

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, Malaria prevention, school health promotion, adolescent girls and young women's sexual and reproductive health

Job Title: Director of Finance and Operations
Duty Station: 1 position at SFH Head Office, Windhoek
Reports to: Country Director

Reporting to this position:

- Senior Finance Coordinator
- Human Resource Coordinator
- Logistics Officer
- Grant and Sub Award Coordinator

Skills/Abilities/Aptitudes Requirements:

- Ability to take initiative, plan and monitor activities flow and outcomes
- Capacity to manage challenging working situations. Ability to analyse, interpret and solve problems in diverse cultures
- Demonstrated capacity to delegate and supervise responsibilities
- Ability to handle multidisciplinary responsibilities and priorities
- Capacity to work under pressure in achieving set goals/objectives
- Aptitude to supervise, motivate and mentor staff
- Fluency in English
- Excellent computer skills: Windows XP Microsoft Office (Word, Excel, PowerPoint, Internet and E-mail use). Knowledge and skills in Advanced Excel is a must
- Excellent managerial, organizational and leadership abilities
- Energetic, tolerant, empathetic and reliant
- Confident and assertive

Program Specific

- Manage financial and operational compliance of donor awards, Government of Namibia and internal procedures, rules and regulations
- Oversee Finance and Administration department that includes Accounting, Sub-awards, Procurement, Warehousing, Logistics and Human Resource Functions

- Oversee donor contracts, budget and expenses tracking as well as prepare analytical reports to advise senior management on finance,
- budget and operational issues
- Manage Monthly and quarterly financial reporting to Donors and others stakeholders
- Develop donor budgets and coordinates the annual budget process
- Conduct periodic internal reviews of policies, procedures and systems, comparing with best practices
- Provide support, advice and coordinate training for staff in Finance, HR and Supply Chain departments
- Prepare the annual accounts and other statutory returns
- Coordinate annual, internal, statutory and USAID audits
- Ensure financial compliance, providing oversight of SFH sub recipients
- Train & mentor the Finance and Operations Team members
- Provide assistance and support to other programme managers
- Review monthly payroll for full time and including volunteers.
- Review per diem and travel advances on a monthly basis to ensure there are no outstanding balances.
- Prepare employee, consultants and volunteer contracts.
- Ensure development of budgets,
- Prepare spending projections, Analysis cost against budget, and pricing as needed by current procurements and new business requirements

Minimum Qualification/ Requirement

- A Master's degree or advance degree in finance, accounting or related field
- CA Qualification will be an added advantage
- 8 Year's relevant experience in finance, accounting, office management and administration or other related field, of which 5 years must be at a managerial level
- Familiarity with donor contractual/reporting requirements

Remuneration will be according to qualifications and work experience

The closing date: 10 August 2018

Interested candidates should forward detailed CV with cover letter to:

Email: recruitment@sfh.org.na

The Coordinator: Human Resources

13 Reger Street- Southern Industrial Area

Tel: 061 440 600

P.O. Box 22870, Windhoek

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

