



Vacancy Announcement #166/2023

Financial Specialist - Qualification and Employment Prospects for Refugees, Internally Displaced People and Host Communities in Ethiopia II Project

Contract duration: 31.10.2027

Application deadline: 05.10.2023

Duty station: Mekelle

On behalf of the Federal Ministry for Economic Cooperation and Development, GIZ is committed to improving the employment prospects of refugees and the host population in regions of Ethiopia. The project "Qualification and Employment Prospects for Refugees, Internally Displaced People and Host Communities in Ethiopia II" has as objective to develop skills and provide employment opportunities for refugees, internally displaced persons and members of host communities in Ethiopia in line with national, regional and international strategies in the context of flight and internal displacement.

Responsibilities and Tasks

The specialist will be based in Mekele or Shire. He/she will support the technical team in Tigray in finance related matters with the implementing partners, QEP Addis Ababa office, cluster Admin & Finance team, and GIZ Country Office.

The incumbent is responsible for:

- Overview and financial management of Financing Agreements (FA), Local Subsidies (LS) and Service Contracts (SC)
- Follow up on the settlements of FA/LS/SC with implementing partners
- Provision of financial management advice to implementing partners
- Support in financial capacity-building activities to implementing partners
- Close and effective coordination with QEP team in Tigray and Addis Ababa, cluster Admin & Finance team, GIZ Country Office and implementing partners on following up of disbursements and settlement procedures
- Coordination of audit-related tasks for FA/LS/SC with contracted professionals
- Assisting with financial planning, monitoring, and accounting for the programme in close coordination with the Finance Specialist in Addis Ababa

Within this context, s/he fulfils the following tasks:

- Maintain expertise knowledge about GIZ's internal P+R (Processes and Rules) related to different financing contracts (financing agreements, local subsidies, and service contracts)



- Provide updated information and advice to the QEP team in Tigray and implementing partners on the rules and regulations that govern the financial agreements, local subsidies and service contracts
- Monitor financial implementation of contracts from contract signing to closure, i.e., monitor disbursements, follow up on disbursements and settlements with implementation partners
- Verify the settlement documents and follow up with the implementing partners on the timely delivery of settlement documents
- Verify the monthly settlement documents and follow up with the Tigray QEP Office Administrative Assistant on the timely delivery of the monthly petty cash settlement documents
- Provide advice and guidance in proper implementation and closing for internal control compliance for an open financing agreement and local subsidy
- Liaison of financial related matters between the QEP team in Tigray, cluster Admin & Finance team, GIZ Country Office, and implementing partners
- Verify the preparation and correct checking of the commercial suitability checks for different types of financing arrangements
- Support the QEP team in Tigray in establishing an improved monitoring of financing arrangements with implementing partners.
- Closely work and coordinate with the Tigray QEP Office Administrative Assistant on internal GIZ financial matters
- Deputize the Tigray QEP Office Administrative Assistant when needed
- Carry out other activities as assigned by the line manager

Required qualifications, competencies, and experience

Qualifications

- B.A. in Accounting or Financial Management or a related field
- Experience with IT-based accounting programs

Professional experience

- Minimum of 5 years work experience in a similar environment,
- Experience of working in a fast-paced environment,
- Experience with project budgets at international organizations is advantageous.
- Excellent knowledge of mandates and financial rules of regional government bodies
- Experience in cooperating with regional government offices, agencies, and ideally international organizations.



Other knowledge, additional competencies

- Very good language skills in English (writing, speaking, listening); good knowledge of Amharic (writing, speaking, listening) and good knowledge of Tigrigna (writing, speaking, listening)
- Good skills in using Microsoft Office (Excel, Word, Power Point, and Outlook)
- Ability to work proactively and in a dependable, responsible manner with great attention to detail
- Flexibility and preparedness to perform a changing array of duties according to the needs of the programme
- Ability to perform well in large and diverse team and possesses a team player value
- Capability to perform under intensive workload pressure at sometimes
- Thorough knowledge of GIZ instruments and procedures is a strong advantage.



Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via Email: hreth@giz.de

Note:

Please make sure you mention the vacancy number and position '**Financial Specialist-Mekele #166/2023**' in the subject line of your email application.

'Please note that, due to urgency of the vacancy the selection will be done on a rolling base.'

Due to the large number of applications, we categorize applications with vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted.

We encourage persons with disabilities to apply for the position. In case of equal qualification, persons with disabilities will be given preference.

Applications from qualified women are encouraged.

"Please refer to our [brochure](#) to learn more about GIZ's attractive benefit package."

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