



Director, Finance & Administration

Location: Zambia

Contingent upon funding

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply.

Overview

The Director of Finance and Administration (DFA) reports to the CoP and oversees operations for all activity offices in Zambia. This includes oversight of procurement, grants, construction, logistics, human resources, accounting and finance, and records. This individual will be responsible for managing the contract budget and preparing financial reports for submission to CDC. S/he will ensure funds expended are compliant with USG regulations and policies. He/she will implement fraud mitigation practices and ensure systems and processes are implemented effectively to support implementation of the award.

Minimum Requirements

- A Master's Degree in Business, Accounting, Finance or related field relevant to the position requirements.
- Fully paid up Member of ZICA.
- At least eight years of experience in financial management for large complex projects, of which at least five years were working in the field of international development and experience in USAID/Donor Funded Projects.
- Highly developed leadership and management skills.
- Knowledge of Financial Modeling as well as strategic/Business planning skills and good working knowledge of computers and accounting packages.
- High integrity and honesty.
- Good command of oral/written and analytical skills as well as fluency in English language.

How to apply

Send your application to cmmbzamhr@cmmb.org by Friday 8 September, 2017.