

Senegal Jobs Expertini®

DIRECTOR, FINANCE AND ADMINISTRATION, WEST AFRICA

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Company: CARE

Location: Dakar

Category: other-general

CARE seeks a **Director, Finance and Administration**, for the anticipated USAID-funded Regional Resilience Leader with Associates Activity for Sahel Region. This Activity aims to expand resilience in the Sahel, improving the ability of individuals, households, and communities to mitigate, adapt to, and recover from perennial shocks and stresses. The Activity will address the unequal impact of shocks, stresses, and climate change on women and youth, and their implication on households and the local economy. The focus of the Activity will be Burkina Faso, Mauritania, Chad and possibly the Gambia.

The Director will lead project finances and administration with close oversight of budgeting, financial forecasting and analysis, office administration and/or project operations including, procurement, logistics, security, and human resources. The successful candidate will possess significant experience leading finances and operations of USAID or other international donor-funded projects.

This Activity is expected to be a five-year Leader with Associates Award in the \$100-300 million range with a ceiling of \$200 million.

This is a Key Personnel position, subject to USAID approval. It is also subject to project award and funding. National and international candidates are encouraged to apply. This position will be based in Dakar, Senegal.

Responsibilities:

Support the Chief of Party (COP) in day-to-day financial and awards management and ensure that the Leader and Associate Awards meet all CARE, USAID and host country regulations and requirements related to USAID funds usage, accountability, and operations

within the country.

Establish and ensure efficient financial and operational systems for the Leader Award and Associate Awards, including internal audits, compliance, record keeping and risk management.

Lead the annual budgeting process for the Leader Award and Associate Awards and review all financial plans and budgets, monitoring progress and changes.

Manage project procurement and human resources as needed for the Leader and the Associate Awards.

Manage or oversee training of staff and partners on donor regulations, grant management systems, financial management, procurement, and administrative procedures as and when required.

Track and analyze all costs incurred under the Leader and Associate Awards; oversee all payments.

Monitor Leader and Associate Award budgets and advise senior management of both the Leader and Associate Awards on burn rates and other programmatic considerations; provide and ensure that Associate Awards provide complete and compliant required reporting; and maintain financial records for all program activities.

Oversee Leader and Associate Award budgets and expenditures.

Supervise a team of finance and operations staff for the Leader Award and ensure that comparable staff will be budgeted to support Associate Awards.

Ensure application of documented policies and procedures related to administrative and operational functions in accordance with CARE and donor requirements.

Liaise with CARE's home office financial, compliance and field operations teams.

Oversee management of the Leader Award office, offices of Associate Awards, vehicles, security, and host country registrations for the Leader Award and ensure that the same is true for organizations leading Associate Awards.

Qualifications:

Master's degree or equivalent in finance, business administration (MBA), accounting, or a related field

Demonstrated operational experience and knowledge of the following: financial management, procurement, compliance, security and/ or human resources management.

Experience managing USAID cooperative agreements and/or contracts.

Experience working in the Sahel region.

Experience recruiting, developing, and managing staff and teams.

Fluency in English and French required (spoken and written).

Strong oral and written communication skills; excellent demonstrated inter-cultural, interpersonal, and negotiation skills.

Demonstrated commitment to PSHEA (Prevention of Sexual Exploitation, Harassment, and Abuse).

Demonstrated commitment to principles of Diversity, Equity, Belonging and Inclusion (DEBI).

Ability to travel within West Africa as required and as security conditions allow.

#LI-HGH

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