



Director of Finance and Administration for a Higher Education Project in Malawi

We are currently seeking qualified candidates for the position of: **Director of Finance and Administration, Malawi Higher Education Project to be based in Lilongwe, Malawi.**

Description

Virginia Tech's Center for International Research, Education, and Development (CIRED) is recruiting for a Director of Finance and Administration for an anticipated USAID-funded project that will work with Malawian Higher Education Institutions (HEIs) to strengthen their capacity to design and deliver high-quality and market-linked STEM and other targeted academic programs; expand access to higher education for marginalized and vulnerable youth; and improve research and innovation outputs.

Malawian nationals are strongly encouraged to apply.

Essential Duties and Responsibilities

The Director of Finance and Administration will be responsible for administrative and financial leadership of the program, including overseeing accounting, sub-award and small grants management, and cost-share tracking to ensure quality, timeliness, and efficiency of project set-up, daily operations, and close-out. S/he will establish and maintain sound financial management and compliance practices and ensure adherence to Virginia Tech and donor procedures, rules and regulations. S/he will also provide mentorship and oversight to sub-grantees, including operational systems capacity building.

Reporting to the Chief of Party with dotted line reporting to CIRED Finance Team, the key responsibilities of the Director of Finance and Administration are expected to include:

- Provide leadership for finance, operations, and human resources aspects of the project including general administrative processes, financial management, sub-award management, accounting and logistics;
- Establish and maintain sound and transparent accounting and fiscal control procedures for financial, sub-award, small grants and operations aspects of the project;
- Ensure compliance of financial and operations systems with Virginia Tech policies and procedures, donor rules and regulations, award requirements, and host government laws;
- Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets;
- Manage project procurement processes;
- Advise the Chief of Party on project financial and compliance status, availability of funds for project activities, and other financial and operations-related matters;
- Prepare and submit annual and quarterly financial and accrual reports;
- Liaise with internal and external auditors during project financial management reviews;
- Provide technical assistance to local partners on financial compliance and reporting;
- Contribute to the development of high-quality work plans, quarterly and annual reports, financial reports, and other reports as required by Virginia Tech and the donor;
- Supervise administrative, finance, procurement and grants staff

Education/Experience

Required Qualifications:

- Bachelor's degree or higher in accounting, finance, business administration, or a related field;
- Minimum of 8 years of related work experience in financial and administrative management, including managing a finance department required;
- Experience overseeing the finance and operations of large and complex donor-funded projects;
- Expertise in USG cost principles, rules and regulations and applying these in program decision-making;
- Demonstrated experience and skills in managing a small grants program;
- Knowledge in generally accepted accounting, budgeting, and fiscal control principles;
- Demonstrated experience and skills in developing and managing large budgets;
- Relevant skills in automated accounting software systems and database spreadsheets;
- Experience with payroll processing and human resource oversight;
- Demonstrated ability to create and maintain effective working relationships with NGO partners, community-based organizations, and international donor agencies;
- Demonstrated leadership qualities, with a depth and breadth of expertise in financial management;
- Strong interpersonal, writing, and oral presentation skills in English

Preferred Qualifications:

- Financial management experience of USG assistance programs strongly preferred;
- Experience on the African continent, and specifically in Malawi;
- Experience working in a non-governmental organization (NGO) and/or a global, international organization;
- Quickbooks experience;
- Experience building capacity in financial management of community-based organizations and implementing partners;
- Certified Public Accountant (CPA) or Chartered Accountant designation

How to Apply

To apply, please send a cover letter and resume by email to: CIREDD.Jobs@gmail.com, with "Director of Finance & Administration, Malawi HE" in the subject heading. Applications will be reviewed beginning on 9 August 2021 and the position will remain open until filled. Only short-listed candidates will be contacted. Recruitment is contingent upon successful award of the project; this document should not be construed in any way to represent a contract of employment.

About the Organization:

Virginia Tech's Center for International Research, Education, and Development (CIRED) manages and implements externally funded projects in developing countries.

Virginia Tech is an equal opportunity and affirmative action employer. Women, minorities, individuals with disabilities, and protected veterans are strongly encouraged to apply. Anyone having questions concerning discrimination or accessibility should contact the Virginia Tech Office for Equity and Accessibility.