

**Finance and Administration Manger**

**Southern Africa**

Based in **Namibia**

Reports to **Chief of Party**

**Who we are:**

**The Society for Family Health (SFH)** is a local non-governmental organization that implements public health programs in collaboration with the Ministry of Health and Social Services, other Ministries and partners. SFH has 9 regional offices and work in the areas of HIV/AIDS prevention care and treatment, Community-based Malaria prevention, school health promotion, adolescent girls and young women’s sexual and reproductive health.

**Join us!**

We are looking for a **Finance and Administration Manger**to help us plan and coordinate all activities under an anticipated 5-year USAID-funded HIV Scaling up Access for Expanded Voluntary Medical Male Circumcisions Services (SAFE) Activity in Namibia. The Finance and Administration Manger will support financial and administration oversight to the project. This position is based in Windhoek, Namibia, and is contingent on award.

Sound like you? Read on.

**Your contribution**

* Perform monthly field finance reviews, establish accurate fund accountability statements, and work closely with country teams to address issues and risks associated with questioned costs.
* Review subcontractors’ invoices, establish their fund accountability statements, work closely with respective subcontractors and the PSI Grants and Contracts Department to timely resolve issues and risks associated with questioned costs.
* Manage the preparation of documents, including PowerPoint presentations, spreadsheets and correspondence.
* Assist with new employee set-up within various administrative systems
* General office duties such as minute taking, copying etc.
* Create and maintain filing systems and databases and support the management of department related resources on SharePoint.
* Produce routine and ad-hoc financial reports, project status updates, cash forecasts, and other data and spending analyses.
* Work closely with Accounting group and ensure all transactions, adjustments or other changes are reported correctly and in a timely manner.
* Support project financial reporting process, ensuring quality submissions and document retention.

**What are we looking for?**

* Bachelor’s degree in Finance or Accounting required.
* At least five (5) years of professional work experience in Finance and Administration oversight of non-governmental organizations.
* Demonstrated analytical skills and financial expertise.
* Self-starter with the ability to streamline functions and passion to learn and grow.
* Expert Excel user, including pivot tables and advanced functions; familiarity with data query tools is helpful.
* Knowledge of USAID/PEPFAR a plus.
* Excellent communication and presentation skills in fluent English.
* Current work authorization in Namibia preferred.

**The closing date: 17 May 2019**

**Candidates should forward detailed CV with cover letter to:**

**Human Resources Department**

**Email:** [**recruitment@sfh.org.na**](mailto:recruitment@sfh.org.na) **(electronic applications should have the job title being applied for as the subject)**

**13 Reger Street- Southern Industrial Area**

**Tel: 061 440 600**

**P.O. Box 22870, Windhoek**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**