



## VACANCY ANNOUNCEMENT

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### Director of Finance and Administration Inclusive Socio-Economic Development Project in Beni Mellal Khenifra (ISED-BMK)

#### Project Description:

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FHI 360, a US-based non-profit organization seeks qualified candidates for the position of Director of Finance and Administration based in the Beni Mellal to support a USAID-funded project to promote socio-economic inclusion within marginalized areas of Morocco through the improvement and institutionalization of participatory governance, and enhancement of business and livelihood opportunities in the Region.

#### Position Description:

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Under the supervision of the Chief of Party, the Director of Finance and Administration (DoFA) will be responsible for the financial and administrative aspects of the project and will be responsible for supervising a team of four people: 1) the Finance Manager, 2) the Logistic and Procurement Manager, 3) the HR and Administrative Manager and 4) the IT Officer. He/she will build and train staff on financial, procurement, and HR policies and procedures. Under the leadership of the Chief of Party and the country legal representative, the DoFA will be responsible for maintaining the FHI360 Morocco branch documentation up to date and liaising with the local fiscalist and accounting firm on the Moroccan accounting of the branch.

The DoFA will be based in Beni Mellal and is responsible for the following:

#### Finance

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- Ensure compliance with USAID rules and regulations in all finance areas as well as FHI 360 procedures.
- Provide technical advice to the Chief of Party and Senior team on financial and administrative regulations to ensure the project's compliance with relevant regulations.
- Ensure effective management of project finances with the support of the Finance Manager, the Senior Accountant, and the Accountant:
  - Prepare the project budget and the budget realignments.
  - Prepare the monthly pipeline.
  - Prepare the quarterly accruals for USAID and FHI360.
  - Review the quarterly SF425.
  - Contribute to the quarterly progress reports.
  - Prepare the weekly cash requests.
  - Prepare the incremental funding increase requests as needed.
  - Review the payment vouchers and related supporting documents.
  - Review and post transactions in the FHI360 financial system.
  - Review and approve the monthly bank reconciliations and the balance sheet reconciliations.
  - Ensure the end-month closure process is conducted according to the FHI360 schedules and meets the different deadlines.
  - Ensure the quarterly finance deliverables are submitted to USAID within the deadlines.
  - Prepare the various financial reports and participate in the audit process.
  - Manage the financial aspects of the subawardees and local grantees agreements.
  - Liaise with HQ finance backstop on the project finance matters.

#### Administration

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##### Procurements and Logistic

- Review and approve the procurements packages of goods and services including consultants according to FHI360 and USAID procedures and policies.
- Liaise with HQ Global Procurement on procurement matters.
- Ensure the efficiency and organization of logistics.



- Ensure efficient day-to-day project administration.

### **Human Resources and Security**

- Oversee the HR practices and processes.
- Review and approve the recruitment files including employment contracts.
- Oversee the annual performance review process.
- Liaise with HQ HR and compensation partners on the HR matter.
- Make sure all means of security are in place to protect FHI360 employees and assets.
- Prepare lease packages and manage the lease agreements.
- Liaise with HQ security manager on security matters.

### **Minimum Qualifications:**

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- Master's degree in finance and accounting, business administration, public administration, or similar.
- Minimum of ten years' experience in project management and at least five years in accounting and finance.
- Experience in logistics and purchasing.
- Experience with USAID grant, contract, finance, and procurement rules and regulations required.
- Experience in developing and managing budgets in excess of \$20 million.
- Experience in building project management capacity
- Experience in the Middle East and/or North Africa is required, preferably in Morocco.
- Relevant skills in computer programs used for financial management and administration.
- Excellent ability to communicate in French, Arabic and English
- Proven interpersonal and communication skills and the ability to lead multidisciplinary teams.

**Start date:** October 1, 2023  
**Post location:** Beni Mellal, Morocco

### **To Apply**

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Please submit a copy of your CV and a cover letter to: [Morocco.ised@fhi360.org](mailto:Morocco.ised@fhi360.org) and put in the subject line of your message: "DOFA". The application package includes:

- A copy of your CV
- A cover Letter.
- Three professional references of similar positions.

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled. The selected candidate must commit to living full-time in Beni Mellal city.

Applications must be received not later than September 15, 2023, at 23h59 Rabat Time.

The ISED-BMK project is strongly committed to hiring qualified women, young people, and people with disabilities and would like to receive their CVs as well as those of other qualified people.

FHI 360 is an equal opportunity employer and encourages qualified women, youth, and people with disabilities to apply. FHI 360 does not discriminate on the basis of race, religion, gender, ethnicity, age, disability or on any other basis unrelated to the skills and experience of the applicant.