

POSITION:	Administration Officer
DUTY STATION:	Kasane, Botswana
ACCOUNTABLE TO:	Finance and Administrative Manager
SUBORDINATES:	Receptionist, Assistant Administrative Officer
JOB TYPE:	Contractual (3 Years)

The Kavango Zambezi Transfrontier Conservation Area (KAZA TFCA) Secretariat is the designate entity established by the KAZA partner countries to manage the day-to-day operations of the TFCA. Its overall mandate is to develop KAZA TFCA into a world class conservation area and premier tourism destination. This mandate is executed under the guidance of the KAZA partner countries with support from development partners and a consortium of stakeholders. The Secretariat is a multi-cultural working environment.

The position:

This is a support position in the KAZA Secretariat. Under the supervision and mentoring of the Finance and Administrative Manager, the Administration Officer will support the Executive Director via the Finance and Administration Manager in meeting the administrative requirements of the Secretariat in an efficient and cost effective manner.

KEY FUNCTIONS

General Administration

- a) Ensure the day-to-day smooth running of the office of the KAZA TFCA Secretariat and maintain a suitable working environment in the office.
- b) Monitor and direct day-to-day personnel and administrative operations of the Secretariat in coordination with the KAZA TFCA operational and administrative procedures.
- c) Prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements.
- d) Formulate and implement operational and management procedures that will increase the efficiency of the Secretariat
- e) Coordinate and supervise all HR related assignments such as managing staff leave days and assisting with administrating staff recruitment.
- f) Responsible for the maintenance of office and field equipment.
- g) Make travel, accommodation and transport arrangements for consultants, Secretariat staff and development partners.
- h) Maintain proper administrative tracking systems to facilitate the management of contracts and leave records for staff of the Secretariat insofar as these have been delegated to KAZA TFCA Secretariat.

Logistics Management

- a) Coordinate and manage the organization inventory - stock taking and control.
- b) Coordinate and approve all transport requests for both official and private journeys, briefing and tasking staff to comply with KAZA rules and regulations on use of motor vehicles and ensure vehicle use is in a cost-effective manner by good planning and forecasting.
- c) Manage assets and other properties at the disposal of the KAZA TFCA Secretariat.

Procurement

- a) Coordinate supply chain of the KAZA TFCA by ensuring that procurement of goods and services and works in the KAZA TFCA are in accordance with Procurement guidelines of KAZA TFCA and development partners.
- b) Manage the local suppliers and vendors.
- c) Contact person for Procurement negotiations and Supplier contracts.
- d) Participate as requested in Tendering Procedures, Opening and evaluation sessions for all procurements.

QUALIFICATIONS**Educations**

A first degree or diploma in public or business administration and experience in working with donor funded projects.

Experience

A minimum of 5 years of progressive working experience in a specific administrative field (e.g. Management, Human Resources, Logistics).

Other Skills

- a) Computer literacy and familiarity with Word, Excel, and inventory control software.
- b) Fluency in oral and written English is a must while knowledge of Portuguese is an added advantage.
- c) Excellent organizational and time management skills.
- d) Strong communication and inter-personal skills.
- e) Creative and results-oriented problem-solver.



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Applications are invited from suitably qualified and experienced nationals of Angola, Botswana, Namibia, Zambia and Zimbabwe for the following positions.

ADMINISTRATIVE OFFICER

(Three-year contract)

This is a support position under the direct supervision of the Finance and Administration Manager.

Requirements: • A tertiary degree or diploma in public or business administration, or related discipline from a reputable education institution • A minimum of 5 years' experience in a specific administrative field (e.g. office management, human resources, logistics) • Experience in working with donor-funded projects • Experience in working in a multicultural office environment.

Remuneration: Negotiable and competitive, based on qualifications and experience. Contracts for the positions are renewable subject to the organisational human resources policy and performance.

Successful candidates will undergo a six months' probation. Interested candidates should submit a covering letter, detailing their interest in and suitability for the position, as well as a Curriculum Vitae in English and/or Portuguese, with contact details of three references by the closing date of 01 March 2020 to: recruitments@kavangozambezi.org. Please state the position being applied for in the subject heading of the e-mail. Applications should be addressed to the Executive Director.

Only **SHORT-LISTED CANDIDATES** will be invited to attend interviews.