

ZAMBEZI WATERCOURSE COMMISSION



JOB DESCRIPTION

FINANCE ADMINISTRATION AND HUMAN RESOURCE OFFICER

Position Title	Finance, Administration and Human Resource Officer (FAHRO)
Institution	Zambezi Watercourse Commission (ZAMCOM)
Duty Station	Harare, Zimbabwe
Duration	Four-year fixed-term contract, with a possibility of renewal
Remuneration	A competitive package by regional standards and in line with the qualifications and experience of the candidate
Reporting to	The ZAMCOM Executive Secretary
Supervises	Finance Associate, ICT Officer, Administrative Assistant, Drivers and any other staff as shall be determined

1. BACKGROUND

The Zambezi Watercourse Commission (ZAMCOM) is a major watercourse organisation in Africa. It was established in 2014 as an intergovernmental organisation that brings together eight Riparian States. These are: the Republic of Angola, the Republic of Botswana, the Republic of Malawi, the Republic of Mozambique, the Republic of Namibia, the United Republic of Tanzania, the Republic of Zambia and the Republic of Zimbabwe.

The basis for the cooperation and establishment of the organisation is the ZAMCOM Agreement which was signed in 2004 and came into force in 2011. The Commission is headquartered in Harare, Zimbabwe.

1.1. Vision and Mission

ZAMCOM's vision and mission draw from regional aspirations, the Strategic Plan for the Zambezi Watercourse (ZSP), and the ZAMCOM Agreement. The vision envisages a future characterised by equitable, inclusive and sustainable water utilisation for social and environmental justice, regional integration and economic benefit for present and future generations. In pursuit of that

future, ZAMCOM strives to promote the equitable and reasonable utilisation of the water resources of the Zambezi Watercourse as well as the efficient management and sustainable development thereof.

1.2. Functions of ZAMCOM

The functions of ZAMCOM include the following:

- (a) To promote, support, coordinate and harmonise the management and development of the water resources of the Zambezi Watercourse;
- (b) To collect, evaluate and disseminate all data and information on the Zambezi Watercourse as may be necessary for the implementation of the Agreement;
- (c) Advise the Member States on the planning, management, utilisation, development, protection and conservation of the Zambezi Watercourse as well as on the role and position of the public with regard to such activities and the possible impact thereof on social and cultural heritage matters;
- (d) To advise Member States on measures necessary for the avoidance of disputes among Member States with regard to planning, management, utilisation, development, protection and conservation of the Zambezi Watercourse;
- (e) To foster greater awareness among the inhabitants of the Zambezi Watercourse regarding the equitable and reasonable utilisation, efficient management, and sustainable development of the resources of the Zambezi Watercourse;
- (f) Co-operate with the institutions of SADC as well as other international and national organisations where necessary;
- (g) Promote and assist in the harmonisation of national water policies and legislative measures;
- (h) Carry out such other functions and responsibilities as the Member States may assign from time to time, and,
- (i) Promote the applications and development of this Agreement according to its objective and the principles referred to under Article 12 of the ZAMCOM Agreement.

2. ORGANS OF ZAMCOM

The Zambezi Watercourse Commission has a three-tier institutional governance structure. The highest organ is the Council of Ministers (CoM), comprising Ministers responsible for Water from the Zambezi Member States. The Council is the Commission's supreme decision-making body, followed by the ZAMCOM Technical Committee (ZAMTEC), which advises the Council and is responsible for overseeing the implementation of policies and decisions of Council. As the tertiary Organ, the ZAMCOM Secretariat (ZAMSEC) provides technical and administrative services to the Council under the leadership of the Executive Secretary.

3. JOB FUNCTION

A vacancy has arisen in the ZAMCOM Secretariat for the position of Finance, Administration and Human Resource Officer (FAHRO). ZAMCOM is therefore looking to fill the vacancy with a qualified and experienced candidate.

The successful candidate for this pivotal role will be central to the effective functioning of the ZAMCOM Secretariat. Given ZAMCOM's mandate to coordinate the sustainable management and development of the Zambezi Watercourse, robust financial management, efficient human resource management and sound administrative systems are essential to ensure accountability, operational efficiency, and effective service delivery to Member States and to internal and external stakeholders. The FAHRO role provides the Secretariat with the technical expertise required to safeguard financial integrity, support strategic planning through accurate budgeting and reporting, and ensure compliance with statutory obligations in the host country. This not only enhances financial transparency and credibility with Financing Partners but also enables the Secretariat to mobilize and efficiently utilise resources for regional programmes. In addition, the FAHRO is responsible for ensuring compliance with Financing Partners' requirements, particularly in relation to finance and operations.

In addition to financial stewardship, the FAHRO position is pivotal in managing the Secretariat's human capital and administrative systems. The role ensures that ZAMCOM staff are effectively recruited, remunerated, and supported within a conducive working environment, thereby enabling them to deliver on institutional goals. Moreover, the Officer oversees critical administrative functions such as fleet and facility management and logistical support for regional engagements. By providing integrated oversight of finance, administration, and human resource management, the FAHRO ensures that ZAMCOM operates as a well-coordinated, transparent, and accountable institution, capable of meeting its strategic objectives and maintaining the trust of Member States and development partners.

4. DUTIES AND RESPONSIBILITIES

Reporting to the Executive Secretary, FAHRO heads the Finance, Administrative and Human Resource functions at ZAMCOM. The FAHRO is responsible for the transparent and efficient financial management of ZAMCOM funds in accordance with the ZAMCOM Financial Management Manual and International Standards of Accounting and Financial Management Principles, as well as the efficient application of ZAMCOM governance instruments. In addition, the FAHRO oversees the Human Resources function and all Administration activities. The successful candidate will play a pivotal role in enhancing ZAMCOM's visibility, strengthening its relationships with key partners, and facilitating effective information exchange across the basin.

Below is a summary of the main responsibilities:

Financial Management and Reporting
<ul style="list-style-type: none"> a) Provides professional Financial Management in compliance to financial rules and regulations to support ZAMCOM operations as well as to maintain prudent financial records; b) Provides financial expertise, knowledge, and advice in support of the preparation of the Annual Workplan and Budgets for presentation to ZAMCOM structures; c) Monitors programme budgets and expenditures, assisting relevant staff to ensure that funds are used efficiently, in accordance with approved budgets and the compliance requirements of financing partners;

<ul style="list-style-type: none"> d) Maintains the Financial Accounting System ensuring sound financial controls, quality standards of accounting and effective systems control to provide timely and accurate financial information; e) Prepares financial reports to facilitate requests for disbursements from Member States and International Cooperating Partners; f) Manages accounting for VAT and ensures the timely submission of monthly VAT returns to the Tax Authority of the Host Country; g) Maintains the Asset Register; h) Payments requests review and authorisations i) Performs banking and reconciliations of a variety of bank accounts; j) Ensures that all creditor information is maintained and up to date to facilitate payment of creditors; k) Prepares and manages travel budgets for staff and stakeholders; l) Monitors and supervises the use of petty cash; m) Liaise with external auditors, tax authorities, and host government bodies; n) Manage cash flow, investments, and working capital efficiently; o) Develop and implement robust financial policies, systems, and internal controls p) Prepare timely and accurate financial statements and reports for management, International Cooperating Partners and the ZAMTEC; and q) Any other relevant duties that might be assigned from time to time.
Human Resources
<ul style="list-style-type: none"> a) Advising/assisting in implementing the human resources management system, including the salary/benefits structures and related contracts; b) Coordinates and provides guidance to Administration and Finance Staff; c) Ensures a conducive working environment for ZAMCOM Staff in liaison with office of the Executive Secretary; d) Ensure efficient and effective recruitment of ZAMCOM Staff; e) Maintaining and updating as required the ZAMCOM Human Resources Manual; f) Processing the payroll for all ZAMCOM staff and statutory returns timely preparation, payments and submissions; g) Developing and updating Terms and Conditions of Service; h) Reviewing the performance of subordinate staff; i) Coordinate team building and coherence within staff; j) Facilitates the development and implementation of Staff Welfare Programmes and staff development initiatives; and k) Any other relevant duties that might be assigned from time to time.
Administration
<ul style="list-style-type: none"> a) Oversee general office administration, fleet management, and facilities maintenance. b) Manages personal group accident and assets insurance requirements of the organisation. c) Coordinate logistical support for organisational activities and events. d) Implement cost-effective and efficient administrative systems and procedures. <p>Security management for the office and facilities.</p>

5. ACADEMIC/PROFESSIONAL QUALIFICATIONS:

- A Bachelor's degree in Finance, Accounting, or a related field.
- A Master's Degree (MBA, Finance, Accountancy or equivalent) is required
- Professional qualifications and full membership in recognized accounting bodies such as ACCA, CIMA, CPA, or equivalent Chartered Accountant designation are mandatory.

6. RELEVANT JOB EXPERIENCE:

- (i) At least 10 years of experience in accounting, financial management, administration, and human resources management, preferably in the context of international or regional development cooperation activities.
- (ii) Proven experience in financial management under AfDB, DANIDA, EU, NORAD, SIDA, World Bank or similar institutions, including contract management, budgeting, work planning, financial control, and reporting.
- (iii) Strong track record in preparing budgets, financial statements, donor-funded project reports, and maintaining compliance with international accounting standards, statutory tax regulations, and audit requirements.
- (iv) Hands-on experience in financial systems such as Pastel or related accounting software, as well as Belina Payroll or equivalent payroll systems.
- (v) Strong background in office and facilities administration and fleet management.
- (vi) Hands-on experience in logistical support for high-level meetings, workshops, and regional missions, ensuring compliance with institutional guidelines.
- (vii) Demonstrated ability to lead and coordinate multidisciplinary teams in finance, administration, and Human Resource (HR) functions, fostering a culture of accountability, transparency, and continuous improvement.
- (viii) Skilled in designing and implementing Financial Management Systems, HR Management Systems, and administrative procedures that enhance efficiency, accountability, and cost-effectiveness within regional or international organisations.
- (ix) Previous experience working in international development within the SADC region and/or other comparable contexts.
- (x) Fluent and proficient in either English and/or Portuguese. Ability to communicate in both languages will be an added advantage.

Personal Attributes Conduct and Other Competences	<ul style="list-style-type: none">▪ Excellent analytical skills, computer literacy and knowledge of Accounting software(s) (e.g. Pastel etc.)▪ Ability to work independently and under pressure.▪ Good supervisory skills including ability to motivate and coach staff.▪ Excellent communication skills (both written and oral) in English.▪ Should be honest about their previous work experiences and should have no criminal record;
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	<ul style="list-style-type: none"> ▪ Should be accountable for his/her responsibilities. ▪ A good decision maker who is quick and able to make appropriate actions in many management situations; ▪ Builds productive working relationships with co-workers and external parties, whilst valuing people of different backgrounds, cultures and demographics; ▪ Should be a diplomatic individual who has tact to interact with superiors (the Executive Secretary, ZAMTEC Members and CoM Members) and other staff; and should be always willing to learn.
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7. WHERE TO SEND APPLICATIONS

Interested candidates should send Application Letter, detailed CV, certified copies of relevant certificates and contact details (Name, Email address(s) and Phone Numbers) of three (3) referees in the CV by email addressed to:

The Executive Secretary

ZAMBEZI WATERCOURSE COMMISSION (ZAMCOM)

128 Samora Machel Avenue

P.O. Box CY 118 Harare

ZIMBABWE.

E-mail: recruit@zambezicommission.org

Deadline for Submission: Friday, 31 October 2025 at 17:00 (Harare time).