

Director of Finance and Operations (DFO), USAID/Benin's Northern Economic Livelihoods for Youth (NELY) Activity

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Company: DT Global

Location: Benin City

Category: other-general

Position Summary

DT Global seeks a highly motivated and experienced individual interested in serving as the Director of Finance and Operations (DFO) for the anticipated USAID/Benin's Northern Economic Livelihoods for Youth (NELY) activity. The purpose of this program is to improve economic livelihoods for rural and urban youth and women in violent extremist (VE) moderate and high-risk areas in the north of Benin. The DFO will be responsible for managing and coordinating field operations of the program. In undertaking these responsibilities, the DFO will work under the direction of the Chief of Party (COP), and will supervise operations and administrative staff, including the Finance Manager and HR Manager. Where necessary, the incumbent will also coordinate with the USAID mission and other program partners in Benin. This position will be based in Cotonou, Benin, and the successful applicant must be willing to travel to other provinces as required.

Please note this position is contingent upon donor funding and the award of the contract to DT Global.

Primary Responsibilities:

Responsible for oversight of the finance team, human resources and administrative team, and procurement team.

Serve as part of the program's senior management team and provide tools, guidance, and information that the technical teams need to conduct their work.

Serve as primary point of contact for DT Global home office Program Manager on all home office requests related to finance and operations.

Ensure transparency in contractual reporting, financial reporting, procurements, hiring, and all other aspects of the project.

Operations and Compliance

Remain up-to-date on all USAID and U.S. federal regulations and policies relevant to procurement and logistics and ensure compliance throughout the program.

Provide oversight of all procurement processes, including determining procurement requirements to identify and ensure the most appropriate procurement methods to ensure transparent processes are utilized.

Oversee all office leases, renewals, relationships with landlords and ensure timely payments.

Maintain inventory of procured equipment, in accordance with USAID and DT Global rules and policies and assist in tracking and updating all non-expendable equipment.

Ensure staff operate in accordance with the Field Office Procurement Manual, Recruitment Manual, and the Employee Handbook.

Oversee annual asset reporting and disposition of assets procedures and documentation; prepare the monthly expenditure report and assist with ensuring proper backup is included for project expenses.

Encourage mentorship and capacity building of staff; conduct operational trainings and refreshers as needed throughout the life of the project.

Finance and Administration

Manage the daily financial operations of the program, including cash flow management, time sheet recording, and daily monitoring of obligations, budgets, and expenditures.

Assist the Finance Manager in preparation of the monthly financial field reports, bank reconciliations, and other project financial tasks.

Review and analyze budget estimates for allowability, allocability, reasonableness, and consistency.

Oversee the application and renewal of the country registrations.

Human Resources

Oversee all work permit and visa issues for international staff.

Oversee all national staff recruitment, documentation, orientation, performance appraisals, revision of SOW or Job Descriptions, as needed.

Ensure all HR documentation is filed and complies with documentation audits.

Provide training to staff, on an as-needed basis.

Education & Minimum Qualifications:

Bachelor's degree in project management, business management, administration, accounting, financial management, or related field. Master's degree preferred.

Prior experience on USAID-funded programs and demonstrated knowledge of relevant USG policies and procedures concerning human resources, financial management, financial reporting, procurement processes, systems, and grant management, including ADS, FAR, and AIDAR.

Bachelor's degree or equivalent in economics, finance, accounting, business or project management, public policy and administration, development administration or any related field.

Ability to effectively prioritize critical requests, identifying time sensitive demands and inquiries and responding effectively to requests to support effective implementation.

Exceptional problem solving and decision-making skills, with the ability to adapt and refine operational processes to improve efficiency, responsiveness, and compliance of project activities.

Demonstrated experience managing a team to meet operational objectives.

Experience working in francophone West Africa required; experience working in Benin preferred.

Written and oral fluency in English and French.

Core Competencies:

TEAMWORK: Works cooperatively and effectively with others to achieve common goals.

Participates in building a culture characterized by inclusion, trust and commitment.

COMMUNICATION: Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

ADAPTABILITY: Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

CUSTOMER/CLIENT FOCUSED: Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.

DIVERSITY AND INCLUSION: Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.

PROFESSIONALISM: Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

We thank all applicants for their interest. Only short-listed candidates will be contacted.

is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

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