



Southern African Power Pool

Vacancy: Finance and Administration Officer

1. INTRODUCTION

The Southern African Power Pool (SAPP), was established in April 1995 under the Southern African Development Community (SADC) Treaty with the aim to optimize the use of available electrical energy resources amongst the SADC member countries and to support one another during emergencies. The organisation is seeking for applications from suitably qualified persons to fill the position of **Finance and Administration Officer**.

The **Finance and Administration Officer** shall ensure financial and administration management of the SAPP Coordination Centre (SAPP CC) and SAPP Project Advisory Unit (SAPP PAU) Offices and will be based at the SAPP Coordination Centre in Harare, Zimbabwe. The person shall report to the SAPP Coordination Centre Manager.

2. KEY RESULT AREAS FOR THE POST:

- i. Administer the SAPP CC and SAPP PAU financial and human resources management
- ii. Oversee the preparation and issue monthly management accounts and yearly financial statements done by the Accounts Officers
- iii. Oversee all the capturing of accounting information into the accounting system
- iv. Oversee the preparation of monthly reconciliations for creditors, debtors, bank, grants, fuel, salary control and suspense accounts
- v. Ensuring that all Statutory payments and returns are done timeously
- vi. Oversee the management of fixed assets
- vii. Prepare for both internal and external audits of the SAPP CC and SAPP PAU Offices
- viii. Oversee the processing of payments for the SAPP CC and SAPP PAU offices
- ix. Budgets preparation in liaison with the SAPP Management
- x. Monitor the implementation of the budgets after they have been approved;
- xi. Prepare, issue out subscription invoices to SAPP members and then follow up for payments
- xii. Administration of fuel coupons for the organisation
- xiii. Administration of the day to day activities of the Co-ordination Centre
- xiv. Supervision of the Accounts Officers, Caretaker, Messenger/Driver and Receptionist/Secretary
- xv. Manage the cash flows of the organisation's Bank Accounts
- xvi. Advise management on taxation, financial and Human Resource related issues
- xvii. Logistics planning and documentation preparation for the Finance Working Group and Human Resources Working Group meetings.
- xviii. Providing input in the internal control policies and procedures formulation

- xix. Maintain adequate financial management arrangements to support the deployment of project resources in an economic, efficient and effective manner to achieve the desired project objectives;
- xx. Prepare and process e-submission of Withdrawal Applications to the development finance institutions such as the World Bank and follow-up as appropriate;
- xxi. Prepare the quarterly Interim Financial Reports (IFRs) and procurement reports to be submitted to the development finance institutions such as the World Bank;
- xxii. Prepare annual financial statements in a satisfactory and timely manner as agreed in the financing agreement with the World Bank and other funders;
- xxiii. Other duties as assigned

3. QUALIFICATIONS AND EXPERIENCE

The Finance and Administration Officer shall have the following minimum qualifications, experience and technical competencies:

Qualifications	<ul style="list-style-type: none"> i. BSc Degree in Accounting/Finance or related field. ii. Understanding of the Accounting Regulatory Framework iii. Leadership and management skills iv. Corporate Member of a recognized Professional Institution (optional). v. High level of computer literacy, eloquent, good communication skills, ability to work with minimum supervision and with a good command of spoken and written English. vi. Should be a SADC national and should possess a valid passport to travel within the SADC region and beyond.
Experience	<ul style="list-style-type: none"> i. 5 years' relevant working experience

4. PERIOD OF THE ASSIGNMENT

The duration of the assignment is for an initial period of 5 years with a probation period of 3-months. The successful candidate shall be a full-time employee of SAPP based at SAPP Coordination Centre Offices in Harare, Zimbabwe.

Interested candidates **from SAPP members, the SAPP CC and SAPP PAU** should submit their applications and curriculum vitae clearly marked on the envelope, "Finance and Administration Officer Vacancy", not later than 1500hrs on 02 November 2018 to;

The SAPP Coordination Centre Manager

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