

VACANCY ANNOUNCEMENT

Programme Description

The GIZ “Cooperation for the Enhancement of SADC Regional Economic Integration” (CESARE) program has been commissioned by the German Government (BMZ) and is a cooperation program with the Southern African Development Community, represented by the SADC Secretariat. It builds on a longer history of previous projects working in similar thematic areas. The overall objective of the program is improvement of regional economic integration in the areas of trade and industrialization in SADC member states.

Therefore, the GIZ “Cooperation for the Enhancement of SADC Regional Economic Integration” (CESARE) invites suitably qualified, experienced, innovative individuals who are agile, flexible and highly motivated to apply for the position of:

1. ADMINISTRATION SPECIALIST

Job Title : Administration Specialist
Salary Grade : Professional, Band 4
Location : Gaborone, Botswana
Place : GIZ “Cooperation for the Enhancement of SADC Regional Economic Integration
CESARE”) Programme
Duration : immediately until 30.09.2026 (with possibility of extension)

A. Responsibilities

Under the supervision of the Senior Finance Manager, the national advisor carries out the following responsibilities and tasks:

- In collaboration with CESARE Administration specialist, the gist of your work is to provide under CESARE Projects appropriate support to effectively implement the project activities outlined as tasks below;

B. Tasks

1. Finance/ Grant Agreement & Consulting Contracts

- Support CESARE in contract monitoring for the successful implementation of the project.
- Onboard new Grant Recipients by holding introductory meetings with new grant recipients and providing them with information of the disbursement request process.
- Support procurement procedures in alignment with GIZ guidelines and close communication with the country office and GIZ Headquarters. Assist the project in preparation of internal and external audits for CESARE project and grant agreement.
- Assure the quality of administrative and financial documents, financing agreements, service contracts and procurement processes.
- Support and monitor the implementation of grant agreements, receive and assess financial reports, requests for disbursements and vouchers from partner institutions/ companies and ensure compliance with the Grant Agreement requirements.
- Management of receivables from Grant Agreements and contracts.
- Invoice check before sending to FO for payment processes.
- Drafting of consultancy contracts within the CESARE threshold (receive request, blacklist check, contract awarding, monitoring and closure).

- Filing of complete contract documents (FA/GA/ Consulting Contracts etc) into MS/Teams Link DMS

2. Procurement Logistics

- Receive logistics requests for workshop ensuring requested logistics such as accommodation, conference facilities and other services are secured while adhering to GIZ regulations. Other administration duties as necessary.
- Source for quotations for accommodation, conference facilities and other services.
- Evaluating and blacklist checking of quotes
- Awarding and contracting suppliers
- Monitoring of the process and issuance of tickets
- Invoice check before submission to finance office for payment processes.
- Filing of complete contract documents (Hotels, catering, conference facilities etc) into MS/Teams Link DMS

3. Procurement Goods

- Requisition of goods and materials via HQ
- Requesting for quotes for goods and materials via HQ
- Monitoring of the process via HQ and updating the monitoring file
- Requisition of goods and materials procured locally, send out Request for quotations.
- Evaluating and blacklist checking of quotes
- Awarding and contracting suppliers
- Monitoring of the process and receipt of goods
- Invoice check before submission to finance office for payment processes.
- Filing of complete contract documents into MS/Teams Link DMS

4. Other duties/additional tasks

- The administrative professional performs other duties and tasks at the request of Senior Finance Manager

REQUIREMENTS:

Qualifications

- BSc degree or higher in procurement, logistics, business administration, public administration or related field.

Professional experience

- At least 5 years' experience in procurement and office administration
- GIZ experience is an added advantage.
- Experience with EU grant agreements is an added advantage.

Other knowledge, additional competences

- Good planning and organisational skills and efficient work methods.
- Ability to work independently in a dynamic team, intercultural and social competence, strong communication skills, flexibility, and patience.
- Fluency in English. German is an added advantage.
- Very good knowledge of ICT technologies and computer applications (e.g., SAP, Microsoft Office, MS Teams, Project Planning Tools)

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

Applications should be addressed to: The Head of HR
P / Bag X12, Village
Gaborone

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

OR

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

Closing date for application is 10.05.2024

GIZ Botswana is an equal opportunity employer, therefore it encourages applications from all qualified and eligible candidates regardless of their gender, religion/beliefs, origin, disability and/or any other minority group. We are committed to creating an inclusive working environment for all employees.