

## Vacancy – Senior Manager/Director, Finance & Administration

*July 2024*

**Job Title: Senior Manager/Director, Finance & Administration**

**Location: Yaoundé, Cameroon**

**EVIHDAF** is an international research and development organization headquartered in Yaoundé, Cameroon, which serves the **West and Central Africa region**. We bring together a multidisciplinary team of English and French speaking researchers who combine innovative thinking and rigorous approaches with the ability to think globally, and the expertise to act local. Regional and global consultants, some connected to universities, complement our team. We currently have a USAID-funded project office in Niamey, Niger, and a Data Unit satellite office in Parakou, Benin.

**EVIHDAF** offers comprehensive services in Research, monitoring, evaluation and learning (RMEL); Data analytics and survey research, Research capacity strengthening, and Social and behavior change (SBC) research. Our priority focus areas include Reproductive, maternal, newborn, child and adolescent health (RMNCAH); Maternal, infant and young child nutrition (MIYCN); Malaria and infectious diseases; Humanitarian/vulnerable context; and Support to service delivery.

In anticipation of a USAID-funded **Regional Implementation Science Research for Improved Sexual and Reproductive Health (ISR-SRH) in West and Central Africa** Request for Proposal, we are looking for an experienced Senior Manager/Director, Finance & Administration. The successful candidates will lead and supervise key Finance and Administration staff, with a focus on **contract management, finance analysis, and cost and pricing**. S/he will ensure the coherence of our policies, procedures, management system, processes and practices, and their compliance with US Government (USG)'s and other funders' regulations. The position requires flexibility, strong organizational skills, and willingness to work under pressure, and involves both local and international travels.

### **Roles and Responsibilities:**

#### ***General Finance and Admin***

- Supervise and mentor finance and administrative staff and lead annual goal setting and performance appraisal of all EVIHDAF staff.

- Oversee the development/updating and implementation of policies and standard operating procedures (SOPs) that are compliant with local laws and regulations, EVIHDAF's policies and SOPs, and donor requirements.
- Manage legal compliance, risk management, and insurance across countries.
- Provide necessary documentation for external reviews or audits.
- Lead budget development for existing or new activities; oversee financial reports to donors, and provide inputs to work plans, reports, and updates to donors.

### ***Contract Management***

- Responsible for administering and managing contracts, as well as overseeing the process by which contracts are created, managed and executed.
- Create, analyze, negotiate, and execute an array of contracts for various transactions, and various actors (institutions, individual consultants, fixed price, time-based, etc.).
- Build and maintain relationships with vendors, clients, and other business connections.
- Maintain contract-related documents and correspondence.

### ***Financial Analysis***

- Provide financial management and oversee analyses of financial data.
- Oversee budget analyses for project funds and prepare required reports to funding agencies to ensure compliance with the donor's requirements.
- Oversee subaward financial management and respond to related inquiries.
- Provide high level analytical expertise, implementing business strategies and developing strong customer relationships.

### ***Cost and Pricing***

- Contribute to business development activities in order to expand our project portfolio.
- Lead the development, analysis, and finalization of the budget/cost proposal for submission to a variety of funders.
- Provide regular and ongoing comprehensive financial insight and support to proposal team members and consolidate their inputs to build proposal budgets and complete cost requirements identified in the solicitations.
- Provide timely and competitive pricing strategies on proposal bids.

### **Basic qualifications**

- Master's degree in business administration, accounting or other relevant discipline.
- At least seven years of operations management experience in health or development programs in Africa, including skills in procurement/subcontracting, compliance, financial management, and client management.
- Proven experience with USG/USAID-funded programs and knowledge of applicable regulations including with regard to indirect costs/NICRA.
- Analytical and organizational skills demonstrated by ability to work independently and within a team, assess priorities with attention to detail.
- Strong interpersonal communication, writing, and oral skills in both English and French.
- Ability to work effectively both independently and in teams.

## **Preferred Qualifications**

- Proven experience in contract management, cost and pricing, and finance analysis.
- Experience working on or supporting proposal budget development.
- Experience working in countries in the West and Central Africa region.
- Familiarity with US-funded projects and the ability to effectively coordinate with U.S. government agencies, and other technical organizations.

## **How to Apply?**

Interested candidates are invited to submit their application to the address: [admin@evihdaf.com](mailto:admin@evihdaf.com) with the subject line **"ISR/SRH Finance & Admin"** no later than January 31<sup>st</sup>, 2025.

The application will consist of:

- A three-page cover letter in English, showing the candidate's qualifications for the position.
- A CV in English of no more than ten (10) pages, ending with names, phone numbers and email addresses of three references.

**Candidates from the West and Central Africa region are particularly encouraged to apply.  
The position will remain open until filled**

Other related vacancies can be accessed at <https://www.evihdaf.com/who-we-are/work-with-us/>.