

Job Description: Integrated Health Project- DRC
Director of Finance and Administration

John Snow, Inc. (JSI) is a public health management consulting and research organization dedicated to improving the health of individuals and communities throughout the world. Our organization is currently seeking Director of Finance and Administration (DFA) candidates for a possible award of the USAID-funded Integrated Health Program (IHP) in DRC. Should JSI be the successful bidder, our team will work to increase use of proven interventions (maternal, newborn and child health, family planning and reproductive health FP/RH, hygiene and sanitation, prevention and treatment of malaria, nutrition, gender-based violence and likely others) and essential products among populations in specific geographic areas.

The DFA will be a full-time position based in Kinshasa, DRC. The DFA makes operational decisions. He/she must ensure support teams including administration, finance, and logistics function efficiently to support implementation of the activity. This individual must participate and engage in management meetings and maintain positive relationships with GDRC officials, partners, and implementing partners.

Major Duties and Responsibilities:

- Collaborate with the Project Director and other key personnel to ensure coherence between programmatic activities and financial provisions.
- Supervise all administrative and financial staff.
- Direct the preparation and negotiation of project budgets and modifications, and coordinate with JSI/Boston as appropriate.
- Assist the COP in addressing cooperative agreement-related issues and ensure that the Project's financial controls and systems comply with US Government practices and meet all required rules and regulations.
- Supervise all central and regional financial and administrative staff and serve as the point person for JSI-related financial queries, coordinating all correspondence from the central office regarding wiring of cash, payments and other financial matters.
- Manage, monitor, and update project budget and obligated funds; review and analyze variations and share with JSI/Boston.
- Oversee procurement of equipment and commodities.
- Ensure compliance with USG procedures and regulations in implementation of all program activities.

Required Qualifications:

- A minimum of a Master's Degree (or foreign equivalent) in business, finance, accounting, or a similar relevant field. A master's degree may be substituted by a bachelor's degree and at least 15 years' experience as described below.
 - At least ten years' experience, of which at least eight years' overseas experience, in financial management of large, complex, donor-funded projects, with demonstrated experience with funds control, monitoring of

fraud and abuse and demonstrated success in managing sub-contracts/sub-grants with international consortiums including local organizations, and NGOs.

- Experience in the African region, West/Central Africa and DRC or other fragile and conflict affected country is preferred but not required.
- The DFA must have language skills at the following Foreign Service Institute proficiency level or equivalent: French Level IV and English Level III.

Preferred Qualifications:

- Fluency in professional French writing;
- Prior experience as a Director of Finance and Administration of a USAID-funded project or program;
- Experience in the health sector in DRC.

Please apply via the following link, which will bring you to the JSI Jobs Database:

<http://www.jsi.com/JSIInternet/Careers/jobdescription.cfm?id=102526&intern=0>