



Employment Opportunity

Finance, Contracts, and Administration Director USAID Liberia Health Systems Strengthening (HSS) Project

Abt Associates, a global leader in implementing technical assistance programs and research in the fields of economic growth, international health, social and environmental policy, and climate change, seeks highly qualified candidates for **Finance, Contracts, and Administration (FCA) Director for the anticipated five-year USAID Liberia Health Systems Strengthening (HSS) Project**.

The **FCA Director** will be responsible for contract management and USAID compliance; oversight of procurement and subcontracting; budgeting, financial management and reporting; human resources management, and the general administrative support for the program. S/he will work in partnership with the Chief of Party (COP) and Deputy Chief of Party (DCOP) to ensure that the project team has the administrative and financial support required to deliver on approved workplans.

The position will be based in Monrovia and will report to the COP. Position is contingent upon contract award to Abt Associates.

Responsibilities

- Oversee the development of administrative and operations management systems and processes required to support project implementation, ensuring compliance with USAID/Liberia and Abt policies and regulations.
- Manage implementation of financial, administrative, and human resources (HR) policies and procedures that meet project needs, Abt policy and procedures, and USAID requirements.
- Provide ongoing financial administration to project including approvals of purchase requisitions, consultant agreements, vendor invoices, and client invoices.
- Oversee procurement efforts for the project including selection and negotiation with vendors, and management of subcontractors on the project in compliance with USAID and Abt Associates procurement regulations.
- Supervise institutional subcontracts and sub-agreements with assistance from the home office project team.
- Guide the administrative team on aspects of project annual work planning, and ensure that quality operational plans, budgets, and reports are submitted as per contract agreements.
- Ensure project budget projections, expenditure, tracking and reporting are in accordance with USAID and project requirements, procedures, and practices for compliance and audits.
- Create and maintain financial reporting and tracking systems, and provide financial performance updates on project activities.



- Develop and manage project banking procedures and transactions.
- Oversee all human resources management functions – recruitment, hiring, transition and termination; benefits administration; performance appraisal and ongoing performance management; leave tracking; rewards and recognition; disciplinary processes – in collaboration with Abt’s human resources department.
- Ensure staff, team members and consultants understand their roles and responsibilities and comply with contract requirements, USAID and Abt Associates’ HR policies and procedures for hiring, performance reviews, terminations, etc.
- Contribute to monthly and quarterly reporting processes, to enable the Team Leader to provide regular status and progress reports to USAID and Abt Associates.
- Liaise with Rockville-based Finance and Contracts Manager and International Accounting Manager on all operational and financial issues.

Qualifications

- Bachelor’s degree (minimum), or a Master’s degree (desired) in business administration, finance, accounting, management, or other relevant field.
- At least 8 years of experience in financial and administrative management of large, complex international development projects; USAID experience required.
- Expertise in USAID rules and regulations for contract management required.
- Experience managing a team of finance and administration staff.
- Excellent financial management skills and knowledge of latest management tools and computer applications.
- Advanced organizational skills, and ability to set priorities and effectively multi-task.
- Strong analytical and computer skills, with emphasis on budgeting and financial analysis.
- Strong communications skills and proficiency in English required.

Interested candidates may send a CV and cover letter to LiberiaJobs@abtassoc.com. Please include the position title and “Liberia HSS” in the subject line of the email. One email per position application. Deadline for applications is Friday, 15 June 2018. All positions are contingent upon program award and funding. Liberian nationals are encouraged to apply. Only qualified candidates will be contacted.

Abt Associates is an Affirmative Action/Equal Opportunity employer committed to fostering a diverse workforce. Abt Associates provides market-competitive salaries and comprehensive employee benefits.