

VACANCY ANNOUNCEMENT

Background

The thematic cluster "**Climate – Energy – Natural Resources**" is an organizational structure of GIZ Botswana / SADC managing a portfolio of various projects funded by different ministries of the German Government. The projects implement in different countries within the SADC region focusing on climate change, energy efficiency, tourism and management of natural resources, fisheries, and water.

The cluster seeks to strengthen its finance and administrative unit with a total of five staff by hiring a **(Regional) Finance Manager** to lead and steer the unit as disciplinary and technical supervisor.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH therefore invites suitably qualified and experienced individuals to apply for the following position:

1. FINANCE MANAGER

Job Title : (Regional) Finance Manager
Job Category : Professional, Band 5
Location : Gaborone, Botswana
Place : GIZ Cluster "Climate – Energy – Natural Resources"
Duration : 06.01.2025 until 30.06.2026 (with a possibility to extend)

Under the supervision of the Cluster Coordinator, the (Regional) Finance Manager assumes and carries out the following responsibilities and duties.

A. RESPONSIBILITIES:

The (Regional) Finance Manager will take over the disciplinary and technical lead, as well as the general supervision of the cluster's finance and administrative unit and staff. He/she will coordinate activities of the unit to ensure effective and efficient processing in compliance with GIZ internal rules and regulations (quality control). The position also includes efficient and smooth communication and cooperation with the cluster's technical staff, as well as staff at GIZ country offices throughout the SADC region.

B. TASKS:

1. Finance

- Ensure monitoring of cluster funds within GIZ financial key indicators.
- Ensure monthly follow-up on receivables and commitments of the cluster's projects.
- Monitor timely submission of regular VAT refund claims and follow-up on actual refund.

2. Accounting

- Monitor correctness and completeness of payment and accounting vouchers, and supporting documents,

- Monitor monthly follow-up on open and unsettled items and error sheets provided by the country office.
- Ensure timely preparation and countersign monthly closing of accounts.

3. Procurement

- Ensure proper processing of procuring goods and services: use of standard templates / complete documentation of procurement award / contracting.
- Ensure timely update of contract monitoring sheet.
- Support the cluster projects in setting up and monitoring financing arrangements (grants, local subsidies etc.).
- Monitor timely and proper processing of inventory of the cluster's projects within OnSite Asset.

4. Administration

- Ensure the implementation of internal control and audit recommendations.
- Ensure that physical files are filed and labelled according to GIZ regulations.
- Supervise the preparation of handing over of files to country office / headquarters upon closing of projects.
- Advise technical, administrative, and financial staff on application of GIZ guidelines and PuR.
- Contribute actively to improving processes within the cluster's finance and administrative unit.

5. Human Resources

- Ensure the disciplinary and technical lead, as well as the general supervision of the cluster's finance and administrative staff according to GIZ's principles.
- Ensure an appreciative leadership culture and service delivery based on agile management principles and approaches.
- Perform other duties and tasks at the request of the management.

C. REQUIREMENTS:

Qualification

- University degree (BA) in business administration or in any other field relevant for the position.

Professional experience

- A minimum of 5 years work experience with GIZ
- A minimum of 5 years work experience in a comparable position
- Excellent knowledge of GIZ internal rules and regulations
- Practical knowledge of EU co-financings is an asset

Other knowledge, additional competences

- Very good working knowledge of standard ICT applications of MS Office (Word, Excel, PowerPoint, Outlook) and excellent proficiency in GIZ-specific applications.
- 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.
- Proven leadership qualities or potential.

Applicants who apply should enclose 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

OR

Hand delivered to 2nd Floor, Motswere Building, Prime Plaza II, Plot 54359,
New CBD, Gaborone, Botswana

Closing date for application is 05 November 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.