

**Finance & Administration Director
USAID Tanzania Malaria
Surveillance and Monitoring**

Akros



Background

Akros is a cutting edge organization that establishes data-driven systems that improve the health and wellbeing of disadvantaged communities. We pride ourselves in our ground-level knowledge of the health systems where we work, and our ability to provide novel, lasting solutions implemented in developing regions.

The anticipated USAID Tanzania Malaria Surveillance and Monitoring is aimed at supporting the Government of Tanzania (GOT) to reduce the burden of malaria and to move towards the long-term goal of malaria elimination. We are currently seeking qualified candidates for the Chief of Party and Finance and Administration position. We present the anticipated scope of works for these positions as follows. *Hiring of selected candidate is contingent upon successful award of the program to Akros.*

General Responsibilities

The Finance and Administration Director is responsible for overseeing the finance and administrative functions of the program ensuring compliance with the award terms. The Finance and Administration Director will be responsible for management of all accounting, including sub-grants, and ensure financial operations are in compliance with USAID regulations. S/he will be responsible for ensuring that adequate financial management systems are in place and functioning.

Key Responsibilities

- Oversee the finance and administrative functions of the program ensuring compliance with the award terms.
- Management of all accounting, including sub-grants, and ensure financial operations are in compliance with USAID regulations.
- Ensure adequate financial management systems are in place and functioning.
- Maintaining transparent financial and reporting procedures and effective operation of financial controls and will provide concise and timely financial reports for record-keeping, financial functions and internal control systems.
- Work closely with COP and other team members to ensure resources are effectively and efficiently budgeted and managed to achieve activity deliverables.

Minimum Qualifications

- Masters' Degree in Finance or a relevant accounting degree from a recognized university or equivalent.
- Certified Public Accountant
- Demonstrated experience in managing and supervising a team.
- Outstanding interpersonal skills and eager to work in a multicultural organization.

- Seven years' experience in financial management of U.S. assistance programs of similar size, complexity and setting.
- Expertise in U.S. government cost principles, rules and regulations and applying these in program decision-making.
- Demonstrated experience in supporting and working with program technical staff to ensure resources are used efficiently and to accurately account for expenditures.
- Demonstrated experience in managing sub-grants including risk assessment and working with host government entities as grantees.
- Ability to communicate effectively in English, both verbally and in writing.
- Exceptional computer skills, particularly in Microsoft Excel, and experience using commercially available accounting software programs.
- Excellent record of accurate and on-time reporting to donor agencies.

Location and Term

These positions are based in Dar es Salaam, Tanzania with travel throughout Tanzania. This position is open to international and local candidates. All positions are contingent upon successful award of the USAID Tanzania Malaria Surveillance and Monitoring contract to Akros.

Application Instructions

If interested in a position, please submit a Cover Letter and CV to careers@akros.com. Though applicants will be considered in rolling basis, applicants are encouraged to apply by January 19th, 2018.

Please send applications with the subject line: 'Application: USAID Tanzania – Position Title'. **Submissions which do not indicate a position in the subject line will not be reviewed.**

Candidates will be interviewed on a rolling basis and are encouraged to apply early. To learn more please visit www.akros.com/careers.