***Job Title: Finance and Administration Director***

***About Corus:*** Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 500 employees around the globe are experts in their fields and dedicated to helping the world’s most vulnerable people break the cycle of poverty and lead healthy lives. Further details about the organization can be found at: <https://corusinternational.org>

Corus International’s country portfolio in Tanzania has worked alongside the Tanzanian government, donors, and a variety of local and international partners since 1997. Programs reach marginalized communities through increasing access to quality health services. Central to its health system strengthening programming, IMA World Health in collaboration with the Tanzania Ministry of Health and Social Welfare promotes an emphasis on nutrition services and healthy behaviors to reduce malnutrition, improve population life spans, and reduce out-of-pocket health costs. The portfolio includes a focus on sustainable development assistance in nutrition, maternal and child health, and neglected tropical diseases activities and operates out of Dar es Salaam.

***About the Job:*** IMA World Health is seeking a Finance and Administration Director to lead the monitoring of an anticipated USAID-funded Regional Multi-Sectoral Nutrition activity in Tanzania (Njombe, Iringa, Rukwa, Songwe, and Kigoma). The 5-year project with focus on 1) increasing coverage of quality nutrition services at health facilities and within communities; 2) improving consumption of safe, nutritious foods; and 3) increasing capacity of district level councils to utilize data, plan, budget and deliver quality nutrition services.

The Finance Manager will manage financial planning, annual budgeting, and award reporting. S/he will ensure cost-conscious, efficient spending and compliance with all USAID regulations, including financial reporting requirements. The Finance Manager works with the procurement team for the procurement of equipment and supplies for the project in compliance with all USAID regulations.

S/he will develop and oversee the implementation of policies, procedures, and systems for administration and financial support services, while at the same time ensuring that the project’s support interventions comply with national and international standards, Corus International internal policies and procedures, and USAID financial compliance standards and regulations. In addition, s/he will be responsible for financial management and review of project sub-contractors, and provide oversight of project operations, procurement, and logistics.

The position will be based in Dar es Salaam, Tanzania and will report to Chief of Party. **Actual hiring is contingent upon signed agreement and USAID approval. Tanzanian nationals are highly encouraged to apply.**

**Key Responsibilities:**

* Oversees all aspects of project financial management and operations, including financial and accounting systems implementation; forecasting; budgeting; procurement; payroll expenditure tracking; and financial reporting and grants under contract (GUC) management.
* Prepares periodic financial reports to headquarters finance and ensures timely submission to USAID per award requirements.
* Report to IMA HQ International Finance Director and the Chief of Party on matters including, but not limited, to: operational field accounts, bank reconciliation/statements, office advance requests, and other day-to-day project administration issues

*Financial:*

* Develop annual workplan budgets; oversee effective budget planning; develop and implement budgeting and financial reporting processes to meet project financial management, forecasting, and USAID award reporting requirements.
* Ensure project expenses are reasonable, cost-effective, and comply with USAID procurement rules and regulations, support donor auditing procedures.
* Ensure that award deliverables are achieved within budget while effectively managing fiduciary risk within the project as well as downstream among sub-recipients and suppliers; promptly advise the Chief of Party of all potential fiduciary risks; develop monitoring and troubleshooting strategies to address risks and financial management.
* Validates and approves all financial transactions.
* Oversees the maintenance of financial records and ensures there is appropriate supporting documentation.

*Contractual:*

* Draft, review, and negotiate contracts (including service agreements, purchase orders, etc.), ensuring all required contractual terms and conditions are included while obtaining the best value to the project.
* Support grants under contract mechanisms and monitor sub-recipient to ensure sound financial management, operations, and compliance; contribute to capacity building of local partners in administration and financial management.

*Procurement and Travel:*

* Initiates procurement of office space, office equipment, vehicles, and other items, in compliance with USAID procurement regulations.
* Support logistical operations, including transport and staff travel requests and payments.
* Oversee project financial deliverables, including ensuring report preparation and high-quality timely submission.
* Direct preparation of annual work plan budgets, and other project-related communication and reporting materials
* Ensure compliance with USAID rules and regulations

**Qualifications:**

* Minimum of a Master's degree (or international equivalent) in business administration, finance, accounting, or related field; additional accounting certification preferred (e.g., AICPA, Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), etc.)
* Minimum of eight years of progressively responsible administrative and financial management experience on donor-funded international development projects, including financial and accounting systems development, financial monitoring, budget development and analysis, procurement, operations and logistics, IT, and human resources management and administration.
* Minimum of six years of leadership/supervisory experience managing finance, accounting, operations, and administrative staff and teams.
* Extensive experience in financial management of USG-funded projects of similar scope and size; strong understanding of USG compliance rules and regulations (including FAR/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 or sub-contracts.
* Knowledge of and experience with USAID rules and regulations required
* Deep knowledge of the political, social, and economic context of Tanzania required, with experience working in Tanzania preferred
* Strong communication skills, including both written and oral presentation skills; proven ability to develop and communicate a common vision among diverse partners
* English fluency with professional proficiency in writing required; knowledge of Swahili is an asset
* Willingness and ability to travel to project sites within Tanzania

*IMA World Health/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.*