



DIRECTOR OF FINANCE AND ADMINISTRATION

The United States of America (USA), acting through the Millennium Challenge Corporation (“MCC”) and the Republic of Malawi (“Government”) signed a five-year Compact. Under the Compact, MCC provided funding of up to **US\$350.7** million to Government to implement a program to reduce poverty through economic growth in Malawi. The Compact, which entered into force on **September 20, 2013** is being implemented to improve efficiency of the energy sector, focuses on revitalizing the power sector in Malawi. The Government designated the Millennium Challenge Account - Malawi (MCA-Malawi) to implement the Compact on its behalf.

MCA-Malawi is currently seeking a Director of Finance and Administration (DFA) to effectively lead and manage financial planning, budgeting, accounting and human resource functions of MCA-Malawi throughout the implementation of the Compact program, which ends on January 20, 2019. This key position is open to all applicants who meet the required qualifications.

Functions and Responsibilities:

- Manage MCA-Malawi’s ongoing financial operations, including the financial planning, budgeting, accounting, and financial management functions needed to implement the Compact program, as well as overall coordination of information technology, human resources and administrative services.
- Ensure adherence to all financial management provisions of the Compact and related agreements and covenants.
- Serve as the primary liaison for financial issues between MCA-Malawi, its Fiscal Agent and any partners involved in project implementation, e.g., ESCOM/EGENCO. (The Fiscal Agent ensures the proper and transparent use of MCC funding by providing fiscal management services and funds control.)
- Working in close coordination with MCA-Malawi’s project staff, the Fiscal Agent, and any partners that are involved in project implementation, estimate the future cash flow requirements for each project and activity in the Compact program and manage the preparation of MCA-Malawi’s detailed quarterly budgets and annual summary budgets for the entire five year Compact period. In doing so, the DFA will work closely in the SAP-based Management Information System and will coordinate frequently with Project Directors to obtain information.

- Manage time-critical information requests from MCC and others. Examples of such requests include the quarterly production of accrued liability estimates, periodic reporting to MCC on contractor advances and retentions, and ad hoc requests regarding contractor status of major works contracts.
- Develop and manage all program accounting reports, including special reports required by MCA Malawi or its Board of Trustees or Millennium Challenge Corporation. Oversee the regular generation of reports and ensure that all reports are delivered on the required schedule.
- Support the MCA executive office and MCC in the identification and implementation of process improvements in various areas of the organization, e.g., streamlining and quality assurance of the quarterly disbursement request process.
- Provide expertise and support to MCA-Malawi in the ongoing planning for program closure in January 2019. Contributions will include ongoing maintenance of the closure budget, alignment and rationalization of staff resources, hiring and management of a small number of closure-related consultants, etc.
- Develop and maintain the operating budget for MCA-Malawi. Monitor MCA-Malawi's expenses against approved budgets to ensure adequate resources and control of funds. Supervise the processing and analysis of project-related expenses and ensure that they are in accordance with approved budget, MCC policies, and government procedures.
- Working in close coordination with the Fiscal Agent, develop quarterly disbursement requests for funding from MCC.
- Develop and maintain the financial management operations manual known as the *Fiscal Accountability Plan (FAP)*, which outlines all procedures necessary for financial management operations, sound internal control, and designates the officials that have the authority to approve obligations, verify receipt of goods and services, and execute payments. Monitor and ensure the compliance of MCA-Malawi, its consultants and contractors, and all Government units that are involved in project implementation with all aspects of the FAP.
- Maintain a plan to meet the audit requirements of the Compact. Cooperate fully with the auditors to ensure that the auditing requirements of the program are satisfied.
- Ensure that MCC funds are exempt from all taxes as detailed in the Compact Agreement, Program Implementation Agreement, and/or any other agreement associated with the Compact.
- Lead, supervise, and provide guidance to a small contingent of staff responsible for accounting, administration, human resources and management information systems (MIS).
- Oversee development and maintenance of human resources (HR) policies and procedures for staff management, including policies/procedures on hiring, voluntary and involuntary termination, leave, tracking of time and attendance, etc.

- Ensure the IT needs of the MCA are properly budgeted, IT problems are quickly resolved, and IT staff has the necessary skills and continuing training opportunities to ensure that the MCA has a high level of IT functionality.

Required Qualifications:

- Accredited University Degree at Bachelor level or advanced degree in accounting or finance. Professional certification as a Certified Public Accountant (CPA) or Chartered Accountant (CA) is desirable, though not required.
- Ten (10) or more years of professional experience, including at least six (6) years as a senior financial manager for a project or company with an annual budget of more than \$5 million USD.
- Demonstrated prior experience with developing complex budgets and managing all related financial transactions. Demonstrated experience with developing and managing financial management systems and processes.
- Demonstrated experience in successfully leading or managing a team of accounting or financial management specialists and administrative specialists.
- Familiarity with information technology (IT) systems typically deployed in project management organizations. Successful prior experience overseeing, supervising or managing IT systems and/or IT staff is preferred. Experience with SAP-based MIS systems is a plus.
- Strong computer skills in email, word processing, spreadsheets, including experience and familiarity with accounting and/or financial management software.
- Excellent written and verbal communication skills in English.

How to Apply:

MCA-Malawi will offer a competitive salary and benefits package which reflects the nature of this key staff assignment for approximately 14 months duration. Submissions will be accepted through 12:00AM Malawi time on **3rd November, 2017**; early applications are encouraged. Interviews will be conducted on a rolling basis. Candidates not physically present in Lilongwe may be interviewed by skype or telephone.

Submissions should include the following as four separate documents. All are required.

1. A short cover letter highlighting your background and experience as they relate to the required qualifications;
2. A resume;
3. Two professional references, with at least one being a former supervisor. Please include their complete and current contact information, including name, current title, and relationship with you, and also telephone number and email address;

4. Your compensation history for the past three years (by year), your compensation expectations, and your suggestion of earliest availability date. Applicants not present in Lilongwe should provide skype and mobile contact information. For selected candidates compensation verification will be conducted.

Method of Submission:

You can submit these documents using one of the following methods:

- By Hand, or
- Via email:

TO: lameck.mithi@mca-m.gov.mw

CC: dye.mawindo@mca-m.gov.mw, glennma@mcc.gov

Please include the following subject line in your submission: MCA-Malawi DFA_Last Name, First Name