



# EXTERNAL ADVERTS

Botswana Red Cross Society is an organization whose mission is to Alleviate Human Suffering by Providing Humanitarian Services to Most Vulnerable Communities. We are seeking passionate and skilled individuals to join our team and contribute to this noble cause.

## 1. DISTRICT PROGRAM LEAD

### Key Responsibilities:

1. Lead community consultations and outreach efforts to activate DRM committees and engage with a wide range of stakeholders.
  - Organize and oversee training workshops for DRM committee members.
  - Facilitate the completion of Enhanced Vulnerability and Capacity Assessments (EVCA) reports.
  - Collaborate with communities to co-create solutions for improved engagement before project development.
  - Support communities to develop and coordinate project and financial management training sessions for community members.
2. Facilitate district-level disaster management initiatives and engagement with key stakeholders.
  - Organize workshops for the district disaster management committee and ensure broad participation.
  - Coordinate Kgotla meetings and campaigns to reach a wide audience within the district.
  - Developing, preparing and implementing effective emergency response plans
  - Attend different district committee structures meetings,
3. Provide training and support to staff, volunteers, and communities on disaster risk management and community-based initiatives.
  - Develop and deliver training programs on Disaster Risk Management and Community Based Disaster Risk Management (CBDRM) tailored to different genders and age groups.
  - Manage the funding and support for community-led CBDRM projects within National Society
4. Implement and monitor the collection of Key Performance Indicators (KPIs) related to community-based disaster risk management activities.
  - Track the number of KAP data entries per stakeholder category, gender, and age.
  - Supervise the development and distribution of knowledge materials as per requirements.

### Qualifications and Experience:

- Bachelor's degree in a Disaster Management, Development Studies, Environmental Science
- At least 4 years of experience in disaster risk management or community development.

- Demonstrated experience in project management, training facilitation, and stakeholder engagement.
- Strong understanding of disaster risk management principles and practices.
- Excellent communication, interpersonal, and leadership skills.
- Ability to work effectively in a multi-cultural environment and with diverse communities.

## 2. FINANCE OFFICER

### Duties of the Post:

- Input accurate data into the computerized accounting system maintain accurate manual records and provide year end books for audit purpose.
- Support Project (s) implementation, budget monitoring & reporting
- Implement the established procedures for receiving revenue from all income generating activities of the National society.
- Assist in processing requests for authority to spend, submission of receipts for monies spent, and requisitions for expenditure; and ensure all reconciliation is done.
- Issue invoices for amounts receivable by the BRCS
- Manage the office petty cash system; keep accurate and comprehensive records of petty cash expenditure.
- Prepare all bank reconciliations timely
- Support the National Society during all audit processes.

### Qualifications & Experience

- Degree in Accounting/ Finance with 5 years' experience or
- AAT or equivalent with 7 years' Experience
- Experience from NGO's will be an added advantage.

### Key Competencies

Teamwork  
Flexibility  
Communication  
Attention to Detail  
Basic Computer Skills  
Financial Interpretation

Interested applicants should submit their applications/cover letter Curriculum Vitae(CV), Certificates and references to [om@botswanaredcross.org.bw](mailto:om@botswanaredcross.org.bw).

The closing date for all positions is 7th February 2025 at 1700hours. Only Shortlisted candidates will be contacted.