

VACANCY ANNOUNCEMENT

The Cluster "Energy - Climate - Natural Resources" of GIZ Botswana / SADC is an organizational structure comprising different programmes and projects funded mainly by the German Federal Ministry for Economic Cooperation and Development. It is operating in the SADC region in the area of climate change, energy efficiency, tourism and management of natural resources, and transboundary water management.

The Cluster seeks to strengthen its Finance and Administrative Unit with a Financial Assistant to support all financial and administrative tasks.

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

1. National Position - Finance Assistant

Job Title: Finance Assistant
Salary Grade: Administrative, Band 2
Location: Gaborone, Botswana
Duration: 01.03.2025 - 31.01.2026

Under the supervision of the Regional Finance Manager / Head of Cluster Administration and Finance, the Finance Assistant assumes and carries out the following responsibilities and tasks:

A. Responsibilities and tasks

Responsibilities:

- Assist in the Cluster's financial and administrative duties.
- Support the Cluster's financial and administrative staff in its day-to-day tasks.
- Closely collaborate with the colleagues of the Cluster's Finance and Administrative Unit, with the procurement / contract officers and finance officers at GIZ country office, as well as with the different technical advisors of the Cluster.
- Stay actively informed on changes in GIZ financial, administrative, procurement and contract regulations.
- Identify bottlenecks and recommend changes for the improvement of financial, administrative, procurement and contractual processes.

Tasks:

- Assist in the Cluster's cash management, including cash monitoring, replenishments, checks, filing, etc.
- Assist in the Cluster's bank management, including funds monitoring, fund requests, checks, filing, etc.
- Support the Cluster's follow-up on receivables, obligos/ commitments and its clearance.
- Support the Cluster's asset management / inventory.
- Support the implementation of internal control or audit recommendations.
- Perform other duties and tasks at the request of the management.

B. Requirements

Qualification

- Degree or Diploma in Finance, Accounting, Economics or related field.

Professional experience

- Basic work experience in a comparable position.
- Knowledge of general financial, administrative and procurement rules and guidelines of GIZ.
- Work experience in an international organisation or company will be considered an asset.

Other knowledge, additional competences

- Good working knowledge of standard IT applications, particularly MS 365 (Word, Excel, PowerPoint, Outlook) and willingness to obtain 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.
- Good communication and team skills.
- Willingness to learn independently and proactively.

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
Private Bag X12, Village
Gaborone

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

Closing date for application is 25 February 2025

For further information please contact HR unit at email.

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.