



Job title: Financial Assistant

Place of employment: Rabat

About FHI 360

Family Health International (FHI360) is a non-profit, non-governmental organization (NGO) dedicated to improving lives in a sustainable way through integrated solutions. FHI360, operating in more than 70 countries worldwide and in every state and territory of the United States, works in health, education, nutrition, environment, economics and development, research and technology, creating a unique combination of capabilities to address development challenges.

As part of the strengthening of its Finance Department, FHI 360 Morocco is recruiting for its Rabat office **one (1) FINANCIAL ASSISTANT**

Essential Functions:

- Under the supervision of the Finance and Operations Director, he/she will be responsible for the management of expenditures for the operation of the office, including daily payments that are duly approved in accordance with FHI 360 systems and procedures; the Finance Officer in the preparation of invoices and ensure that all transactions are fully and properly documented.
- He/she is responsible for verifying advance requests, travel expense reports, operational expenses for accuracy and completeness and ensuring that expense reports have been approved according to FHI 360 systems and procedures prior to making any payments.
- Support the Finance and Subaward staff in the tracking and processing of sub-grant applications and reports.

Main responsibilities

1. Maintain accounting and bookkeeping records

- Ensure that all expenses are authorized and processed efficiently.
- Verify invoices and prepare the necessary documents for payments (slips and payments by check and bank transfer) in a timely manner after authorization by the authorized personnel.
- Verify petty cash expenditures with the Administrative Assistant to ensure that they are accurate and well documented.
- Review field office expense reports and related invoices on a monthly basis, ensuring reporting methods and supporting documentation are in compliance with regulations and internal policies and procedures.
- Support the logistics team in the preparation of transportation and travel expenses for participants during workshops and trainings.
- Manage mission and workshop advances, staff and consultants,
- Follow the liquidation of these advances upon presentation of receipts within the required timeframe.
- Support in the archiving of accounting and financial documents to be put on the Sharepoint;
- Support in tracking financial transactions at the bank.
- Control the fixed asset register; Establish bank reconciliations.
- Record transactions according to accounting and project codes.
- Contribute to the preparation of declarations and payment of taxes (IR, housing tax), AMO and social security to the relevant administrations,
- Manage and improve the system of archiving accounting documents before and after the financial report.

2. Participate in the Audit of Financial Statements

- Assist the supervisor in the organization and preparation of various audits of accounts and financial statements

Skills and qualities required

- Have a minimum of a BAC + 2 in finance and accounting
- Have at least 2 years of experience in an NGO or institution of the place
- Have a good sense of timeliness and be honest and well organized
- Be able to work under stress
- Master Excel, Word and at least one accounting software
- Maintain good working relationships with suppliers and partners ensuring that the integrity and reputation of FHI 360 is maintained.
- Be able to work in a multi-sectoral, multi-disciplinary and multi-cultural environment
- Have a good ability to communicate in English both orally and in writing.

- Be able to carry out several tasks concurrently and efficiently, taking into account priorities.
- Performs any other tasks relevant to the position under the supervision of the hierarchy.

File to be Provided: application files must include:

- A cover letter stating the job title plus salary expectations
- An updated detailed CV ;
- Certified copies of diplomas and work certificates.
- Contacts of two professional references (preferably direct Supervisors).

FHI360 offers an inclusive work environment and provides equal opportunity regardless of race, age, gender, ethnicity and religion.

Applications from women and people with disabilities are strongly encouraged.

NB: Only shortlisted candidates will be called for interviews. Applications will not be returned.

To Apply

Please submit your application, along with a CV, to the following email address: Morocco.ISED@fhi360.org and put in the subject line of your email of: "Financial Assistant".



PARTNER: FHI 360

FINANCIAL PARTNER: USAID/Morocco

POSITION TITLE: Subaward Manager

PROGRAM: Bridge to Middle School

Location: Rabat

Introduction:

FHI 360 is an international development organization with a rigorous, evidence-based approach. Our professional staff includes experts in health, nutrition, education, economic development, civil society, environment, and research. FHI 360 works from 60 offices with 4,400 employees in the United States and around the world. Our commitment to partnerships at all levels and our multidisciplinary approach enable us to make a lasting impact on the individuals, communities and countries we serve, improving the lives of millions.

Job Description:

The Subaward Manager will provide full oversight of all sub-grants and development of the funding cycle, applications, grant approvals, and oversight of grant execution in accordance with USAID and FHI 360 requirements and policies.

Scope of Position:

Line Manager: Director of Finance and Operations

Primary Responsibilities:

Coordinate with the Chief of Party and Finance and Operations Director of FHI 360 USA on the following tasks:

- Support in the selection processes of grant recipients
- Provide support to subawardees in finalizing project descriptions, work plans and budgets.
- Establish effective communication and cooperation with partners on implementation, reporting, information sharing and subsequent work planning.

- Ensure compliance in the financial management of partners.
- Coordinate with other field team members to ensure the timely provision of appropriate subaward items, inclusive technical assistance and materials.
- Train partners in subaward management in accordance with USAID and FHI 360 management rules and principles.
- Participate in the preparation of information on the status and results of project implementation for dissemination in the mass media.
- Develop best practices for compliance with partner agreements and ensure that project staff and grantees understand and adhere to USAID and FHI policies and procedures 360.
- Prepare monthly expenditure reports on subawardee implementation status.
- Inform the Program Director and the Finance and Operations Director of irregularities as necessary.
- Ensure that partner reports are prepared in accordance with USAID and FHI 360 requirements and are submitted on time and in the proper format.
- Support program financial staff in the preparation of financial reports.
- Ensure the monitoring of the implementation of "Sensitivity-Conflict" through regular reviews of activities and the effective consideration of the recommendations of the Program Director.

Qualification:

- Master's degree in Finance, Accounting, Business, Auditing or other related fields.
- At least eight (08) years of experience in grants management, preferably on USAID projects.
- At least four (4) years of proven experience in development project management.
- Full understanding and knowledge of USAID rules and procedures
- Strong oral and written communication skills
Thorough knowledge of the French language and good writing skills in English.

To Apply

Please submit your application, along with a CV, to the following email address: Morocco.ISED@fhi360.org and put in the subject line of your email of: "Subaward Manager".



Job title: Procurement & Logistics Manager

Duty station: Rabat, Morocco

About FHI 360

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PURPOSE OF THE POSITION

The objective of the position is to ensure the smooth running of FHI 360's procurement operations. In liaison with the project managers, facilitate the acquisition of goods and services at the lowest cost and highest quality possible. Ensure the proper maintenance of the premises (stores and offices). Ensure the maintenance of FHI 360's asset inventory (fixed assets).

REPORTS TO: Director, Finance & Administration.

SPECIFIC RESPONSIBILITIES

1. Participate in the development of the annual purchasing/acquisition plan in collaboration with the project management
2. Evaluate, in collaboration with the project management, the logistic needs and initiate the procurement process of goods and services
3. Ensure the conduct of tenders for goods and services, including consulting services, in accordance with the procurement code and donor procedures
4. Prepare all purchase orders for the acquisition of goods and services
5. Maintain the receiving committee for all deliveries related to the acquisition of goods and services
6. Ensure the application of procurement procedures for goods and services in each purchasing process

7. Coordinate the procurement system for project goods and services including fuel procurement
8. Prepare applications for VAT exemptions as needed and submit to the funder for processing.
9. Verify invoices and approve deliveries for conformance with the purchase order before sending for payment
10. Ensure the maintenance of references of suppliers and service providers and a permanent watch on the evolution of the market and suppliers prospecting and negotiating with new suppliers
11. Negotiate with suppliers in accordance with donor purchasing procedures and for all price and warranty conditions related to purchases
12. Follow up on the request form for office supplies and cleaning products
13. Supervise inventory management and periodic stocktaking.
14. Ensure the follow-up of maintenance contracts for all material and equipment
15. Control the arrival of international orders
16. Maintain project asset inventory according to FHI 360 standards
17. In relation with the drivers, ensure the timely renewal of temporary admission applications and vehicle insurance policies
18. In general, be able to perform any other task requested by the supervisor for the proper functioning of the services

Qualifications required:

- Typically, 5-7 years of experience in procurement project management.
- Experience in procurement with donors such as USAID, CDC
- Have a degree in management or equivalent.
- Be able to speak and write French and English correctly.
- Good communication skills;
- Ability to use computer tools
- Have a sense of responsibility.
- To be able to maintain a team spirit in the department for the smooth running of the mission.

File to be Provided: application files must include:

A cover letter stating the job title plus salary expectations

An updated detailed CV.

Certified copies of diplomas and work certificates.

Contacts of two professional references (preferably direct Supervisors).

FHI360 offers an inclusive work environment and provides equal opportunity regardless of race, age, gender, ethnicity and religion.

Applications from women and people with disabilities are strongly encouraged.

NB: Only shortlisted candidates will be called for interviews. Applications will not be returned.

To Apply

Please submit your application, along with a CV, to the following email address: Morocco.ISED@fhi360.org and put in the subject line of your email of: "Procurement & Logistics Manager".



FINANCIAL PARTNER: USAID/Morocco

POSITION TITLE: Finance Officer

PROGRAM: Bridge to Middle School

Location: Rabat

Introduction:

Family Health International (FHI 360) is a nonprofit, nongovernmental organization (NGO) dedicated to improving lives in a sustainable way through integrated solutions. FHI 360 is active in more than 70 countries around the world and in every state and territory in the United States, working in health, education, nutrition, environment, economics and development, research and technology, creating a unique combination of capabilities to address development challenges.

As part of the strengthening of its Finance department, FHI 360 Morocco is recruiting for its Rabat office.

Position: One (1) FINANCIAL OFFICER

This job description is not exhaustive and may be changed at any time.

Essential Functions:

- Under the supervision of the Director of Finance and Operations, he/she will be responsible for the coordination of financial/accounting operations, including general financial monitoring and support/guidance to project staff working in the Finance and Operations Department in order to contribute to sound financial management.
- Propose and ensure Financial orientations, conduct financial analyses on available data and future projections/estimates;
- Produce budget analyses for project funds, review and participate in the preparation of financial reports required by funding partners ensuring compliance with donor procedures.
- Provide analysis to the project management team based on projections, modeling of strategic initiatives, and field operations.
- Analyze the evolution of the project's financial performance, the effectiveness of expenditures, and the rate of financial consumption.

Primary Responsibilities:

- Participate in the development of the annual project budget, budgets for programmatic activities.
- Ensure weekly budget monitoring using the various tools available in FHI360.
- Verify payment documents to ensure compliance with the Organization's rules and procedures.
- Prepare Payment Vouchers Analyze budget forecasts, regulatory filings and compilation of complex data.
- Perform data entry in the appropriate software offered by FHI360.
- Regularly monitor advance accounts to ensure that all funds are properly accounted for.
- Interpret, analyze and/or evaluate data, ensure compliance with applicable standards, federal laws and use generally accepted accounting procedures (GAAP).
- Participate in the payment process of the various partners by ensuring compliance with the various rules and regulations in force and within a reasonable time.
- Contribute to the production of various financial reports using the tools available at FHI360.
- Interpret and explain variances and variations in financial data.
- Utilize the various applications developed and maintained to facilitate the achievement of program objectives and procedures.
- Prepare VAT refund applications if required
- Develop and maintain effective working relationships with various partners, consultants and staff.
- Present formal communications tailored to the characteristics and needs of the audience.
- Raise awareness of programs, procedures and/or eligibility criteria.
- Interact with representatives of various partners, colleagues and the management team to analyze or resolve issues.
- Document complex problems and effectively articulate written conclusions.

Required Knowledge and Skills:

- Knowledge of financial management, analysis and management of advances in accordance with the laws and regulations of the donor, FHI360 and Morocco.
- In-depth knowledge of generally accepted accounting principles and internal control.
- Mastery of various spreadsheets is required.
- Excellent oral and written communication skills.
- Excellent quantitative and analytical skills;
- Strong critical thinking and problem-solving skills.
- Ability to analyze and interpret financial data, identify/resolve errors and prepare reports.
- Ability to motivate and work well with others.

Skills and qualities required

- Have a minimum of a BAC + 2 in finance and accounting.
- Have at least 5 years of experience in an NGO or institution of the place.
- Have a good sense of timeliness and be honest and well organized.
- Be able to work under stress.
- Master Excel, Word and at least one accounting software.
- Maintain good working relationships with suppliers and partners ensuring that the integrity and reputation of FHI 360 is maintained.
- Be able to work in a multi-sectoral, multi-disciplinary and multi-cultural environment.
- Have a good ability to communicate in English both orally and in writing.
- To be able to carry out several tasks concomitantly and efficiently, taking into account the priorities.

Performs any other duties relevant to the position under the supervision of the line manager.

File to be Provided: application files must include:

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- Contacts of two professional references (preferably direct Supervisors).

To Apply

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Job Title: Procurement & Logistics Assistant

Supervisor: Administration Manager

Location: Rabat

PURPOSE OF THE POSITION

The objective of the position is to ensure the smooth running of FHI 360's procurement operations. In liaison with project managers, facilitate the acquisition of goods and services at the lowest cost and highest quality. Ensure the proper maintenance of the premises. Maintain inventory of assets (fixed assets) for FHI 360 and the EpiC project in particular.

SPECIFIC RESPONSIBILITIES

1. Participate in the development of the annual purchasing/acquisition plan in collaboration with the project management.
2. Evaluate, in collaboration with the project management, the logistic needs and initiate the procurement process of goods and services.
3. Ensure the holding of tenders according to the contracting code and the procedures of the donors.
4. Prepare all purchase orders for the acquisition of goods and services
5. Hold the receiving commission for all deliveries related to the acquisition of goods and services.
6. Ensure the application of procurement procedures for goods and services in each purchasing process.
7. Coordinate the procurement system of goods and services for the projects including fuel purchase and exemption title.
8. Verify invoices and approve deliveries for conformance with the purchase order before sending for payment.
9. Ensure the maintenance of references of suppliers and service providers and a permanent watch on the evolution of the market and suppliers prospecting and negotiating with new suppliers.

10. Negotiate with suppliers in accordance with donor purchasing procedures and for all price and warranty conditions related to purchases.
11. Follow up on the request form for office supplies and cleaning products.
12. Supervise inventory management and periodic stocktaking.
13. Ensure the follow-up of the maintenance contracts for all material and equipment.
14. Control the arrival of international orders.
15. In relation with the drivers, ensure the timely renewal of temporary admission applications, vehicle insurance policies and stickers.
16. In general, be able to perform any other task requested by the supervisor for the proper functioning of the services.

Qualifications required:

- 3-5 years of experience in procurement project management.
- Experience in procurement with donors such as USAID.
- Have a bachelor's degree in management or logistics or equivalent.
- Be able to speak and write French and English.
- Good communication skills;
- Ability to use computer tools.
- Have a sense of responsibility.
- To be able to maintain a team spirit in the department for the smooth running of the mission.

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