



Since 1963 and in 148 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development, and food security to promote broad-based economic growth and vibrant civil societies. ACDI/VOCA has approximately 34 projects in 19 countries and total revenues of approximately \$128 million.

Overview:

ACDI/VOCA is currently implementing a program entitled “Agriculture and Food Systems Development Activity (AFDA)” in Myanmar funded by the United States Agency for International Development (USAID). The aim of the Myanmar AFDA program is to increase the productivity, inclusiveness, and competitiveness of key market segments, by facilitating broader market systems participation and sustainable transformation of agriculture and food systems across ethnicities.

Pursuant to its mission, ACDI/VOCA is seeking experienced and talented professionals for the position of **Finance and Operations Director**. The position is responsible for finance, grants management, IT, human resource and administrative, procurement and logistics aspects of the AFDA program and ensuring that operations are in compliance with USAID and ACDI/VOCA rules and regulations. The Finance and Operations Director will be reporting to the Chief of Party. The position is based in Yangon, with frequent in-country travel.

Responsibilities:

Finance

- Ensures all project financial transactions are allowable, reasonable, and allocable and within the established financial management policies of ACDI/VOCA and USAID.
- Oversees preparation of annual budgets in collaboration with key program staff; responsible for contracts/sub-grantees, procurement activities; monitors project budget; facilitates monthly internal budget/programming and exchange of information among staff.
- Leads preparation of overseas cash accountability reports for all project transactions and ensures timely submission to HQ.
- Updates Accounting and Finance Manual as necessary with pre-consultation with HQ Project Accounting team.
- Provides technical assistance on financial management to partners or sub-grantee, if requested.
- Manages cash flow funds to assure fund availability for programmed project activities.
- Provide oversight to financial and office operations staff.
- Provide assistance and coordination during periodic financial audits.
- Oversee procurement of project equipment and services based on ACDI/VOCA Procurement Guidelines.
- Prepare monthly tracking sheets reflecting allowable costs vs. actual expenditures.
- Ensure that there is sufficient segregation of duties within local accounting team for proper internal control.

Operations

- Serves as primary point of contact/advisor on all matters pertaining to administrative and financial support with ACDI/VOCA Headquarters.
- Provide the necessary managerial, logistical and administrative support required for the fulfillment of deliverables including budget, finance, human resources management, general services/ facilities and logistics.
- Provides effective management of human resources of the project, including direct supervision of all staff on administrative/financial matters and hiring of staff and consultants with support from administrative and/or finance assistant.
- Ensure compliance with USAID and ACDI/VOCA regulations and procedures and local labor laws.
- Provides input to ACDI/VOCA's country registration and project MoU.
- Fulfill additional responsibilities assigned by the supervisor as they arise during the course of project implementation.

Supervisory Responsibilities:

The Finance and Operations Director will directly supervise the Finance and Operations team. Additional responsibilities include training employees; planning assigning, and directing work; appraising performance, rolling out learning and capacity development plans for field staff; rewarding and disciplining employees; identifying and capacity gaps and designing responses to address them; addressing complaints and resolving problems, as well as other responsibilities assigned by the COP.

Minimum Qualifications:

- Bachelor's degree in financial management, business administration finance, accounting, or other relevant fields is required. Master's degree is highly preferred.
- Minimum ten years of experience in financial management, demonstrated experience in developing and managing large budgets required.
- In-depth knowledge of applicable USAID regulations, policies, and practices in all areas (finance, accounting, payroll, human resources, information technology, procurement and logistics).
- Demonstrated ability to give effective presentations and write high-quality technical reports.
- Ability to produce high-quality deliverables throughout the project cycle from planning, management, and execution to troubleshooting.
- Sound working knowledge of information technology; experience in the usage of office software programs (MS Word, Excel, etc.) and advance comprehension of spreadsheets and databased programs.
- Proven ability to successfully manage a team of diverse individuals. Strong mentoring and teambuilding skills.
- Fluent written and spoken English required. Fluency in Burmese required.
- Excellent organizational and time management skills.
- Demonstrated professionalism and discretion in handling confidential information.
- This position is for Myanmar nationals only; foreigners will not be considered.

To Apply:

Please submit a resume to AFDrecruitment@joinav.org. Please include the position title in the subject line and this position will be on rolling basis and will be posted until filled. The resume and related application documents shall be provided as a single attachment and list long-term employment history and any relevant short-term consulting work. Due to the high volume of applications, we are not able to respond to inquiries via phone or email. Only shortlisted candidates considered for an interview will be contacted. ACDI/VOCA is an equal opportunity employer. Women, minorities and people from diverse groups are encouraged to apply.