

CO-OPERATIVE AGREEMENT ASSISTANT

THE BACKGROUND

Our client is a donor funded organisation and development partner in Namibia that works closely with various organizations in Namibia. They promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. They now seek to appoint an appropriately qualified and experienced candidate to fill the aforementioned position at the Polytechnic of Namibia.

THE POSITION

The Co-operative Agreement Assistant will support the Head of Department within the organization's Department of Biomedical Science to manage and implement a co-operative agreement grant from the U.S. Centers for Disease Control and Prevention. The position will also support other members of the Department, e.g. the co-operative agreement's Principal Investigator, to ensure that work plans and budgets are developed and submitted on time and that information required for routine, end-of-year and end-of-project, reports are collected and collated in a timely manner. The incumbent will manage all files related to the cooperative agreement and will liaise with the finance department on matters pertaining to procurements and accounting. You will be required to produce reports related to your work as directed, interface with banking institutions and attend relevant U.S. Government training courses for individuals engaged in the management of co-operative agreements. In addition, this position includes other functions related to finance and administration.

Key Areas of Focus and Deliverables:

- 1) Keep detailed records of all expenditures made under the CDC co-operative agreement grant.
- 2) Manage and control the budget by means of a cost center which will be opened by the organization's Finance Department for this purpose.
- 3) Perform monthly bank reconciliations done on the organization's Integrated Tertiary Systems.
- 4) Prepare and submit monthly, quarterly and annual reports on the grant according to requirements stipulated by the grantor.
- 5) Effect payments to creditors upon receipt of proper invoices for costs incurred by grant activities.
- 6) Set up the budget for the next financial year according to the operational plan for that year and amount allocated by the grantor.
- 7) Responsible to get quotations and oversee the renovations under the grant.
- 8) Set up itineraries for faculty and staff exchanges.
- 9) Communicate with international partners to set dates for faculty and staff exchanges and identify objectives for visits.

- 10) Handle all bookings associated with meetings, exchanges of faculty and student, workshops, public lectures and continual professional development.
- 11) Administrative support for international accreditation process.
- 12) Take minutes of meetings as required.
- 13) Prepare documentation /handouts/CDs for events.
- 14) Ensure video recording of presentations by visiting lecturers under the grant; and be responsible for cataloguing the recorded presentations in the Health Sciences library.
- 15) Assist the Manager of the Biomedical Science Resource center and assist staff and student with e-resources.
- 16) Organize conference calls and video-conferencing.

THE PERSON

Minimum requirements

- A minimum requirement of a Diploma or Degree in Finance, Accounting and/or Business Administration is required.
- Three years of experience, demonstrating progressively increasing responsibility in an accounting or business administration environment.
- Competency requirements
- Proficient in Microsoft Word, Excel and Outlook and web browser.
- Knowledge of Namibian finance regulations desired.
- Previous experience with the U.S. Government preferred but not required.
- Ability to process and document transactions accurately and to document those processes.
- Ability to collect and collate financial and technical information from disparate sources.
- Capacity to communicate clearly and accurately in writing and verbally.
- Ability to operate independently and work in a team-based structure.
- Fluent in English. Proficient in another Namibian language.

INTERESTED ?

The successful candidate will be on a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The closing date is **10 June 2011** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to theo@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



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