



The Kavango Zambezi Transfrontier Conservation Area (KAZA TFCA) Secretariat is the designated entity established by the KAZA Partner States to manage the day-to-day operations of the TFCA. This mandate is executed under guidance of the KAZA Partner States comprising the Republics of Angola, Botswana, Namibia, Zambia, and Zimbabwe, with support from development partners and stakeholders. The KAZA Secretariat is a multi-cultural working environment.

The Secretariat is inviting individuals with a strong financial background, solid leadership skills, together with impeccable integrity, with a solid disposition to work for a regional body to fill the position of Finance and Administration Manager.

JOB PURPOSE

The Finance and Administration Manager is part of the KAZA Secretariat's Senior Management Team, responsible for providing strategic leadership in the following areas: finance, business planning and budgeting, human resources, administration, and information technology (IT). The position is key to strategic decision making, accountability functions, as well as risk management as KAZA Secretariat continues to enhance its programming and effective implementation supported by an integrated finance and human resources, technology, and administration system. The Finance and Administration Manager reports to the Executive Director.

THE JOB

The incumbent will be responsible for, among others, the following:

- Overseeing all finance and accounting functions of the KAZA TFCA including budgeting, asset management, as well as, cash flow management.
- Producing, analysing and presenting financial reports in an accurate and timely manner.
- Ensuring that internal financial procedures are compatible with applicable laws in the Partner States.
- Leading and coordinating, the annual and projects/donor audit proaexperts and structures as required and appropriate.
- Overseeing all aspects of human resource management.
- Coordinating performance management and facilitating the process of setting benefit and compensation packages.
- Leading the development and implementation of procurement and administration policies.
- Supervising management of contracts and supporting the Executive Director in negotiating support from various development partners.

THE PERSON

The right candidate will possess the following:

- A minimum of an Accounting Degree, ideally with an MBA/ACCA or related Degree.
- Computer literacy, with hands-on use of a variety of accounting packages is a prerequisite.
- A minimum of 10 years of relevant finance and administration experience.
- Valid SADC drivers' licence.
- Fluency in written and spoken English, which is the operating language of the KAZA Secretariat.
- Written and spoken Portuguese is an added advantage.
- Experience working with Non-Governmental Organisations (NGOs) and management of financial resources of development partner's / grant management is a prerequisite.
- Experience with project appraisals and development up to the securing of funding will be an added advantage.
- Willing to spend long, highly interactive hours on detailed work that demands accuracy.
- Must be willing to travel regularly within the KAZA TFCA region, including remote areas.
- The position will be based in Kasane Botswana.
- The vacancy is open only for citizens of Angola, Botswana, Namibia, Zambia, Zimbabwe.

To apply in confidence, please visit: www.peopleconnections.co.bw. Applicants should ensure that they register and submit a detailed curriculum vitae and provide names and contacts of at least three traceable referees.

Closing Date: 06th November 2023

For enquiries: contact Tsholofelo/ Bame on (+267) 3975917/ (+267) 3915503

