

## Electoral Commissions Forum of SADC Countries

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*REF ECF-SADC 4/2/3 / I (1)*

### VACANCY ANNOUNCEMENT

#### **Background**

The Electoral Commissions Forum of SADC countries (ECF-SADC), is an independent regional organization in which each country of the SADC region is represented by its electoral management body. The ECF-SADC members include the electoral management bodies of 14 SADC countries- namely; Angola, Botswana, DRC, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia, Zanzibar and Zimbabwe. The Forum has been in place since July 1998 and it has played an important role in ensuring that the management of elections in the SADC countries is improved and in building the capacity of election management bodies to fulfill their roles.

Amongst other objectives, the ECF-SADC aims to:

- Strengthen co-operation amongst Electoral Commissions in the Southern African Development Community; and
- Promote conditions conducive to credible and transparent elections in the SADC region.

The ECF-SADC Secretariat is based in Gaborone, Botswana.

#### **Position of Finance Manager**

The Electoral Commission Forum of SADC countries (Secretariat) wishes to invite suitably qualified, experienced persons from the SADC region to apply for the following position. Serving officers from EMBs are also eligible to apply.

Applications should accompany the following:

- a) a short covering letter stating the position applied for and relevant qualifications, experience and competencies;
- b) an updated curriculum vitae;
- c) certified copies of your degree(s), Diploma(s) and Certificate(s);

Electoral Commissions in the respective SADC countries shall receive the applications and perform a short listing on behalf of the ECF-SADC. Only two candidates shall be submitted to the ECF-SADC for further assessment.

**Closing Date for applications: 10<sup>th</sup> June 2016**

## **JOB PROFILE-**

### **FINANCE MANAGER**

#### **JOB SUMMARY**

The Finance support services extend to services related to ECF-SADC resources (Financial Management, Human Resources Management, Administration, Information Technology, Logistics Support and Security Management of the Forum's assets and infrastructure). The role of the Finance Manager is to provide financial advice and support to the ECF-SADC as an organization and to the ECF-SADC Secretariat to enable them to make sound financial decisions and strategic operations.

#### **ESSENTIAL FUNCTIONS**

The Finance Manager is responsible for the day to day running of the Secretariat's Finance, and shall amongst others:

- Develop, review and draft amendments to the relevant organisational policies;
- Present draft policies to relevant structures of the ECF-SADC,
- Ensure compliance to the approved policies;
- Presenting financial forecast models and metrics to accurately predict the outcome of a potential or proposed business transaction.
- providing , interpreting and monitoring financial information;
- formulating strategic and long- fund raising initiatives
- developing external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organisations such as the Botswana Unified Revenue Service
- producing accurate financial reports to specific deadlines;
- Budgeting and managing budgets;
- Coordinate the Finance and Audit Committee by leading procurement processes and related policies
- Negotiate contracts on behalf of the Forum
- Provide strategic support to other units of the ECF-SADC Secretariat

## CRITICAL PERFORMANCE AREAS

1. Financial Management Services;
2. Management of Administration Services;
3. Human Resources Management;
4. Management of the Forum's Logistical Services;

## QUALIFICATIONS AND EXPERIENCE REQUIRED

- A Degree in finance, business administration, accounting or economics or Accountancy, and a professional qualification in accounting, finance or economics;
- Proof of registration with a relevant professional institute,
- A Master's degree or a higher qualification is an added advantage.
- At least five years of work experience in a managerial position

## ESSENTIAL SPECIALIST SKILLS OR KNOWLEDGE

- Knowledge of International Accounting Standards (IAS)
- Knowledge of International Financial Reporting Standards (IFRS)
- Knowledge of auditing and accounting practices
- A High proficiency in computer skills and information technology spreadsheets
- A High degree of confidentiality and good ethical behaviour
- Ability to interpret financial statements for strategic decision making

## REMUNERATION

- Four ( 4) year employment contract
- Annual basic salary of \$26, 367.96
- 15% housing allowance
- 50% medical contribution by employer.

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**Forum Presidency:** Justice Rifa Makarau- President (Zimbabwe), Justice André da Silva Neto – (Angola)  
**EXCO: Chairperson:** Justice Mahapela Lehohla (Lesotho), **Vice Chairperson:** Justice Maxon R. Mbendera, SC (Malawi), Justice A. Tafa (Botswana), Mr. M. I Abdool Rahman (Mauritius), Mr. Hendrick Gappy (Seychelles), Hon Jecha Salim Jecha (Zanzibar) , Justice Esau Chulu (Zambia).