

USAID BORESHA JAMII

Kisumu Town Campus, Along Ojijo Oteko Road,
Milimani – Kisumu.

P.O. Box 210 - 40600, Bondo, Kenya.



28th January, 2022

JOB RE- ADVERTISEMENT

USAID Boresha Jamii (U-BJ) is a PEPFAR-funded project through the United States Agency for International Development (USAID) implemented by the Jaramogi Oginga Odinga University of Science and Technology (JOOUST) as its Prime with PATH Kenya and SCORE Kenya as its Sub Awardees. The project also works with four local implementing partners. The project is implemented in the counties of Kakamega, Kisumu, Vihiga and Nyamira.

The aim of the program is to provide integrated activities to achieve the Kenya Health Partnerships for Quality Services (KHPQS) goal and objectives, building on USAID's investment in health systems strengthening and FP/RMNCAH/WASH and Nutrition through supporting the Ministry of Health in achieving journey to self-reliance (J2SR) in Cluster 5 Counties of Western Kenya Region. The focus is to increase the use of Quality County led health and social services in the following programmatic areas; HIV care and treatment, Family Planning, Reproductive Health, Maternal, Neonatal, Child and Adolescent Health and Nutrition (FP/RHMNCAH), Water and Sanitation (WASH), and mitigating social determinants that affect Orphans and Vulnerable Children (OVC), Key and Priority Population (KP/ PP) and Voluntary Medical Male Circumcision (VMMC).

USAID Boresha Jamii Program (UBJ) is seeking to recruit a qualified, dedicated, and competent individual to fill the following vacant position within the Program: -

POSITION: FINANCE AND ADMINISTRATION MANAGER (ONE POSITION)

REF NO: UBJ/F&A/1/2022

JOB SUMMARY:

Reporting to the Chief of Party, the Finance and Administration Manager will oversee all financial, operational and administrative aspects of the project, including managing financial systems and controls, generating financial reports, monitoring project budget and expenses, grants management, assuring compliance with internal controls, facilitating audits and managing finance and operational issues of the project.

S/he will ensure that the finance and administration department operates as a cohesive, neutral, functional unit that provides high-quality, responsive, prompt and cost-effective services to the Project Team; ensuring that the finance and administration of the Project are within the framework

and meet the threshold of the local laws as well as the USAID requirements. S/he will oversee a team of finance and administration staff and offer support to the Project by ensuring strict adherence and compliance to donor standards.

SPECIFIC RESPONSIBILITIES:

Leadership and Management

- Ensure application and compliance of documented policies, procedures, guidelines, regulations and standards for finance and administration as well as all core operations functional by ensuring highest level of efficiency and effectiveness toward supporting the project.
- Ensure that a system is in place for regular performance assessment of project finance staff, including providing technical support, training and opportunities for development.
- Develop, coordinate and implement plans for the control, monitoring and reporting of financial operations to include controllership, treasury, operational budgets and project budget.
- Lead assessment of staff and sub recipients' financial management capacity, ensure capacity strengthening on finance policies and regulations, as needed, monitor and measure impact.
- Ensure that all financial information is consolidated within established deadlines and policies provided to the COP as appropriate for analysis and dissemination.
- Provide guidance to and overall supervision of the project finance and administration teams.
- Ensure timely dissemination of new initiatives such as , policies and monitoring of implementation.
- Lead efforts to close audit findings on financial management and project administration in an efficient and effective, and sustainable way.

Financial

- Oversee the preparation, review, approval and submission of all internal financial reporting requirements for the project, including month end closing and balance sheet reconciliations, and the balances are adequately supported.
- Manage and review the project finance procedures to ensure efficiency and effectiveness.
- Direct accurate preparation of, and review by the Chief of Party, of all USAID financial reports in respect to accounting, legal and contractual requirements.
- Monitor monthly cash needs ensuring cash requirements of the project and sub-awardees are met within the standards of U-BJ and USAID.
- Oversee the development and implementation of processes and procedures to minimize the project's foreign exchange exposure to currency gains and losses.
- Work closely with senior management, subcontractors and the local implementing partners to develop and monitor annual project budgets and budget updates.
- Ensure final financial reviews of sub-award budgets prior to approval.
- Ensure integrity of accounting information by reviewing account issues for compliance and establishing quality control over accounting transactions and financial reporting. Oversee maintenance of supporting documentation for a reliable and easy to follow audit trail.

Sub-award and sub-contract management support

- Monitor the effective oversight and support to recipients of sub-awards and sub-contracts by the project to ensure consistent compliance with the terms of their agreements including financial management and compliance with USAID regulations.
- Monitor the submission of accurate financial and activity reporting by sub-award recipients according to the timeline provided

Compliance Oversight

- Assess and monitor compliance with project and USAID policies and procedures through field visits and management report reviews.
- Ensure that regular and comprehensive risk and cost-efficiency analyses are conducted.
- Ensure that the program adheres to USAID requirements and guidelines including ensuring a robust risk management and fraud reporting system, developing and maintaining a project risk management and issues log, and developing a system for digitizing payments from the projects

Administration

- Design systems and processes that provide appropriate levels of security and control of project assets, resources and operations
- Provides overall administrative leadership for project operations, including, logistics, procurement, human resources, information technology, property and security.
- Oversee administrative functions for all sub offices to ensure efficient and consistent operations

KEY WORKING RELATIONSHIPS:

Internal: Chief of Party, Deputy Chief of Party, Grants & Compliance Manager, all Project staff.

External: Officials at USAID, government organizations, representatives from for-profit and other non-profit organizations, representatives of non-traditional public donors including UN, World Bank, and other stakeholders.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

The Finance and Administration Manager (FAM) reports to the Chief of Party and is responsible for overseeing all aspects of budgeting; financial management & reporting; Contract /sub award Procurement and Management; Human Resources Management; Asset Management, Logistics & Prime Award Compliance with terms and conditions of the award. The FAM oversees all activity operations

The Finance and Administration Manager should have the following requirements:

- Master's degree in Business Administration, Accounting, Finance, Human Resources or other relevant fields.
- Professional accountancy qualifications (Certified Public Accountants -CPA, Association of Chartered Certified Accountants-ACCA) or equivalent membership of a recognized professional accountancy organization in good standing.
- A minimum of seven (7) years of experience in overseeing grantee compliance with donor requirements for activities of similar dollar value of \$74M.
- A minimum of seven (7) years supervising overall operations of donor funded activities (e.g. teams for Human Resource, logistics, grant/ contract and finance staff).
- Excellent financial management skills with strong analytical and computer proficiency skills such as Microsoft Excel and Word and other critical computer software with emphasis on budgeting and financial analysis such as Quick Books .

Terms of Service

The successful candidates will be employed on an initial contract term that **runs to May 2023** with a possibility of renewal with a competitive remuneration package subject to availability of funds and need for the service.

How to apply

Candidates who satisfy the requirement stated above and interested, should forward their application in **soft copy only** including an up-to-date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach us on or before **Tuesday 8th February, 2022 at 17:00PM Nairobi**
Time to the below email address:

recruitment@boreshajamii.or.ke

and a copy to vc@jooust.ac.ke

Additionally, please note that:

After the interview, the successful Candidate will be expected to submit the following

as part of meeting the requirements of Chapter 6 of the 2010 Constitution of Kenya:

1. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations,
2. Loanee Compliance Certificate to confirm if a candidate is up to date with the loan repayment.
3. Non- Loanee Compliance Certificate for those who have never benefited from HELB Loan.
4. Current Tax Compliance Certificate from KRA
5. Clearance from Ethics and Anti-Corruption Commission
6. A Clearance Certificate from an approved Credit Reference Bureau CRB.

USAID Boresha Jamii Program is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply.

Only shortlisted candidates shall be contacted.

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