



# Seeking Finance and Operations Director

## Liberia Health Systems Strengthening

Chemonics seeks a Finance and Operations Director for the anticipated USAID Liberia Health Systems Strengthening project. The purpose of this project is to provide targeted support to strengthen the Liberian health system through improving leadership and governance, reinforcing health information systems for use of data for decision making, strengthening community level health services, and addressing challenges with water sanitation and hygiene. The program will enhance the capacity of the Liberian Ministry of Health to support the necessary health systems and policies required to provide high quality services across Liberia.

The Finance and Operations Director reports directly to the Chief of Party and will take a leadership role in developing and implementing key management systems that will support project planning, reporting, performance management, financial management, property and technical procurement, grants management, and personnel management. He/she will supervise day-to-day financial and administrative operations of the project, including logistics, procurement, budgeting, financial management, human resources, and compliance. S/he will be knowledgeable about current health systems strengthening models and service delivery approaches.

### Responsibilities include:

- Support the Chief of Party to develop and implement key management systems that will support project planning, reporting, and performance management
- Ensure compliance with U.S. government regulations, Chemonics' corporate policies, Liberian law.
- Establish standards and procedures to ensure that the compliance programs throughout the project are effective and efficient.
- Update project procedure and policy manuals as necessary.
- Plan and track financial and administrative activities with Home Office (HO) and Field Office (FO) staff in order to evaluate needs for implementation. Keep the HO up to date on the financial status of the project and the execution of the budget.
- Provide financial oversight and management. Supervise accounting personnel and accounting procedures according to the Chemonics International accounting policies and in preparing all contractually required financial statements or other budget figures by Chemonics International or USAID.
- Supervise project human resources management, including the recruitment, hiring, training, and termination (as necessary) of personnel.
- Supervise annual performance evaluation process for all project employees.
- Supervise and provide regular and constructive feedback to project staff.

### Qualifications:

- A bachelor's degree required; advanced degree in public health, medicine, international development desired
- Minimum 7 years of experience managing USAID contracts, including strong skills in procurement/subcontracting, compliance, financial management, human resources, and client management.
- Demonstrated ability to manage and implement complex USAID-funded public health programs or projects in a developing country context.
- Knowledge of Liberian operating environment preferred, including registration, taxes, and labor law.
- Skilled in leading and managing high-performing teams composed of local and international staff.
- Experience recruiting, forming, and successfully managing teams, and ensuring the quality of their products.

- Ability to work with cooperating partners in implementing complex programs.
- Demonstrated experience as a project lead having to prioritize multiple work assignments in an extremely fast-paced environment, to meet deadlines, and to exercise good, professional judgment that reflects positively on the image of the project and communicates the established program message of the project.
- Fluency in written and spoken English.

**Application Instructions:**

Please apply through [https://ghdrecruit.formstack.com/forms/liberia\\_health\\_systems\\_strengthening](https://ghdrecruit.formstack.com/forms/liberia_health_systems_strengthening). Candidates will be reviewed on a rolling basis until the positions are filled. No telephone inquiries, please. Finalists will be contacted.

In addition, please download and complete Chemonics' [equal employment opportunity self-identification form](#) and submit it separately to [EEOselfidentify@chemonics.com](mailto:EEOselfidentify@chemonics.com) with only Liberia UHSS in the subject line. If you prefer not to disclose your sex, race, or ethnicity, you may check "I do not wish to complete the information requested." Thank you for completing the form and supporting our equal employment opportunity reporting requirements.

Chemonics is an equal opportunity/ Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will received consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, or protected veteran status, genetic information, age, membership in an employee organization, or other non-merit factors.