**Director of Finance and Administration - Sierra Leone Strengthening Integrated Health Services Activity (SIHSA)**

IMA World Health, a member of Corus International, is seeking applications for the **Director of Finance and Administration (DFA)** for the anticipated 5 year $25-50 million USAID-funded Strengthening Integrated Health Services Activity (SIHSA) in Sierra Leone.

SIHSA’s goal is to contribute to the Government of Sierra Leone’s overarching goal of improving the health of adolescents, pregnant and postpartum women, and children less than five years old. SIHSA’s objectives are 1) improve the quality of family planning, maternal newborn child and adolescent health, and malaria services sustainably; 2) promote adoption of crucial health behaviors, and 3) strengthen the stewardship and governance of the Ministry of Health and Sanitation, both at central and district levels, so it is better prepared to plan, budget, allocate resources and monitor health programs. SIHSA seeks to promote the integration of health services, including malaria services, to rapidly scale-up evidence-based interventions to address preventable causes of maternal, newborn, child, and adolescent morbidities and mortality. SIHSA seeks to demonstrate innovative models to catalyze community-driven solutions and show models to promote private sector engagement.

Corus International was formed through the strategic merger of IMA World Health (operating as a public health organization since 1960), and Lutheran World Relief (operating as a livelihoods organization since 1945), and today includes the smaller entities of CGA Technologies, Ground Up Investing, and Farmers Market Coffee. Corus International works in over 20 countries in Africa, the Middle East, and Latin America, with a primary focus on health, livelihoods, and emergency response.

Today, IMA offers extensive expertise in managing and implementing highly successful and complex donor-funded programs in nutrition, maternal and child health, health systems strengthening (HSS), malaria, HIV/AIDS, sexual and gender-based violence (SGBV), and neglected tropical diseases (NTDs). IMA has managed an average of $100 million annually over the last four fiscal years, through grants and contracts from FCDO, USAID, BHA, CDC, World Bank, the Global Fund, UNDP, MCC, and private donors.

Based in Freetown, Sierra Leone the **DFA** will manage the finance activities of the project; supervise procurement, finance, human resources, and administrative staff; and ensure that adequate and appropriate internal controls are in place in compliance with USAID policies and procedures to meet generally recognized accounting standards. S/he will develop and oversee the implementation of policies, procedures, and systems for administration and financial support services and human resource management.

**The Director of Finance and Administration will be based in Freetown, Sierra Leone. Actual hiring is contingent upon successful agreement award and USAID approval. Sierra Leonean nationals and female candidates are strongly encouraged to apply.**

**Duties:**

* Oversee all aspects of program financial management and operations, including financial and accounting systems implementation; forecasting; budgeting; procurement; payroll expenditure tracking; and financial reporting.
* Collaborate with the COP, Country Financial Officer, and IMA Headquarters in the development of program financial, accounting, procurement, and HR systems, including policies and procedures, in accordance with USAID rules and regulations and IMA policies.
* Develop program budgets; oversee effective budget planning; develop and implement budgeting and financial reporting processes to meet project financial management, forecasting, and reporting requirements.
* Supervise project financial staff; institute staff development plans for training and capacity development; oversee staff recruitment.
* Ensure continual review of internal controls, communications, risk assessments and maintenance of documentation.
* Provide timely and accurate financial reports to HQ and USAID as required.
* Ensure that sub-recipients, sub-grants and local consultancy documents and procedures are completed in a timely and correct manner and comply with IMA and USAID policies and regulations.
* Support and monitor local partners and sub-recipients to ensure sound financial management, operations, and compliance; contribute to capacity building of local partners in administration and financial management.
* Oversee all program human resources management, policies, and procedures; oversee local staff recruitment processes, including participating in interviews (as needed) and salary negotiations, and in preparing employment contracts.

**Qualifications:**

* Minimum of a Master's degree (or international equivalent) in business administration, finance, accounting, or related field; additional accounting certification preferred, e.g., American Institute of Certified Public Accountants (AICPA); Association of Chartered Certified Accountants (ACCA); Chartered Institute of Management Accountants (CIMA), etc.
* Minimum of 10 years of progressively responsible administrative and financial management experience on large, complex, donor-funded international development projects, including financial and accounting systems development, financial monitoring, budget development, procurement, operations and logistics, IT, and HR management and administration.
* Minimum of 6 years of leadership/supervisory experience managing finance, accounting, operations, and administrative staff and teams. Experience strengthening the organizational capacity of host country institutions is strongly preferred but not required.
* Substantial experience in financial management of consortia of local implementing partners
* Extensive experience in financial management of USAID-funded projects of similar scope and size (cooperative agreements and/or contracts); strong understanding of USG compliance rules and regulations (including FAR and AIDAR acquisition regulations) and Cost Accounting Standards; demonstrated experience with USAID/USG financial reporting requirements.
* Experience overseeing project operations, procurement, and logistics; extensive experience in the development and management of large project budgets.
* Experience overseeing management of sub-grants and sub-contracts.
* Experience working in Sierra Leone highly desirable.
* Knowledge of and experience with financial accounting software, including USAID financial dashboards (DATIM, DevResults, etc.) and related financial management software and applications; high degree of proficiency in relevant software packages such as Adobe, MS Word, Excel, etc.
* Demonstrated leadership skills, versatility, and integrity; excellent organizational, analytical, interpersonal, and oral and written communications skills; demonstrated supervisory skills and ability to work well as a member of a team.
* Professional level fluency in English, both oral and written.

*IMA/Corus International is an equal opportunity employer (EOE). As such, Corus makes employment decisions and provides equal employment opportunity without regard to an applicant's or employee's race, religion, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, veteran status, or any other basis protected by federal, state, and local laws. If you need a reasonable accommodation in the application or hiring process, please notify Corus's Human Resources department.*