



Partnerships for a healthy Africa

## VACANCY ANNOUNCEMENT

ACHAP was established in 2000 as a country-led Public Private Partnership between the Bill and Melinda Gates Foundation (BMGF), The Merck Foundation (TMF), and the Government of Botswana (GoB). ACHAP has supported the GoB in delivering national HIV treatment and prevention programmes with remarkable success.

ACHAP seeks to appoint a suitably qualified and highly motivated individual with strong commitment to programme implementation to the position of;

### **Finance and Administration Officer** tenable in Gaborone

#### **Main Purpose of the job:**

To support the regional team by providing them with accounting, financial and administrative services in order to ensure effective, efficient and accurate financial and administrative operations.

#### **Key Responsibilities include but are not limited to:**

##### **Financial:**

- Performing the day to day processing of financial transactions to ensure that the regional office finances are maintained in accordance with policies and procedures.
- Preparation, verification, and processing of purchase orders and invoices
- Preparation of regional bank account reconciliations, monthly financial reports
- Management of the regional budget and expenditure for the region
- Management of petty cash

##### **Administrative:**

- Providing administrative support in order to ensure effective and efficient office operations
- Coordinating domestic and overseas travel and accommodation, visa arrangements
- Performing other related duties as required

##### **Education:**

At least a Diploma in Accounting

##### **Knowledge and Experience**

The incumbent must have proficient knowledge in the following areas:

- Knowledge of office administration and book keeping procedures
- Ability to maintain a high level of accuracy in preparing and entering financial data

##### **The incumbent must demonstrate the following:**

- Excellent interpersonal skills, attention to detail, very good communications skills, computer skills, and time management skills,
- Ability to work in a fast paced environment, long hours and weekends when required

##### **Length of Contract**

The length of contract is 5 months.

Application letter and CV should be addressed to the attention: **The Human Resource 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:- **Block C, Plot 61920, Letsema Office Park, Showground's Office Park, Gaborone Botswana**

**Closing date for applications: 14th March 2014**