
Position Description

Deputy Chief of Party Finance and Administration

Position Title

<input checked="" type="checkbox"/>	New
<input type="checkbox"/>	Revised
<input type="checkbox"/>	No change

HC-1

Grade

CARE Cameroon

Department/Country



To be hired

Incumbent's Name (if applicable)

October 1, 2019

Job Summary

In a brief paragraph, state the position's overall purpose or objective, highlighting the general functions for which the position is responsible. Why does the position exist and what must it accomplish?

The purpose of this position is to oversee all aspects of the CHAMP financial, human resources, operations, grants and contracts using the different mechanisms, and administrative management in accordance with project requirements and agreement compliance. S/he will have extensive experience working in both program financials and administrative management, including financial controls and audit, as well as reporting on accruals, pipeline, and contract and personnel management. Moreover, s/he will ensure that all financial management is handled according to USAID rules and regulations, and that records are kept and financial reports submitted in a timely manner. S/he will work with the local Cameroonian applicant of key population activities to ensure that its financial systems are sound. S/he ensures that program is receiving the resources, assistances and support required in implementing plans and achieving goals, also provides and coordinates all logistics pertaining to staff development/training activities, The DCOP Finance and Administration should be proactive for mainstreaming team conflict sensitivity, fostering an organizational culture where CARE 's core values - Respect, Integrity, Commitment and Excellence - are practiced in the CHAMP project, team work is promoted and all staff feels valued. S/he fosters strong working relationships with local and counterpart government officials, development parties and donors. The DCOP is also an integral part of the CHAMP Senior Management Team and the SMT of the country office. S/he is required to execute the full responsibility of the COP in her/his absence.

Responsibilities and Tasks

Job Responsibility #1

20%

General Management

This includes:

- Member of CARE Cameroon SMT and CHAMP SMT;
- Act as acting COP when COP is absent and supervise all CHAMP team both financial and technical;
- Liaison with donor, consortium partners, CBOs, and all other stakeholders as needed;
- Leadership to finance and operations aspects of the project, including general administrative processes, financial management, sub award management, accounting, and logistics;

- Sound and transparent accounting and fiscal control procedures for financial, sub award and operations aspects of the project;
- Ensure compliance of financial and operations systems with CARE policies and procedures, USAID rules and regulation, award requirements, and Government of the Cameroon laws;
- Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets;
- Manage project procurement processes;
- Advise senior leadership regularly on management, financial, administrative, and operations-related matters;
- Provide technical assistance, as needed, to local partners on financial compliance and reporting;
- Prepare and submit annual and quarterly financial and accrual reports to USAID;
- Contribute to the development of high-quality work plans, quarterly and annual reports, financial reports, and any other reports required by USAID;
- Liaise with internal and external auditors in the review of project financial management;
- Represents the program at required levels in coordination with the COP
- Supports COP to provide strategic leadership to CHAMP and ensures coordination with actors like the NACC (National AIDS Control Coordination), DLMEP, DROS, Consortium Partners such as JHU, Metabiota, and CRD-MAS and all CBOs for effective (interagency) co-ordination
- In consultation with COP where necessary take the logistics lead in inter-agency co-ordination at the general and/or sectoral level
- Assist COP to network and build alliances for improved program implementation and learning
- Support COP in accessing the next level of funding from USAID

Job Responsibility # 2

20%

Finance, Administration, and Subgrants team staff management

The DCOP Finance and Administration will provide overall management and oversight of the Regional Operations Manager and Team, Subgrants Manager and Team, IT Manager and team.

This includes:

- Setting direction and providing oversight for sub-grants planning, allocation, financial tracking and reporting
- Providing regular, timely and effective feedback
- Promotion of job wellness, personal development, and safety among staff
- Ensuring compliance with Cameroon, CARE, and USAID regulations

Job Responsibility #3

35%

% of time

Financial management of the CHAMP program

The DCOP Finance and Administration shall have principal responsibility for overall financial management of the program to ensure that financial planning, allocation, tracking and reporting tasks are successfully met. S/he will ensure that all financial management is handled according to USAID rules and regulations, and that records are kept and financial reports submitted in a timely manner. S/he will work with the local Cameroonian community-based partner organizations to ensure that their financial systems are sound.

This includes:

- Providing overall guidance, oversight and accountability for financial planning, allocation and expenditures for CARE, consortium partners (Metabiota and Johns Hopkins) and local community-based organization partners
- Ensuring that partners and CARE provide monthly and/or quarterly, semi-annual and annual financial accrual and expenditure reports according to USAID regulations
- Supporting auditing and compliance teams from both USAID and CARE with timely responses, data and feedback as requested
- Ensuring financial data are filed and easily retrievable

Job Responsibility #4

15%

% of time

Program reporting and documentation

The DCOP Finance and Administration will be the primary point of contact for information on the progress and current status of all financial activities under the agreement and will establish appropriate mechanisms to ensure that progress and specific financial concerns are regularly and promptly reported as outlined in the cooperative agreement.

This includes:

- Packaging and delivering financial accruals and reports to USAID per the reporting calendar outlined in the cooperative agreement
- Development and/or revision of annual work plan budgets and quarterly estimated expenditures
- Monthly IPIA and Income Information Reports to Shared Services;
- VAT reporting
- Re-budgeting as needed
- Regular communications with CARE USA, CARE France, Consortium Partners, CBOs, and USAID as needed

Job Responsibility # 5

10%

% of time

Perform other duties, as assigned

Problem Solving

There are three levels of problem-solving: 1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis; 2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and 3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.

This position falls in the Category 3 in terms of the complexity of problem solving required by the CHAMP Program and the sensitivity of handling a program like CHAMP. The DCOP Finance and Administration is responsible for operationalizing the project strategies in the areas of ongoing program activities. S/he is required to execute the full responsibility of the COP in her/his absence.

Qualifications (Know-How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

e.g. high school diploma; college degree (specify major/minor); specialty (CPA, Midwife, etc.). Include the following phrase when possible: "or equivalent combination of education and work experience"

Required

- Masters level training in Business Administration, Accounting or a related field

Desired

- Understanding of rules and regulations related to USAID project funding and reporting requirements
- Understanding the different mechanisms of contracting with CBOs

Experience

Number of months/ years of previous professional experience in a similar position

Required

- At least 10 years of experience in successful financial management of international projects, including financial oversight of USAID-funded projects
- Significant experience working with community-based organization financial management and support
- Experience with USAID financial rules and regulations
- Demonstrated skills in effectively negotiating financial contracts and budgets with host governments, donors, UN agencies and other USAID projects, local organizations and partners
- Ability to train, develop and manage staff
- Ability to manage agreements and all required programmatic and financial reporting requirements
- Ability to perform internal control functions to manage day-to-day operations
- Fluency in speaking, reading and writing in English and French

Technical Skills

Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.:

Required

Excellence in financial planning, allocation, management and reporting

Excellence in management of processes for planning and budgeting

Ability to think strategically

Ability to work in a fast-paced and extremely time-sensitive environment

Strong oral, written skills and analytical skills

Computer literacy

Motivator of staff and a self-starter

Diplomacy

Negotiation skills

Staff training and support skills

Communication skills

Presentation skills both in the design and presentation of information

Desired

Proficiency in French

Competencies

Given the responsibilities and level of accountability of the position, please list the performance competencies in order of importance. These will be used both for recruitment and performance management.

Excellence in financial management

Contribution to efficient outcomes and deliverables

Excellence in supporting local organizations to plan and manage their finances independently and sustainably

Respect

Staff development and capacity

Integrity

Collaboration

Communication

Information Monitoring

Building partnerships: S/he will have the ability to establish partnerships with CARE programs/projects and external NGOs/INGO implemented programs

Innovation: S/he will be able to find innovative and effective solutions for impact measurement and program quality to optimize financial resources.

Strategic decision making: S/he will be required and therefore should have the capacity to provide strategic directions to program themes and activities so that they are effective and efficiently executed and desired program impact is realized and the activities are sustainable.

Initiating action: S/he will be have a proactive personality and the ability to implement at the right time/within the time frame of the program

Contribute to team success: S/he will work with the various departments and leads within the program and the country office by streamlining activities so that it contributes to the team's success and contributes to the goals of the program and the mission of CARE International in Afghanistan.

Culturally sensitive management: S/he will work towards and have the capacity to mainstream and develop team and partners conflict sensitive approaches in CHAMP program so that she develops a cultural and habit of sensitive management style in a multicultural environment.

Staff Mentoring: S/he will be required and will have the ability to mentor a team of professionals including experts.

Freedom to Act / Impact

Please select the level of responsibility/contribution:

- PRIME (takes full and total responsibility)
- CONTRIBUTORY (provides support and contributes to the overall success)
- ANCILLARY (provides support but contributes indirectly to the overall success?)

General Accountability

List the types of decisions the jobholder can make without prior approval.

- Act on behalf of the COP when absent and execute the full responsibility in program implementation, Staff management, planning and oversight of financial management and tracking
- Communications with community-based organization (CBO) partners for financial tracking and reporting
- Training of staff and CBO partner financial teams on effective financial management and compliance with USAID rules and regulations

Describe this position's level of autonomy for determining staffing of its area of responsibility.

Under the supervision of the CoP, the DCOP has a high level of authority in the management of CHAMP program. S/he is authorized to approve spending within the CHAMP in accordance with the financial policies and procedures of CARE – CAMEROON which is currently 10,000,000 XAF (approximately \$17,391) solely . S/he upon approval and in coordination with the CoP, is authorized to enter into correspondence with counterparts and s/he will be designated to represent CHAMP in related work areas to USAID, to government of Cameroon and to the community at large. The position, in close communication with CARE Cameroon, CARE France and CARE USA leadership, has considerable autonomy of financial management of the program within USAID financial rules and regulations and in conjunction with the guidance and leadership of the COP.

Financial Accountability

Dollar amount of budget managed

\$ 18,761,142

Dollar amount of signing authority for this position

\$17,391

Provide detail as to the financial impact and magnitude of this position:

The financial impact and magnitude of this position are considerable, given it has the potential for providing an estimated 140,000 individuals with prevention and care interventions.

Contacts/Key Relationships

List the primary external and internal relationships, which the employee is expected to maintain. Briefly state the purpose of these interactions (including any significant committee involvement) and title of the contact person/people.

	Position Title	Relationship Purpose
Internal:	COP	Supervisory: will provide support and guidance and confer with respect to staff management, budgeting and reporting
	CARE USA AMS	Provide guidance on financial management and compliance
	Grants Manager – CARE USA	Provide support for overall financial and reporting requirements for the cooperative agreement
External:	USAID Cameroon Representative Agreements Officers	Maintain relations with donor and respond to donor recommendations/needs on financial management issues as a DCOP Finance and Administration and on program management when acting as a COP

How to apply?

The interested candidates have to send their application to the following email address:
dnpsrecrutement@carefrance.org

Deadline of application: 20/08/2019

CARE encourages diversity in its recruitments.

Due to the large number of applications, we are unable to answer every candidate individually. Only the selected candidates will be contacted directly. If you did not receive answer from us 4 weeks following your application, please consider your application as not selected.

We would also like to inform you that: **in view of the regulation about data protection**, in the event of an unsuccessful application, we will not keep your application file or any personal information about you. **Everything will be destroyed.**

CARE France applies zero tolerance to the exploitation, sexual abuse and mistreatment of women and children and mobilizes all its employees in the implementation of its global policy.

Living Conditions

Describe the location of work, expected percentage of travel, special conditions that apply to the position.

Location

Yaounde, Cameroon

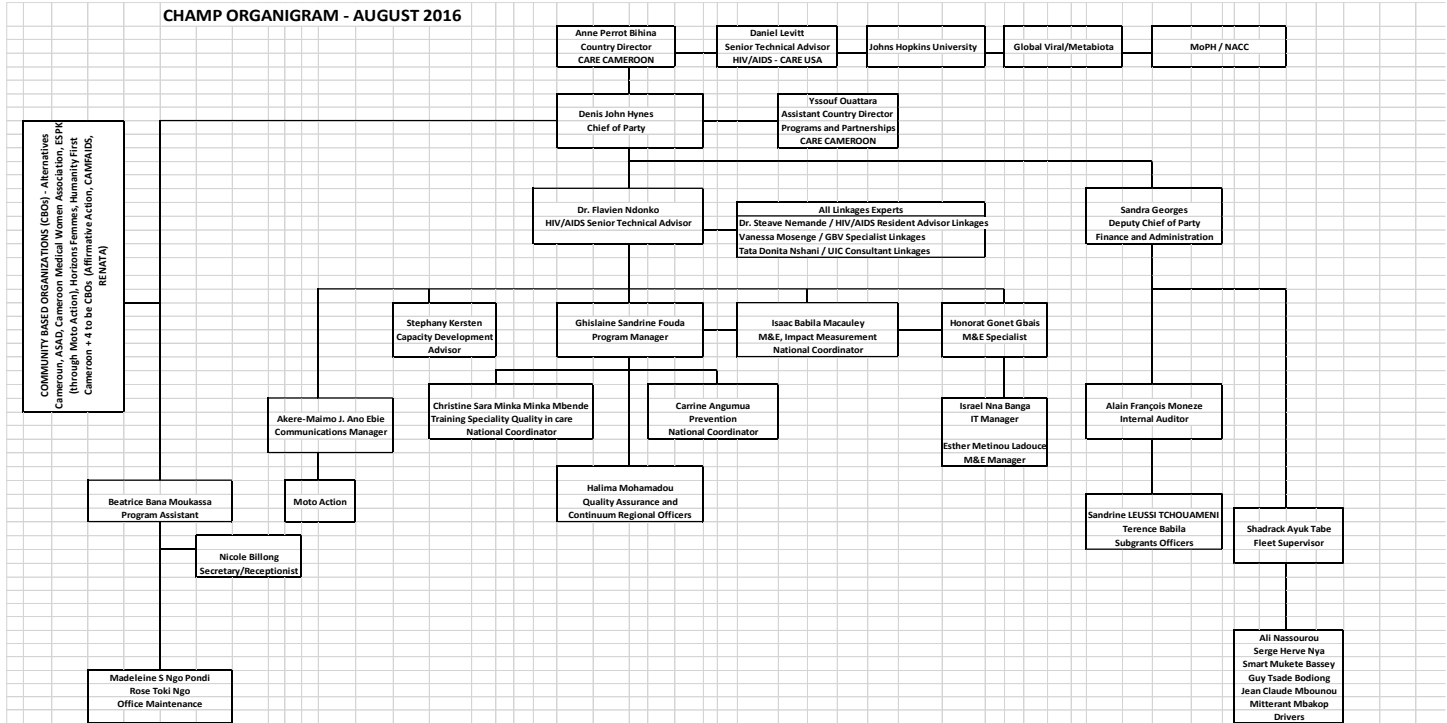
Expected percentage of time traveling

10%

Special Conditions

Schools, hospitals and general amenities are available in Yaounde

Organization



Supervisor's signature

Date

Next-level Supervisor's signature

Date

Next-level Supervisor's signature

Date

Please be sure to complete this position description in its entirety. Incomplete descriptions delay posting and grading. Submit all jobs to the regional coordinator by Monday of each week for posting or grading.