

Global Alliance for Improved Nutrition

Job Title:	Manager, USAID Finance and Compliance (AFFORD Project)		
Classification:	C5 - Manager	Direct Reports:	1 – 5
Work Location	Washington, DC	Travel Required:	25%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving the consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall Purpose</p> <p>Manager, USAID Finance and Compliance will work closely with the Head of GAIN US and the Deputy Project Director to oversee the financial, operational, and contractual components of an anticipated USAID-funded project anticipated USAID-funded Advancing Food Fortification Opportunities to Reinforce Diets (AFFORD) program. S/he is also responsible for oversight of the project finance and operations teams and is a member of the project leadership team.</p> <p>The goal of the project is to safely reduce micronutrient inadequacies and improve diets particularly for women and children, through LSFF of staple foods and condiments. USAID AFFORD will achieve this goal by 1) strengthening and extending the enabling environment and regulatory monitoring and enforcement of LSFF through the public sector; 2) expanding and sustaining LSFF, in compliance with national fortification standards, by the private sector; 3) strengthening the design, monitoring and evaluation of fortification programs, and holding the public and private sectors accountable through civil society; and 4) garnering and mobilizing global commitment, leadership and resources to scale LSFF.</p> <p>The Project is expected to start in the fourth quarter of 2022 for a 5 year period with an anticipated budget ceiling of \$75m.</p> <p>The Manager, USAID Finance and Compliance is a full-time position advertised for a potential proposal role and is contingent on project award, funding and USAID approval.</p>
<p>Tasks and Responsibilities</p> <p><u>Financial Management</u></p> <p>Oversee all financial aspects of the project, including general financial management and processes, sub-award financial management, and accounting.</p> <ul style="list-style-type: none"> • Develop and oversee the workplan budgets (including periodic financial reviews/modifications) while facilitating effective linkages between GAIN finance/technical staff and partners. • Monitor and track overall contractual obligations and accruals to accurately capture project financial commitments and determine pipeline variance. • Develop, submit and facilitate approval of financial reports and funding requests to USAID. • Ensure project financial information is seamlessly integrated into GAIN financial and project management.

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- Ensure project internal and donor audits are organized and conducted to achieve compliance.
- Maintain a dashboard of USAID funding across multiple programs.

Compliance

- Oversee award regulations and project approval requirements.
- Provide training and orientation to staff and partners on donor rules and regulations in line with the agreement, as well as the organization's policies and procedures.
- Build capacity of technical teams and partners regarding compliance with GAIN and award policies, advising, and taking corrective action.

Project Management

- Oversee field office start-up/close-out, trainings, and financial reviews of project budgets and/or general operational support
- Represent GAIN at meetings with external stakeholders (e.g., USAID, sub-award recipients)
- Recruit project (local and country) staff and consultants
- Manage the organization of USAID finance and compliance materials across the USAID portfolio
- Develop and disseminate a knowledge base of policies and procedures for GAIN compliance with applicable USAID regulations
- Support the delivery of innovative financial solutions as appropriate e.g. access to financial for businesses including debt/equity
- Other tasks as assigned.

Key Organisational Relationships

- Reports to the Chief of Party dotted line into the Head of GAIN US
- Works closely with Deputy Project Director
- Works closely with other team members and with relevant program delivery staff.
- Liaises with a network of partners, consultants, and experts, who support the program.

JOB REQUIREMENTS

Skills and Competencies

- Consults widely across teams and shares information and knowledge on a timely basis.
- Anticipates external and/or internal client's questions/concerns and escalate issues as required.
- Explores viable options for the organization based on effective analysis of data and information.
- Proficiency in USAID regulations, particularly as applicable to awards to non-US NGOs
- Proficiency in financial and project management systems and software
- Competent navigator of international HR
- Familiarity with business intelligence tools
- Excellent writing and editing skills.
- Proven ability to take initiative, multi-task, and work well under pressure to meet deadlines.

Experience

- 10+ years of experience in accounting, auditing, finance, or business management with a recognized organization, receiving funding from USAID.
- Prior experience in a management role on a USAID-funded program required

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- Demonstrated experience managing staff and supervising project operations, including human resources, procurement, and sub-contracts or sub-awards
- Demonstrated experience coordinating and collaborating with stakeholders and grant awardees
- Experience working in developing country context required
- Experience mobilizing capital for companies including working both with financial institutions (local and/or international) and supporting businesses to access financing (equity and/or debt) is desirable

Education

- Minimum bachelor's degree in business administration, finance, or a related field in international business management, finance, accounting and/or auditing experience.

Other requirements

- Willingness and ability to travel to low and middle-income countries
- Excellent written and spoken English required
- Fluency in another language is an asset