



## **Helen Keller International Job Announcement**

### **Regional Program Finance Manager Morbidity Management & Disability Prevention (MMDP) (Dakar, Senegal)**

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) is dedicated to saving the sight and lives of the world's most vulnerable and disadvantaged. Headquartered in New York City, HKI currently conducts programs in 21 countries in Africa and Asia, as well as in the United States. Renowned for its reliability, efficiency and high level of technical expertise, HKI promotes the development of sustainable, large-scale programs that deliver effective preventative and curative services for nutrition, eye health and neglected tropical diseases. The hallmark of the organization's work is its proven success in developing, testing and scaling-up health interventions, and integrating them within government and community structures to support and build local capacity and sustainable solutions.

#### **Background**

HKI is leading the implementation of Morbidity Management and Disability Prevention for Blinding Trachoma and Lymphatic Filariasis (MMPD) activities, under a five year, \$35 million Cooperative Agreement with USAID with over 140 staff across four continents. The project provides USAID, the Bureau for Global Health (GH), and the NTD Program with assistance to strengthen MMDP components within national NTD plans and achieve elimination goals for trachoma and lymphatic filariasis (LF), and helps countries in planning, implementing, and monitoring the scale-up of high-quality treatment and care services for affected individuals.

#### **Scope of the Position**

The Regional Program Finance Manager, MMDP is responsible alongside the country offices for the financial management of MMDP activities in HKI program countries within the portfolio. Working as part of the MMDP team, s/he serves as the financial liaison to country office, regional and US-based MMDP staff. The position's main responsibilities are to work closely with the country office finance and program staff to provide support in the preparation and review of annual project and fixed obligation grant budgets and grant budget narratives; to review financial reports; ensure strong tracking of program expenditures, including all sub-awards by the country offices; ensure compliance with HKI policies and USAID rules and regulations; and provide staff training in coordination with the MMPD team, the regional office and the Finance department.

#### **Functional Relationships**

This position will report directly to the Senior Program Finance Manager, MMDP and have strong working relationships with the finance department and the MMDP Regional Program Manager. This position will, therefore, serve as a member of both the MMDP team and the Finance department, ensuring congruity and consistency of financial policies and procedures.

HKI has a matrixed reporting structure that respects both the line management and authority within country office and regional hierarchies; and the accountability and oversight duties of subject matter experts and multi-country program managers at the regional and headquarters level. Regular communication and a spirit of team work among colleagues, both hierarchically and laterally are essential to make this structure thrive.

## **Responsibilities**

### Financial Management

- Serve as finance liaison to country and regional offices as it relates to the management of the MMDP award.
- Provide regular updates to the Senior Program Finance Manager, MMDP on financial progress of the program and early alerts of any issues.
- Assist MMDP country offices with the preparation of proposal budgets, annual project budgets, fixed obligation grant budgets, and budget modifications. Ensure all budgets are consistent with the work plan narrative and compliant with HKI and USAID regulations.
- Prepare budget narratives for annual project budgets and fixed obligation grants.
- Prepare financial reports, accruals, and other financial deliverables. Advise on journal adjustments as needed. Working with the country offices, carefully track and report project expenses, burn rates on a monthly basis.
- Ensure budgets and other financial information are correctly represented in HKI's financial and project management systems. Maintain the hard and electronic file for each MMDP project.
- Assist country offices in responding to audit requests from donors, developing financial management tools, and managing project's close-out process.
- Assist country offices in ensuring strong monitoring and tracking of sub-awards.
- Work with country offices to develop useful project-specific monitoring templates, including reporting templates for sub-awardees.
- Work with country offices to maintain strong financial controls to guarantee compliance with HKI and donor regulations.

### Award Management

In conjunction with Grants & Contracts staff assigned to the project,

- Review all grant agreements, contracts, and modifications for the MMDP program in HKI project countries.
- Review procurement requests, sub-agreements, and fixed obligation grants, and ensure that key processes are followed so that grant risk assessment receives consistent attention and direct support.

### Training and Site Visits

- Travel to train and support MMDP colleagues, monitor financial management of the MMDP project, and conduct site visits to Ministry of Health project locations and sub-recipient offices.
- Provide expertise, advice, and training to MMDP staff to build their understanding of financial regulations and policies to ensure that programs are delivered with minimized compliance risk; and work collaboratively with Regional Office staff to train and build capacity of local national staff.

### Standards and Systems Development

- Collaborate with the Senior Program Finance Manager and Grants & Contracts unit to implement guidelines, procedures, standards, work processes, manuals, metrics, and methodologies for a successful and comprehensive financial management system applicable to this specific project.
- Contribute to the development of and implement project toolkits in collaboration with the Senior Program Finance Manager and Regional Program Manager to ensure effective and efficient operations.
- In conjunction with the G&C Unit, stay abreast of new USAID financial regulations and assist in integrating new regulations into HKI policies.
- Raise red flags to management of any possible non-compliance at all levels.

## Qualifications

- Master's Degree in public administration, finance, accounting, or related field with at least 6-8 years related prior work experience with at least 5 years managing U.S government-funded projects; or equivalent combination of education and experience.
- Knowledge of USAID rules and regulations is required.
- Very strong interest in public health programs as well as the synergy between the programmatic, operational, and financial components of public health initiatives.
- Experience working at country office and or regional level, supporting financial management responsibilities for a country office strongly preferred. Knowledge of the Africa region is required.
- Experience managing staff and mentoring colleagues.
- Oral and written proficiency in French
- Ability and willingness to work under pressure as a part of a global team in a collaborative and supportive manner.
- Proven ability to create and maintain effective systems for managing information, and tools for making information accessible and understandable to a broad audience.
- Ability to perform duties that require an extreme attention to detail.
- Ability to communicate effectively across cultures including:
  - asking for information in a way that is very clear, specific and understanding of overall country office workloads;
  - conduct effective trainings for country office staff and in-country partners; interacting with internal and external colleagues.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Highly computer literate including very strong Excel skills, and solid knowledge of database management. Experience in the use of various financial software packages and accounting procedures a strong plus.
- Ability to undertake international travel (approximately 8-10 weeks of travel per year).

## To Apply

Qualified candidates should submit a cover letter and resume to [Hki.Recruitment@hki.org](mailto:Hki.Recruitment@hki.org) noting the job title in the subject line. Applications will be accepted until the position is filled.