



50. H3



## Job Opportunity

### Director of Finance and Administration, USAID/South Sudan Monitoring and Evaluation Support Project, South Sudan

#### Company Profile:

MSI, a Tetra Tech Company, is a Washington, D.C. metro area international development firm with a 35-year history of delivering development results across the world. Our core expertise is in the fields of monitoring and evaluation (M&E), institutional development, public sector *management*, peace and stability, governance and anti-corruption. MSI has implemented projects in 90 countries around the world such as Jordan, Kenya, Indonesia, Syria, Pakistan, Afghanistan, Ukraine, Colombia and Mexico. As one of the leading companies in our field, MSI has partnered with organizations across all sectors of international development to support clients ranging from large bilateral and multilateral donors such as USAID, the World Bank and the United Nations Development Program to national and local governments, nongovernmental organizations (NGOs), think tanks, foundations and universities. For more information on MSI, please visit our website at [www.msiworldwide.com](http://www.msiworldwide.com).

#### Project Summary:

The Monitoring and Evaluation Support Project (MESP) provides USAID/South Sudan with flexible, demand-driven technical, analytic, advisory, training, monitoring, evaluation, and related support services for performance measurement. The project includes monitoring and evaluation technical support to the Mission for performance management at all levels as well as support to assessments, analytical research, and related services required for new project designs, sector strategies, and broader strategic revisions.

**\*\*Please note: Only South Sudanese citizens are eligible for this position\*\***

#### Position Summary:

Director of Finance and Administration (DFA) will be the primary focal point for all financial and administrative matters. The DFA will be responsible for financial management, accounting, human resources, procurement, logistics and administration of the office. The DFA will report to the Chief of Party and work full-time at MSI's field office in Juba. The DFA will supervise a team of four and, with the COP, DCOP, and Senior M&E Advisor, will be part of the MESP Field Office Management Team.

#### Responsibilities:

##### *Finance*

- Oversee all project financial transactions, including deposits, receipts and vouchers for payment disbursements
- Develop monthly cash projections for the project's financial needs for procurement, project activities, payroll, subcontracts, maintenance and repair services, staff travel, and cash needs
- Prepare monthly financial expense reports and cash and bank reconciliation statements
- Serve as focal point for daily banking matters

##### *Human Resources*

- Oversee human resources management in compliance with local laws and practices
- Support project recruitment, hiring and personnel management in accordance with MSI policies, USAID regulations, local laws, and the South Sudan MESP Personnel Manual
- Prepare and maintain employee files and leave tracking

## **Procurement and Logistics**

- Support project procurement needs, including selection and negotiation with vendors and the management of subcontractors on the project in coordination with MSI home office
- Ensure procurements are compliant with USAID rules and regulations (AIDAR & FAR)
- Maintain and regularly update the MESP inventory list to ensure all property is well maintained and properly labeled
- Review and verify Purchase Request Forms (PRFs) and Purchase Orders (POs)
- Ensure adequate funds, expense authorization, supporting documentation, accuracy of amounts, and control over payments

### **Qualifications:**

- Bachelor's degree in international development, finance, or relevant field required; master's degree preferred
- Minimum of five years of relevant work experience
- Demonstrated and proficient experience using Excel and Quickbooks
- Familiarity with FAR and USAID regulations, particularly for procurements
- Previous experience working on USAID-funded projects strongly preferred
- Strong attention to detail, prioritization, and organizational skills required
- Experience in South Sudan is preferred
- English fluency (verbal and written) required

**Reasonable Accommodations:** MSI is dedicated to hiring an inclusive workforce. If you would like to request reasonable accommodations during the application process, please email [MSI\\_Dept.HRRecruiting@tetratechinc.onmicrosoft.com](mailto:MSI_Dept.HRRecruiting@tetratechinc.onmicrosoft.com) with "Reasonable Accommodations" in the title. Our recruitment team looks forward to engaging in an interactive process to provide reasonable accommodations for candidates.

Only candidates who have been selected for an interview will be contacted. No phone calls, please. MSI is an EEO/AA/ADA Veterans Employer.

**Note:** CVs will be reviewed as they come in, and interviews may begin before the end of the closing date due to the urgency of this position.

**Closing date is November 10<sup>th</sup>, 2020 at 4:00PM.**

**To apply: Please visit our website, [www.msiworldwide.com](http://www.msiworldwide.com); or hand deliver addressing to MSI Human Resources Manager, Goshen House  
Gate N0.1**

