



Partnerships for a healthy Africa

## VACANCY ANNOUNCEMENT

ACHAP was established as a public-private community development partnership in 2000 to enhance and support Botswana's HIV & AIDS response. Using a comprehensive approach, ACHAP has successfully supported HIV prevention, care and treatment in Botswana for almost two decades with remarkable results. Key to the success of ACHAP support has been the focus on results, the ability to develop and manage partnerships with government, civil society, other development partners and the private sector. It is now an independent non-profit making entity with a broader health mandate, wider geographical focus continuing to build on, and leverage on her core competencies in the field of HIV/AIDS and related health conditions.

ACHAP seeks to appoint suitably qualified and highly motivated individuals with strong commitment to programme implementation to the following position:

### **1. Finance Assistant (1 position tenable in Gaborone)**

#### **Job Purpose:**

Reporting to the Senior Finance Officer, the incumbent will be responsible for assisting in the processing of suppliers and other payments, preparation of Bank & Accounts Receivable reconciliations & VAT claims to ensure proper, accurate & timely transaction recording.

#### **Principal Accountabilities**

- Monthly Capturing of transactions in the accounting system to facilitate periodic reporting
- Preparation of payments vouchers and upload of all payments & disbursements for authorization in the bank
- Assist in monthly review of implementing partners' financial reports and documentation
- Prepare supporting documentation for submission with monthly financial reports
- Maintain systematic records of implementing partners
- Preparation of accounts payable reconciliations and matching invoices to GRVs or Capturing creditor invoices into the system.
- Responding to queries such as status of payments and correspondence.
- Filing all relevant documents in the finance & procurement unit.
- Keeping seniors up to date/providing regular communication
- Provide office support in bulk photocopying, scanning, binding, filing, typing and mailing.

#### **Qualifications and experience**

- Degree in Accounting or related field or Association of Accounting Technicians (AAT)
  - 3-years' experience in a computerized accounting environment
- Prior experience working in a donor-funded environment will be an added advantage.

#### **Knowledge and skills**

- Have knowledge in Accounting software, spreadsheets, presentation and word processing software
- Familiarity working with ERPs will be an added advantage
- Attention to detail, Botho

### **2. Grants Management Assistant (1 position tenable in Gaborone)**

#### **Job Purpose:**

The Grants Management Assistant serves as the first point of contact within the Office of Grants Management and provides technical Assistance for sub award management

#### **Principal Accountabilities**

- Works with project leads to support sub-awardees in the development of proposals, budget development, budget/scope amendments, work plans, and reports.
- Advises on the proposal submission process including guidance on regulations i.e. tender procedures, internal policies and procedures
- Responsible for reviewing cash flow and disbursement request of sub-award organizations for accuracy and relevance to budget
- Recommends methods of resolving sub-award financial issues to project lead; escalates issues as necessary
- Supports in building capacity of sub-awardees through grant initiation meetings and supporting Programme and M&E staff in grantee check-in meetings
- Manages electronic grant files for donor and sub-award documents
- Monitor life cycle of projects for compliance with established milestones and keeps dashboards for sub-awardees up to date
- Builds capacity of staff to access electronic files and dashboards
- Supports and coordinates capacity assessment process for sub-awardees
- Works with finance to update responsible staff on spending against budget
- Conduct field visits to monitor grantee and provide on-site support, as needed.
- Supports Finance in cost recovery efforts
- Participates in developing donor financial and narrative reports

#### **Qualifications and experience**

- Degree in Business, Public Administration or Finance
- Five years' experience in a grants management and or project management
- Experience providing technical assistance to NGOs preferred

#### **Knowledge and skills**

- Grants management principles
- Project management
- Contract law and administration
- Performance management
- Strong communication/ negotiation skills

Application letter and CV should be addressed to: The Human Resources and Administration Manager, Private Bag X033, and Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: [recruitment@achap.org](mailto:recruitment@achap.org). Alternatively, they can be hand delivered to: ACHAP Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana.

Closing date for applications: 28th August 2020