems and improving data quality.
- Proven experience in financial and contract management for various types of GIZ projects (EU and BMWK/IKI is desirable).

Other knowledge, additional competences

- Very good knowledge of relevant standards, IT tools (SAP, KOMP, MS Office, etc.) and processes for service and financing contracts (including competitions, commercial suitability and audits).
- Advanced Excel skills (Power Query, complex modelling)
- Proficiency in BI tools (Power BI, Tableau or equivalent)
- Knowledge of SQL or Python for financial data analysis (desirable).
- Ability to convert financial data to strategic recommendations for senior management.
- Excellent communication skills.
- Ability to clearly and concisely express ideas and concepts in written and oral form
- Ability to establish harmonious working relations in an international and multicultural environment.
- Service-oriented attitude
- Self-motivated, organized and pro-active team player, able to work independently with excellent output

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

Closing date for application is **30.03.2026**.

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.