



Senior Finance and Administration Director

With a mission to restore health and healing to those most in need, IMA World Health is a non-profit, faith-based organization that offers extensive expertise in health systems strengthening as well as neglected tropical diseases, malaria, HIV, non-communicable diseases, and sexual and gender based violence programs in some of the most challenging and post-conflict settings throughout Africa, Asia, and the Caribbean.

IMA World Health is seeking a Senior Finance and Administration Director based in Juba. S/he will provide operations oversight and senior level guidance for the office. S/he will oversee finance, grant management, procurement, administration, operations and HR, assuring the quality, impact and cost effectiveness of the project. The position will update and oversee the implementation of policies, procedures and systems for HR, administration, financial support services and procurement. S/he will ensure that the project's support interventions are in compliance with national and international standards as well as the financial compliance standards of the donor. This position will report directly to the Country Director.

Duties:

- Provide leadership support for the successful implementation of, and adherence to, IMA Global HR Operating Policies and Procedures;
- Oversee all financial, grant management, HR, administrative and procurement operations in the Juba office;
- Update and oversee administration, HR, grant management, finance and procurement systems for project implementation;
- Oversee external financial commitments including procurement contracts and lease agreements for office, guesthouse and warehouses;
- Ensure project expenses are reasonable, allocable, prudent and spent in accordance with the different donor rules and regulations; support donor auditing procedures;
- Ensure strong working relationships with Partners and contribute to building the capacity of local partners in administration and finance management;
- Institute staff development plans for training and capacity development;
- Ensure systems are streamlined between, administration, HR, finance, procurement and programs;
- Ensure strong working relationships between the field office and HQ;
- Other relevant tasks as assigned.

The position requires a competent and experienced person with the following attributes:

- Postgraduate degree in business administration, finance, or relevant technical field with a minimum of 10 years of progressive management and leadership experience.



- At least 7 years' experience in finance and/or administration of donor funded projects including USAID, World Bank, DFID, and Global Fund.
- Experience in operations and accounting.
- At least 5 years' experience in conflict areas, ability to adapt, ability to live and work under pressure in an unstable security environment
- Ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity
- Strong background in financial management, budget development and analysis.
- Fluency in English
- Good communication and interpersonal skills, and the ability to work in a team
- Ability to develop a good working relationship with local organizations, other program partners and counterparts in order to contribute at the highest level to project deliverables
- Willingness to support IMA's mission
- Ability to travel within the country, region, and internationally as needed.

FT position with excellent benefits. EOE. Please apply online through the Careers Page of our website: www.imaworldhealth.org by 31 May 2016.