JOINT RIVER BASIN AUTHORITIES
PROJECT BOARD

Lubovane Dam Site Offices, Siphofaneni

P.O. Box 381, Siphofaneni, Eswatini
Tel: +268 2344 1049
Email: jointrbas@gmail.com

JOB DESCRIPTION

Position Title: Finance Graduate Trainee

Department/Unit: Finance and Administration

Location: Siphofaneni, Eswatini

Reports To: Finance and Administration Manager

Closing Date: 12 July 2026

Employment Type: 12 Months Fixed term

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1. Background

The Joint River Basin Authorities – Project Board (JRBA-PB), a strategic initiative under the Ministry of Natural Resources and Energy, is tasked with strengthening the operations of Eswatini's five River Basin Authorities (RBAs) to ensure effective water governance. The Finance and Administration Unit plays a vital role in ensuring the institution's compliance with financial policies, efficient resource allocation, transparent and accountability processes. As part of its capacity-building strategy, JRBA-PB seeks to recruit a qualified GIT to support Finance functions while gaining practical experience in a dynamic public-sector environment.

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2. Job Purpose

The **Finance GIT** will support the **Finance Department** in executing Finance-related tasks in line with internal policies, financial regulations. The GIT will assist in all finance related duties, billing and procurement This opportunity is designed to expose a recent graduate to public sector procurement practices and build foundational experience in financial administration.

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3. Required Qualifications and Experience

- Bachelor of Commerce (BCom) Degree in Accounting & Finance,
- Must have graduated within the past two years.
- Prior internship experience will be an added advantage.

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4. Required Knowledge, Skills, and Attributes

Knowledge:

- Basic understanding of financial accounting standards
- Familiarity with standard procurement processes and documentation.

Skills & Competencies:

- Good organizational and record-keeping skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Strong attention to detail and ability to follow instructions.
- Good written and verbal communication skills.

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Personal Attributes:

- Integrity and ethical conduct.
- Willingness to learn and take initiative.
- Reliability and punctuality.
- Ability to work well in a team environment.

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7. Approved by:



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Ms Precious Simelane

JRBA-PB Acting CEO

How to Apply

Interested candidates should submit their CV, certified copies of relevant academic qualifications and cover letter to **humanresoures@jointrbas.org**

Closing date: 12 July 2026.

Successful candidates will be contacted within 2 weeks after the application deadline.