

# **GLOBAL PROGRAMS FOR RESEARCH & TRAINING**

Affiliate of the University of California

## **Director of Finance and Operations**

Job Description

### **Background:**

The University of California San Francisco (UCSF) is engaged in a five year Cooperative Agreement with the U.S. Centers for Disease Control and Prevention-Kenya (CDC-Kenya) to provide technical assistance to the Ministry of Health and its partners for HIV and STI program Monitoring and Evaluation as well as in conducting surveillance and survey activities. We are recruiting an individual through our affiliated international NGO 'Global Programs for Research & Training' to serve as a **Director of Finance and Operations** for the office. The assignment is based in Nairobi, and the incumbent would begin working September 1<sup>st</sup> 2015. This position requires a one-year commitment, with the potential for extension at the end of the period, subject to funding availability.

### **Main Duties and Responsibilities:**

The Director of Finance and Operations will be responsible for managing the personnel, financial, administrative and logistical functions of all programs and projects supported by the Global Programs office in Nairobi. This includes ensuring that project implementation is compliant with U.S. Government regulations, while also meeting program needs and technical requirements of the projects. This will require the Director of Finance and Operations to work in close cooperation with the technical positions and project team. This position will report directly to the Country Director.

### ***Finance and Banking:***

- Serve as primary contact with bank
- Approve/sign funds transfers and checks
- Manage petty cash
- Review and approve monthly financial reports prepared by accounting firm
- Serve as primary liaison with UCSF Headquarters Office for financial reporting

### ***Procurement:***

- Supervise procurement process
- Verify that all prior approvals are received and that purchases conform to US Government funding regulations
- Negotiate vendor contracts

### ***Human Resources:***

- Oversee recruitment and hiring of all Global Programs employees
- Coordinate benefits enrollment for Global Programs employees
- Review and approve monthly timesheets and effort reports
- Submit monthly payroll information to Accounting Firm for processing

### ***Budgets and Financial Projections:***

- Work with Country Director to develop annual operating budget
- Prepare monthly budget projections

### ***Operations:***

- Supervise office and facilities management
- Maintain asset log

### **Minimum Requirements:**

- Masters of Business Administration (MBA), or other relevant field with a minimum of five years of progressive professional experience in financial and operational management required. Ten

years of progressive experience in finance and operations and a bachelor's degree in finance or related field may be substituted for a Master's degree.

- Demonstrated capacity and prior experience in managing the personnel, administrative and logistical functions of programs and projects
- Demonstrated strong analytical and financial analysis skills
- Excellent interpersonal skills and demonstrated ability to lead and work effectively in team situations
- Proven ability to prepare budgets and financial reports
- Demonstrated capacity and prior experience in supervising others
- Excellent oral and written communication skills. Fluency in English required.
- Experience working in Sub-Saharan Africa; work experience in Kenya highly desirable.
- Qualified national applicants are strongly encouraged to apply

**Preferred Experience:**

- A minimum of 5 years experience in the management of programs funded by the U.S. Government, including experience in managing finances for CDC-funded projects.
- In-depth knowledge of U.S. Government financial management rules and regulations
- Professional qualification in Accounting desired

**To Apply:**

All applicants must address each selection criterion detailed in the **minimum requirements** above with specific and comprehensive information supporting each item. All applications must include the following:

- A current CV with names and telephone numbers for 3 referees
- Copies of academic and professional certificates

All applications must be delivered or posted so as to reach the email address by **August 14<sup>th</sup>, 2015**. The applications should be sent via e-mail to **[wwaruiru.ucsf@gmail.com](mailto:wwaruiru.ucsf@gmail.com)**

**NOTE:** Only short listed candidates will be contacted.