



## **PROJECT ADVERTISEMENT**

# **SENIOR FINANCE AND OPERATIONS MANAGER USAID/BHA Somalia Monitoring Learning Project-2 (SMLP-2)**

Long-term Cooperating Country National (CCN) position based in Nairobi, Kenya, with potential travel in accordance with project requirements.

**November 2022**



## Introducing Integrity

*Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.*

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the program and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 delivers multi-year projects, programs and consulting assignments to a wide range of government clients, international organizations, foundations and private sector clients.

**Vision:** Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

**Mission:** Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

**Commitment:** Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

## Project Background

Integrity Global, in partnership with Management Systems International (MSI) and with leading research and data collection firms in Somalia, will establish a third-party monitoring system to collect data that verifies partner reported outputs and selected outcomes, and to deduce lessons learned from humanitarian programs in Somalia funded by the USAID Bureau of Humanitarian Assistance (BHA)/Somalia. The overall goal of SMLP-2 is to increase BHA/Somalia's access to independent, verifiable data related to the 1) quantity and quality of activities delivered, and 2) performance of BHA-funded programs in Somalia. This increased access to data will allow BHA/Somalia to make more evidence-based program design, implementation, and strategy decisions.

## Scope of Work

The Senior Finance and Operations Manager will ensure the compliance and integrity of the financial, administrative, HR and procurement functions of SMLP-2, in accordance with USAID and Integrity's financial policies, procedures, and regulations, as well as Somalia and Kenya accounting and taxation requirements. Reporting to the Chief of Party, the SFO Manager will supervise the Bookkeeper and Security Operations Officer.

## Terms of Reference

### *Finance*

- Prepare and review all SMLP-2 financial documents for accuracy, compliance with USAID and Integrity policies, and send end-of-month original financial reports and cash and bank reconciliations to the Integrity Global HQ Finance team.
- Maintain all SMLP-2 financial records and prepare funds request for Integrity HQ, in coordination with the COP.
- Ensure financial records and backup documentation is ready and available for internal and external audits, as needed.
- Work closely with key personnel to implement, and maintain financial management policies, systems, structures, and procedures for the project.
- Monitor all project / field level expenses, together with the COP, according to Integrity's SMLP-2 field office budget.
- Develop monthly cash projections for the project's financial needs for procurement, project activities, payroll, subcontracts, maintenance and repair services, staff travel, and cash needs.
- Ensure that all financial functions of the SMLP-2 office are carried out within the framework of Integrity's and USAID's policies and procedures.
- Safeguard Integrity's assets under the SMLP-2 contract and maintain ethical conduct and fiscal transparency at all times.
- Any other finance related tasks as assigned by the COP or HQ Finance Manager.

### *Human Resources*

- Oversee human resources management in compliance with local laws and practices.
- Support project recruitment, hiring and personnel management in accordance with Integrity policies, USAID regulations, local laws, and the SMLP-2 Personnel Manual.
- Supervise preparation and maintenance of employee files and leave tracking.
- Manage employee benefits administration.

### *Procurement and Logistics*

- Ensure procurements are compliant with USAID rules and regulations (AIDAR & FAR) and that the SMLP-2 inventory list is regularly updated to confirm all property is well maintained and properly labeled.
- Review and verify Purchase Request Forms (PRFs) and Purchase Orders (POs), ensuring adequate funds, expense authorization, supporting documentation, accuracy of amounts, and control over payments.
- Other project-related duties as required and requested by the Chief of Party.

## Your Education and Experience

- Minimum of five (5) years of relevant work experience.
- Bachelor's degree in administration, accounting, finance, or relevant field is preferred.
- Proficient with Microsoft Excel and QuickBooks.

- Familiarity with FAR and USAID regulations.
- Previous experience working on USAID-funded projects strongly preferred.
- Familiarity with local labor law preferred.
- Strong attention to detail, prioritization, and organizational skills required.

## Required Interpersonal Skills

- Ability to effectively and efficiently handle multiple tasks simultaneously with precision and adapt to changes in responsibilities and workloads.
- Must be professional, possess a high degree of urgency and self-motivation, and have a strong work ethic.
- Results-oriented approach to problem solving.
- Strong communication skills, including note-taking for meetings.
- High professional standards for evaluation data and reporting.
- Accustomed to teamwork and able to sustain positive and frequent communications for a remotely managed monitoring team in a challenging, high-risk environment.
- Ability to work independently where necessary.
- Works well in a diverse team.

## Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply/](http://www.integrityglobal.com/apply/) and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **21<sup>st</sup> November 2022**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

**Candidates must have the right to work in Kenya.**

*Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by US data protection laws.*