

## Helen Keller JOB ANNOUNCEMENT

### **Director of Finance & Administration, Community Nutrition and Health Activity (CNHA)** *(Dhaka, Bangladesh)*

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health and food security solutions to build resilience of vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

#### **Background**

The purpose of the planned U.S. Agency for International Development (USAID) Community Nutrition and Health Activity (CNHA) in Bangladesh is to improve the nutrition outcomes of pregnant and lactating women, and children less than five years old in Bangladesh. The CNHA will address the inequitable nutrition outcomes of the most vulnerable segments of the population through a targeted community-health system strengthening approach.

#### **Scope of the Position**

Finance & Administration Director (F&A Director) will oversee financial management, including budgeting, reporting, accounting, and financial systems implementation, as well as general office operations including Information Systems and Human Resources. The F&A Director will work closely with project leadership to track expenditures and manage budgets and financial and administrative staff. S/he will ensure that all project operations are in compliance with USAID and Helen Keller Intl. policies. The ideal candidate will have a strong expertise in financial management for US government-funded projects in developing country contexts.

This position is expected to be based in Dhaka, with regular travel within Bangladesh. This five-year position is contingent on Helen Keller being awarded funding.

#### **Specific Responsibilities**

The F&A Director will be responsible for the following:

- Lead finance and operations teams in collaborative effort with program managers to ensure high-quality financial planning, management, reporting and auditing of all programs, including thorough budget preparation and oversight.
- Manage the project’s financial and contractual operations, including the development and management of all project budgets and provide ongoing financial administration.
- Ensure the timely submission of financial reports to the donor.
- Implement effective accounting, procurement and financial approval systems; train and support project staff to use these systems.
- Collaborate with the project leadership to ensure that all project operations and expenditures are in compliance with USAID requirements.
- Serve as the primary contact for the donor on budgetary, finance, and administrative issues.
- Collaborate with relevant government offices and other partner agencies in support of project implementation.

- Ensure effective management of local office administration.
- Collaborate with colleagues in global operations to ensure knowledge of and adherence with policies and procedures related to procurement, asset management, risk management, travel, fleet management, safety and security and other global aspects of office management.
- Consult with relevant Human Resources colleagues to ensure coherence with Helen Keller policies and practices as regards compensation, performance management, recruitment, training & development, etc., as well as compliance with host country labor and tax laws.

### Management and Supervision

- Oversee and build the capacity of direct reports and their staff to support program staff in all aspects of finance, administrative, human resource and logistics management, ensuring knowledge of and adherence to applicable operational systems, donor requirements.
- Build highly effective Finance & Administration teams and create a supportive working environment to deliver expected results.
  - Recruit, supervise, mentor, and evaluate staff, providing technical assistance where needed.
  - Delegate authority, consult with, and guide staff to achieve goals and contribute to an atmosphere conducive to professional growth and development, guiding staff to achieve timely, high-quality project deliverables and ensure they meet project objectives and donor requirements.
- Ensure accountability to beneficiaries, partners, colleagues, and donors by providing ongoing feedback in a context of mutual respect.
- Model collaboration for your matrixed team: effectively consult and inform colleagues to maximize efficiency and knowledge sharing and integrate guidance and direction from subject matter experts in your office and elsewhere in the global organization to maximize performance

### **Required Qualifications/Competencies**

- An advanced degree (masters or MBA) in business or accounting, plus 8-10 years' experience managing financial operations for donor-funded international projects.
- Strong experience with development project financial management, including accounting, compliances, audits, and reporting, with previous USAID experience a requirement.
- Demonstrated leadership, management and communication skills to effectively supervise finance and administration teams. This includes professional experience interacting with US Government agencies, host country governments, NGO and private sector stakeholders and fostering new and effective partnerships. yes
- Knowledge of USAID and US Government Cost Accounting Standards.
- Ability to direct multiple long- and short-term activities simultaneously with minimal supervision.
- Strong interpersonal skills and experience working effectively in teams and cross-cultural settings.
- Excellent capacity building, team building/management, and coordination skills. An ability to ability to delegate responsibilities effectively and coach and mentor staff.
- Ability to respond rapidly to shifting implementation scenarios.
- An ability to work in challenging and changing environments, and to see through challenges to find solutions; an ability to maintain balance when under stress.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Strong analytical, computer, and communication skills.
- Excellent written and oral communication skills in English; Fluency in Bengali is advantageous.
- Experience working in Bangladesh is highly desirable.

## **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org) Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller  
is dedicated to building an inclusive workforce where diversity is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*