

JOB OPPORTUNITY - DIRECTOR OF FINANCE AND ADMINISTRATION (x1)

Our client, works with the Government of Zambia and the private sector to improve the lives of vulnerable Zambians. For nearly 20 years, they have supported delivery of reproductive health, HIV and AIDS, malaria and child survival services and products in line with the policies and priorities identified by the government of Zambia. They are a leading Local Zambian Organisation (NGO) with programs targeting malaria, child survival, HIV and reproductive health with work ranges from on the ground implementation of health services, and community programs to distribution of health care products and services to the most vulnerable populations, provides life-saving products, clinical services and behaviour change communications that empower the most vulnerable populations to lead healthier lives is recruiting for the position of Director of Finance and Administration, Zambia Accessible Markets for Health (ZAM-Health).

The Director of Finance and Administration (local position) to lead the financial management of activities under an anticipated \$35-38m USAID-funded project in Zambia. This individual will be responsible for overall financial management and administration of the cooperative agreement and ensure compliance with USG, USAID, and PEPFAR financial regulations. The Director of Finance and Administration will oversee finance, human resources, grants management, procurement, and logistics. He or she will also provide management and operations support and oversight for the implementation of program activities.

The Director of Finance and Administration will be responsible for financial and administrative management of the activity, including human resources, accounting, and sub-grant management. He or she will ensure financial operations are in compliance with USAID regulations by establishing financial management systems and transparent financial and reporting procedures and operational controls. The position will prepare and submit to USAID financial reports.

Qualifications, Experience and Core Competencies Required

- » A minimum of a Master's degree in business administration, finance, accounting, or other relevant field; or
- » A certified accounting degree in business or accounting along with ACCA or ZICA professional membership. A Master's Degree would be an added advantage;
- » Progressively responsible experience in financial compliance for international development programs in a mid/senior capacity;
- » Documented experience in administrative and financial management of large scale, complex, international development assistance programs;
- » Demonstrated knowledge, skills, and experience in accounting, financial management, procurement, and logistics, among other management support areas/ functions, as required;
- » A minimum of eight (8) years' experience in

administrative and financial management of complex international development programs of similar scope and dollar value;

- » In depth experience with USG, USAID, and/ or PEPFAR funding rules, regulations and compliance requirements is a plus;
- » Demonstrated supervisory experience of professional staff.

Other skills and attributes

- » Excellent inter-personal and process-oriented skills;
- » Ability to build capacity of individuals and teams at various levels within the organization;
- » Experience building relationships with multiple stakeholders across all tiers of health systems (e.g. providers/clinical staff, Ministry of Health Officials, and other health intermediaries);
- » Experience rolling out digital health solutions is a bonus and Developing country experience;
- » English fluency and traceable References will be required.

Method of Application

If interested in the advertised position, send your recently updated CV to jobs@ksm.co.zm clearly stating in the email subject line the position you are applying for. **Closing Date is: 24th April, 2020.** Contact us on +260 211 295 486. Only Shortlisted Candidates will be contacted.