



## Finance Manager STEP Programme, West Africa

The Electoral Institute for Sustainable Democracy in Africa (EISA) is seeking a qualified candidate to fill the role of **Finance Manager** for a five-year USAID-funded programme that focuses on supporting transitions and electoral processes at the regional and local level in Africa. The Finance Manager will be based at the soon-to-be-established EISA West Africa Head Office which will be located either in Dakar (Senegal) or Abidjan (Côte d'Ivoire). This position is contingent upon approval of the successful candidate by USAID and the expected start date is 1 May 2018.

EISA offers a competitive remuneration package based on qualifications and experience. EISA is a continental not for profit organisation headquartered in Johannesburg, South Africa with field offices in Democratic Republic of Congo, Gabon, Mozambique, Madagascar, Somalia and Zimbabwe and has continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and the strengthening of political institutions for sustainable democracy in Africa.

### Responsibilities:

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The Finance Manager will be responsible for:

- Ensuring sound management and accounting methods are practiced throughout the life of the programme
- Efficient and effective management, preparation and submission of donor financial reports
- Monitor and ensure all income and expenditure under the programme and associate awards are in compliance with, administered and managed according to EISA financial policies and procedures, and in accordance with USAID Rules and Regulations
- Ensure compliance and financial accountability are adhered to, including organisational policies and procedures
- Ensure proper financial controls systems and reporting procedures are in place and upheld by the programme team
- Provide effective oversight and review of financial matters
- Monitor capital needs including acquisitions and installations according to procurement procedures and policies as per USAID Rules and Regulations
- Prepare external and internal audits
- Adhere to the rules and regulations governing not for profit companies

## **Management**

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Ensure that support staff and associate awards carry out their duties efficiently and effectively in accordance with USAID requirements and in compliance with EISA's policies and procedures

## **General**

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- Attend donor and associate awards meetings and planning sessions as required
- Participate as required in EISA seminars, workshops and other events as required
- Any other tasks as required by the Chief of Party

## **Education**

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Senior university degree in Accounting. A Chartered Accountant qualification will be an added advantage.

## **Experience**

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- At least 7 years' professional experience in accounting, finance or another relevant field
- Experience in donor contracting and donor compliance issues
- Previous experience managing USAID-funded programmes a distinctive advantage, with demonstrated knowledge of USAID Rules and Regulations
- Experience in financial management of large scale development projects
- Extensive knowledge of fund, grant, procurement and contract management
- Familiarity with Pastel and project accounting
- Knowledge of the non-governmental organisation sector
- Management experience

## **Knowledge and Skills**

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- Ability to multi-task
- Writing and analytical skills
- Administration and budgeting skills
- Availability to travel in the continent
- Computer literacy
- Good time management and workflow organisation
- Management and supervisory skills
- Good team management skills

## Languages

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Fluency in written and spoken English. French would be an advantage

## Person specifications

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- Level-headed and well organised
- Adaptable - able to work with people from different cultural backgrounds and education levels
- Willingness to work beyond official working times
- Self-motivated and able to work under pressures
- Availability to travel extensively
- Able to work in a team
- Organised and accurate
- Integrity, honesty and respect for confidentiality

Please format your application **using the template below** and include three contactable references to be submitted to the attention of Ms Zahira Seedat, [zahira@eisa.org.za](mailto:zahira@eisa.org.za) by **Monday 19<sup>th</sup> March 2018**. Résumés must be **three pages** maximum. Only short-listed candidates will be contacted for an interview.

**Interested candidates must submit a completed *Letter of Availability and Exclusivity* with their application, provided below.**

EISA reserves the right not to appoint.

## Résumé

<b>Assignment title</b>	Supporting Transitions and Electoral Processes
<b>Proposed role on the team</b>	Finance Manager
<b>Personal Data</b>	Full Name Nationality Gender Contact details – email address, contact number
<b>Education</b>	
<b>Language skills</b>	
<b>Key competencies</b>	
<b>Employment History</b>	
Name of institution, duration of employment, Designation, Key responsibilities	
<b>Relevant experience related to the assignment</b>	
<b>Contactable References</b>	

### STATEMENT OF EXCLUSIVITY AND AVAILABILITY FOR THE ELECTORAL INSTITUTE FOR SUSTAINABLE DEMOCRACY IN AFRICA (EISA)

#### LEADER COOPERATIVE AGREEMENT NO. AID-OAA-L-17-0004

I, the undersigned, hereby declare that I agree to participate exclusively with the Electoral Institute for Sustainable Democracy in Africa (EISA) in the above-mentioned Leader with Associate Awards.

I declare that I am able and willing to work for the period(s) set for the position for which my résumé has been included if this application is successful, namely from **May 2018 up to September 2022 on a full time basis**.

I confirm that I do not have a confirmed engagement, or any other professional activity incompatible in terms of capacity and timing with the above engagements.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform EISA of any change in my situation.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	