

Financial Administrative Officer
Bioko Island Malaria Control Project (BIMCP)

The Bioko Island Malaria Control Project (BIMCP) is a five-year \$27M program funded by Marathon Oil and implemented by Medical Care Development International (MCDI). Its interventions are centered on indoor residual spraying, LLIN distribution, case management and behavior change communication. A major component of the BIMCP is the capacity development of national staff to assume managerial and technical responsibility for the project.

Qualifications, Skills and Experience:

- BS or MA in International Management (or equivalent) with extensive procurement and logistics experience
- Good interpersonal skills, team player, able to work under stress. Sensitivity to the concerns of the developing world and able to work with community-based providers from different cultural backgrounds.
- Good oral and written communication skills, with an excellent command of Spanish, good command of English and French (desirable).
- Highly computer literate, familiar with Windows® programs for word-processing, spreadsheets, database management, presentations, and electronic communication.
- Project management experience in a developing country context, preferably in Africa.
- Prior experience supervising project personnel.

Overview of Position: The Financial Administrative Officer (FAO) is responsible for the overall financial/administrative management of project activities to include the budgeting/ forecasting/accounting and implementation of all services required to financially and administratively support field office operations.

Roles and Responsibilities:

The roles and responsibilities of the FAO include, inter alia:

Financial Management Duties

- Monitoring bank balance and requesting transfer of funds from home office in a timely manner to avoid delays in project implementation;
- Tracking wire transfers of funds from home office to the project account(s) and suppliers and sub- grantees;
- Overseeing disbursement of funds for local expenditures and personnel;
- Reconciliation of the project account(s) on a monthly basis;
- Preparation of expense reports in Excel detailing monthly expenditures by budget line item for submission to home office on a monthly basis submitting a summary electronically and vouchers (with supporting documentation) being sent by international courier;
- Assisting in the preparation and monitoring of local program budgets
- Establishing and maintaining requisite bank accounts for project activities and ensuring that accurate and up-to-date reconciliations are kept on all account transactions and balance on at least a monthly basis.
- Maintaining project financial reporting systems to record field expenditures and generate financial reports to the Home Office in accordance with policies and procedures prescribed in MCDI's financial management manual; this will include preparing monthly bank and general ledger accounts and reconciliations.

- Establishing and maintain appropriate systems of internal control.
- Maintaining imprest accounts and inventory records.
- Managing payroll operations.

Administrative Duties

- Tracking and overseeing time and attendance reporting; vacation and leave management; and personnel record-keeping.
- Supervision of the local-hire bookkeeper/secretary;
- Receiving materials shipments at Marathon warehouse
- Ensuring that relevant health, environment and safety (HES) standards are met
- Recruiting, training and supervising local administrative staff.
- Maintaining inventory records based on MCDI inventory management systems.
- Coordinating project logistics and procurement of local goods and services.
- Assisting the Home Office procurement officer in preparing specifications, delivery schedules, etc.
- Supporting the procurement tracking/reporting system to include timely confirmation of receipt and safe storage in appropriate warehouse sites of all supplies, equipment and other assets procured by the Project.
- Managing the vehicle fleet, to include adherence to control systems and maintenance schedules.
- Coordinating living accommodations for long term staff
- Supporting short-term consultants as required.
- Securing official documentation for transportation, visa, and registration requirements.
- Oversee logistical support related to MCDI personnel on the project

Counterpart Capacity Development

- Oversee the implementation of the Transition Plan (TP) and the Continuing Education Plan (CEP) for the national Finance and HR Technician and the Accounting and Warehouse Technician. The TP specifies the benchmarks for knowledge, skills, and assumption of responsibilities, achievement of which will be required for the national technicians to complete the transition to full responsibility for the financial/administrative area of the project, and also specifies an expected timeline for achieving these. The CEP details the formal and informal training to be provided to enable the national technicians to complete the transition. Mentoring and on-the-job training by the FAO comprise a significant part of the CEP.

Location: Malabo, Equatorial Guinea

Interested parties should submit a resume detailing relevant skills, training and experience and the names and contact information of three professional references to: jobs@mcd.org