

DIRECTOR OF ADMINISTRATION AND FINANCE

The Millennium Challenge Account (MCA) is a fund allocated by the Government of the United States of America and managed by the Millennium Challenge Corporation (MCC). Through this fund, MCC works with eligible countries, including Mali, to help reduce poverty through economic growth. The Government of Mali has recruited and hired a management unit ("MCA-Mali") comprised of specialists in a variety of fields to professionally manage implementation of the program. Experienced candidates are sought for Director of Administration and Finance, a position that reports directly to the Director General.

Position Duties:

- Ensure effective management and implementation of the administrative and financial aspects of the Compact.
- Manage the Administration and Finance team.
- Manage the Program's administrative operations, including human resources, travel, and asset management (i.e., inventory).
- Manage the Program's financial operations, including budgeting for various Program components.
- As required by the Compact and Supplemental Agreements, produce periodic administrative and financial reports.
- Work with both internal and external auditors to facilitate the audit process and coordinate responses to audit requests from MCC and various entities as required. Ensure that any deficiencies found during internal or external audits are addressed through a corrective action plan.
- Represent and communicate all aspects of Administration and Finance to the MCA-Mali Board of Directors, Malian public, Program partners, MCC, donor community, civil society, private sector, and others.
- Collaborate with appropriate MCA Mali and MCC staff.
- Perform other tasks as requested by the Director General.

Qualifications and Experience Required:

The Director of Administration and Finance must have the following qualifications, experience and competencies for this high-level position:

- A baccalaureate degree in economics, management, finance, or accounting. A master's degree, such as a MBA is strongly preferred;

- Proven and demonstrated experience – more than seven (7) years preferred – in a senior administration / finance position for a project/enterprise with an annual budget of more than 2 million USD or progressively responsible experience as a financial auditor at an internationally-recognized accounting firm;
- Proven financial management experience, to include developing and monitoring budget, forecasting, planning, analysis, reporting and cash management;
- Ability to generate and analyze standard and ad hoc financial reports under time pressure;
- Experience processing invoices and approving payments to vendors and others for goods, works and services;
- Proven ability to negotiate large contracts in a national and international context;
- Proven experience in selecting and implementing an integrated financial/accounting management information system;
- Proficiency in West African accounting system (Syscoa) desirable;
- Experience working with American and other foreign counterparts;
- An assertive personality and an ability to prioritize and manage multiple tasks under tight deadlines;
- Strong leadership, analytical and organizational skills; demonstrated by ability to work both independently and within a team (including external fiscal and procurement agents), assess priorities, and manage a variety of activities with attention to detail;
- Excellent cross-cultural communication and interpersonal skills demonstrated by ability to interact professionally with culturally and linguistically diverse staff, clients and consultants;
- Expert skills in Microsoft Office software, including Excel and Word; and
- Oral and written fluency in French and in English.

In addition, candidates must:

- Be of outstanding character and integrity.
- Be free of all conflicts of interest and committed to protecting the integrity of the program.

Instructions for Submission of Applications:

To be considered, candidates must submit the following information using font size no smaller than 10pt:

1) Cover letter (maximum three pages) addressing candidate's ability to: 1) perform technical duties and responsibilities as stated in the position description, 2) manage personnel, budget, and/or other resources, 3) provide technical leadership related to their function, and 4) prepare and present reports, analysis, project documents, and other documents to a diverse audience including high-level executives/senior government officials. Candidates must also include salary history for the last three (3) years.

2) Curriculum Vitae (not to exceed five pages excluding publications, if applicable) stating the applicant's educational background including degree(s) obtained, professional experience in reverse chronological order, language proficiency, and any relevant professional titles or certifications.

3) Names and contact information (telephone number(s) and email address) of three professional references. Please clearly state the relationship of the professional reference to the candidate (e.g., supervisor, former colleague, other) and whether the reference would prefer to be contacted in French or English.

4) Deadline for receipt of the aforementioned information is January 22, 2010 at 16:00 in Bamako, Mali. Complete application packages must be expedited to either:

Mail to:

Procurement Agent MCA-Mali

Emerging Markets Group, Ltd.

Complexe Administratif et Commercial ACI 2000

Avenue du Mali - Bureau 204 - B.P E: 2674

Tél. : (+223) 20 22 37 88 / 20 22 37 91

Fax : (+223) 20 22 37 89

Email to:

procurement.agent@emgmca-malipa.com

Your email should specify the position name for which you are applying in the subject line of the email message. You should also submit the application materials in PDF format.

5) If the applications are sent by mail, the application package must be sent in an A4 envelope that is marked with a reference. This reference

can include the name of the candidate or any other single reference chosen by the candidate. Candidates delivering the application package by hand or sent by express mail will be subject to a confirmation receipt that includes the reference marked on the envelope. Applications submitted by fax will not be accepted.

6) The cover letter and curriculum vitae must be submitted in French. The submission of English versions of the cover letter and curriculum vitae is encouraged.

7) Short-listed candidates will be contacted for face-to-face interviews that will take place in Bamako and will be asked to provide proof of salary history in advance of the interview. Questions and/or phone inquiries from applicants prior to formation of the short-list will not be accepted.