



Job Title: Finance Director, USAID OVC Project (Zimbabwe)

Location: Harare

Deadline: March 18, 2022

Anticipated start date: September 1, 2022

Bantwana Zimbabwe (BZ) seeks an experienced candidate for the role of Finance Director for an anticipated USAID-funded project to reduce the vulnerability of orphans and vulnerable children (OVC), and adolescent girls and young women (AGYW) to HIV and GBV. BZ is a leader in the development of high quality, comprehensive OVC service delivery in high HIV prevalence districts in Zimbabwe. BZ brings a significant track record of excellence and innovation in improving access to and quality of integrated OVC care and support, with a particular focus on strengthening coordination and layering of care, protection and support services across the HIV continuum of response, for vulnerable children and their caregivers at community, district, provincial and national levels.

The Finance Director is responsible for ensuring that the project functions efficiently and effectively in all financial, administrative, and operational matters. S/he ensures that the project consistently and correctly implements sound financial, contractual, and administrative operating systems, and that project activities are implemented in compliance with the USAID award regulations and with BZ policies and processes. S/he works closely with the Chief of Party, project management team and partners to implement approaches and procedures and address management issues. The Finance Director will report to the Chief of Party. The selection of the applicant is subject to USAID approval. Salary will be commensurate with qualifications and experience.

Responsibilities

- Oversee implementation of finance and administration policies and procedures of the project.
- Support and supervise staff to carry out day-to-day finance and administration functions.
- Ensure complete documentation, stewardship and accountability of financial transactions.
- Work with other project staff to ensure a robust budgeting and financial management and tracking system that adequately recognizes and effectively accounts for project funds.
- Oversee and review the work plan budgeting, budget tracking, and financial communication/reporting process and systems.
- Assess the financial capacities of consortium partners and provide technical assistance to partners as may be required.
- Organize annual external audits for the project and for partners as required.
- Ensure management and compliance of the contract in line with financial requirements for USAID, BZ policies, and the laws of the government of Zimbabwe.
- Review of sub-grantee reports for accuracy and compliance with the terms of the sub-grant agreement.
- Initiate and monitor the existence and application of clear robust financial policies and adequate internal controls to guide project staff and minimize the risk of non-compliance, malpractice, and human error.
- Oversee the sub-contract process including the contract management and monitoring of all project partners.
- Provide training and/or guidance to staff on financial controls and operational systems.
- Supervise supporting Finance and Operations/Administration staff and Human Resources.

Qualifications and Experience

- Advanced degree in Accounting and Master's degree in management or business-related

field including membership with professional bodies in accounting and a minimum of 5 years professional experience in project financial and administrative management.

- At least 10 years of relevant experience, including management experience in large complex international development projects with extensive field operations. Supervisory experience required.
- Experience with USAID-funded contract administration, proficiency in locating and interpreting applicable rules and regulations.
- Extensive knowledge of USAID financial management rules, regulations, and reporting requirements.
- Demonstrated experience managing sub-grants to partner organizations.
- Proficiency in relevant computer applications and databases.
- Demonstrated analytical, organizational, and written communication skills in English.
- Zimbabwean nationals strongly encouraged to apply.

To apply

Interested candidates should submit their cover letters and detailed CVs, clearly stating the position in the subject line, to info@bantwana.org no later than March 18, 2022 at 5PM Harare Time. Bantwana Zimbabwe is an equal opportunity employer. Only shortlisted candidates will be contacted.