



Employment Opportunities Country Coordinating Mechanism

The CCM is a multi-sectoral body whose function is to oversee proposal development, planning, implementation, and resource utilization of the Global Fund support in the fight against HIV/AIDS, Tuberculosis (TB) and Malaria.

The CCM invites applications from suitably qualified and experienced candidates for the positions of Finance Officer and Administration Officer. Both positions require self-motivated individuals who have Working knowledge of standard software (Microsoft package).

Successful applicants will be engaged on three (3) year contracts renewable based on performance.

Administration Officer

Job purpose: The incumbent will be responsible for effectively supporting the CCM and CCM Secretariat in its operations function of the fund.

Summary of responsibilities:

- Provide general administrative support to the CCM Executive Secretary and the Eswatini CCM Secretariat.
- Develop, update, and implement the CCMs human resources policies and procedures manual, Governance manual, and procurement manual.
- Provide logistical support to the meetings of the CCM and its technical working groups and committees
- Administer and manage the logistics and contacts for services with service providers such as travel agents, hotels, and office suppliers etc.
- Maintain and update files, databases, records, and/or other documents.
- Provide technical assistance in carrying out HR activities in accordance with approved HR policies of the CCM Secretariat.
- Ensure all HR Data types & Reports are continually kept up to date.
- Assist in maintaining telephone and email contact lists of CCM members and alternates for purposes of communicating with them.
- Assist in receiving and archiving documentation on CCM constituencies

Finance Officer

Job purpose: The incumbent will be responsible for effectively supporting the CCM and CCM Secretariat in its financial management function of the fund.

Summary of responsibilities:

- Develop, update, and implement financial and accounting policies and procedures Manuals
- Ensure sound financial policies and procedures are strictly implemented for proper management of resources and accountability.
- Overall financial management of the CCM, ensuring that accounting systems are put in place which are consistent to the standard international practices
- Support the purchase and payments of goods and services, according to the Secretariat Standard Operating Procedures, and support open and competitive procurement processes for the purchase of goods and services by the CCM Secretariat.
- Prepare and execute the CCM Secretariat payroll management system
- Prepare and monitor the CCM annual work plan and budgets
- Provide timely and accurate financial management and reporting to all key stakeholders

and members.

- Handling complaints and feedback in a courteous and professional manner from the Civil Society and CCM stakeholders

Qualifications and experience:

- Degree in Human Resource Management, Business Administration, or relevant degree.
- At least 2 years working experience in human resource management in government, national or international programs.
- Experience with office administration and management systems
- Must possess good planning, communication, and coordination skills
- Ability to work without supervision
- Good working knowledge of written and spoken English is essential.
- Ability to work as a team player

Closing date for receipt of applications is 25 January 2023.

Only emailed applications will be accepted. Late applications shall not be accepted.

Written applications clearly stating the position applied for accompanied by a comprehensive Curriculum Vitae and certified copies of academic certificates should be submitted to:

The Recruitment Manager
SNG Grant Thornton Advisory (Eswatini) (Pty) Ltd
Umkhiwa House, Lot 195,
Kal Grant Street, Mbabane
Email: recruitment.sz@sng.gt.com

Advert available on LinkedIn: [SNG Grant Thornton eSwatini Recruitment](#)

- Provide specific technical support to the Oversight Committee in all financial matters relating to the Principal Recipients (PRs) throughout the life cycle of the grant, especially in overseeing the PR's auditing and any related matters
- Assist in coordinating and facilitating all financial aspects of concept note and proposal development processes, grant renewals and grant closures, in accordance with Global Fund modalities, procedures and guidelines.
- Organize for annual external audits and reviews of CCM financials
- Ensures that the CCM operates an effective banking operation
- Ensures that all transactions are backed by supporting documents
- Ensure adherence of CCM to Global Fund's finance standards and guidelines
- Manage CCM assets inventory

Qualifications and experience:

- Degree in Finance, Accounting or Business Administration (Postgraduate preferred)
- At least 2 years working experience in financial administration in government, national or international programs.
- Experience with local taxation processes and guidelines
- Experience with payroll management systems and financial management systems software
- Must possess good planning, communication, and coordination skills.
- Ability to work without supervision.
- Good working knowledge of written and spoken English is essential.
- Ability to work as a team player

