

***Deadline for Submission of Applications Extended to
21/12/2021***



7th December 2021

**JARAMOGI OGINGA ODINGA
UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE VICE CHANCELLOR**

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) wishes to recruit qualified and dedicated persons for the JOOUST-USAID *BORESHA JAMII* Program funded by the United States Agency for International Development (USAID) to implement Kenya Health Partnerships for Quality Services (KHPQS) in Kakamega, Kisumu, Nyamira and Vihiga Counties. The focus is to increase use of Quality County led health and social services in the following programmatic areas; HIV care and treatment, FP, Reproductive Health, Maternal, Neonatal, Child and Adolescent Health (FP/RHMNCAH), Nutrition, Water and Sanitation (WASH), and mitigating social determinants that affect Orphans and Vulnerable Children (OVC), DREAMS, Key and Priority Population (KP/ PP) and Voluntary Medical Male Circumcision (VMMC).

We are seeking to recruit qualified and competent individuals to fill the following vacant position in JOOUST-USAID-*Boresha Jamii* Program:

**POSITION: FINANCE AND ADMINISTRATION MANAGER, GRADE: 15
JOOUST/ UBJ/F&A/12/2021**

JOB SUMMARY:

Reporting to the Chief of Party, the Finance and Administration Manager will oversee all financial, operational and administrative aspects of the project, including managing financial systems, generating financial reports, monitoring project expenses, assuring grant management, compliance with internal controls, facilitating audits and managing finance and operational issues with staff.

S/he will ensure that the finance and administration department operate as a cohesive, neutral, functional unit that provides high-quality, responsive, timely and cost-effective services to the Project Team; ensuring that the finance and administration of the Project are within the framework and meet the threshold of the local laws, JOOUST policies, procedures and regulations as well as the USAID requirements. S/he will oversee a team finance and administration staff and offer support the Project by ensuring strict adherence and compliance to JOOUST and donor standards.

SPECIFIC RESPONSIBILITIES:

Leadership and Management

- Ensure application and compliance of documented policies, procedures, guidelines, regulations and standards for finance and administration as well as all core operations functional by ensuring highest level of efficiency and effectiveness toward supporting the project;
- Ensure that a system is in place for regular performance assessment of project finance staff, including providing technical support and opportunities for development.
- Develop, coordinate and implement plans for the control, monitoring and reporting of financial operations to include controllership, treasury, operational budgets and project budget;
- Lead assessment of staff and sub recipients' financial management capacity, ensure capacity strengthening on finance policies and regulations, as needed, and monitor and measure impact.
- Ensure that all financial information is consolidated on timely basis and provided to the COP as appropriate for analysis and dissemination;
- Provide guidance to and overall supervision of the project finance and administration teams;
- Ensure timely dissemination of new initiatives and policies and monitoring of implementation;
- Lead efforts to close audit findings on financial management and project administration in a timely and sustainable way

Financial

- Oversee the timely preparation, review, approval and submission of all internal financial reporting requirements for the project, including month end closing and balance sheet reconciliations, ensuring that balances are adequately supported;
- Manage and review the project finance procedures to ensure efficiency and effectiveness;
- Direct the timely and accurate preparation of, and approval of all donor financial reports in respect to accounting, legal and contractual requirements;
- Monitor monthly cash needs ensuring cash requirements of the project and sub-awardees are met;
- Oversee the development and implementation of a plan to minimize the project's foreign exchange exposure to currency gains and losses;
- Work closely with senior management, subcontractors and implementing partners to develop and monitor annual project budgets and budget updates;
- Perform final financial reviews of sub-award budgets prior to approval.
- Ensure integrity of accounting information by reviewing account issues for compliance and establishing quality control over accounting transactions and financial reporting. Oversee maintenance of supporting documentation for a reliable and easy to follow audit trail.

Sub-award and sub-contract management support

- Monitor the effective oversight and support to recipients of sub-awards and sub-contracts by the project to ensure consistent compliance with the terms of their agreements including financial management and compliance with donor regulations;
- Monitor the timely submission of accurate financial and activity reporting by sub-award recipients.

Compliance Oversight

- Assess and monitor compliance with institutional and donor policies and procedures through field visits and management report reviews;
- Ensure that regular and comprehensive risk and cost-efficiency analyses are conducted;

- Ensure that the program adheres to USAID requirements and guidelines including ensuring a robust risk management and fraud reporting system, developing and maintaining a project risk management and issues log, and developing a system for digitizing payments from the projects

Administration

- Design systems and processes that provide appropriate levels of security and control of project assets, resources and operations
- Provides overall administrative leadership for project operations, including, logistics, procurement, human resources, information technology, property and security.
- Oversee administrative functions for all sub offices to ensure efficient and consistent operations

KEY WORKING RELATIONSHIPS:

Internal: Chief of Party, Deputy Chief of Party, all project staff.

External: Officials at USAID, government organizations, representatives from for-profit and other non-profit organizations, representatives of non-traditional public donors including UN, World Bank, and others, and stakeholders.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Master's Degree or higher in accounting, finance or business management from an accredited university.
- Be a member of a recognized professional body in good standing
- At least 6 years of relevant experience in a similar position or higher.
- Minimum of fifteen (15) years' experience managing the finances and operations of programs funded by the U.S. Government, including USAID-funded projects, and at least six (6) years of experience in a similar position.
- Strong interpersonal, writing, and oral presentation skills.
- Knowledge of regulatory, contractual, legal, and financial compliance requirements associated with USAID funding;
- Demonstrated experience in managing donor funded procurements and subcontracts/grants;

- Strong demonstrated leadership qualities, depth and breadth of technical and management expertise and experience, and strong interpersonal, writing, and oral presentation skills;
- Diverse background in operations, with strong understanding of finance, administration supply chain, human resources, information technology, and business processes;
- Should be familiar with the local laws and organizational policies and also USG legal provisions regarding the cooperative agreements and donations to foreign entities requirements
- Proficiency in MS Office and knowledge of Sun Systems and Vision desirable.
- Be familiar with the latest Enterprise Resources Planning System for financial and administrative functions and its various applications.

Terms of Service

The successful candidates will be employed on an initial **two (2)-year** contract term with a possibility of renewal with a competitive remuneration package subject to availability of funds

How to apply

Candidates who satisfy the requirement stated above and interested, should forward their application both in **soft and hard copy**, including up to date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach the under-mentioned So as to be received on or before **Tuesday 21st December , 2021 by 5.00 pm.**

Applicants must meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010

Applications should be sent to: -

Vice-Chancellor
Jaramogi Oginga Odinga University of Science and Technology
P.O. Box 210 – 40601, BONDO, Kenya
TEL. 057 – 2501804
Email – vc@jooust.ac.ke

Only successful candidates shall be contacted.

Jaramogi Oginga Odinga University of Science and Technology is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply.