

# Call for Grants and Finance Director



Published: 19.08.2020 16:52:32  
Deadline: 28.08.2020 23:59:59 The deadline for applications has expired  
Salary: According to the interview results  
Location: Osh  
Type of involvement: full time

[Chemonics International Inc.](#)

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## Information

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### Common information

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Chemonics International, a US-based international development consulting firm, is recruiting for a Grants and Finance Director for the recently awarded USAID-funded Kyrgyz Republic Agro Trade Activity. The five-year project will support job creation, strengthen value chains, and improve the business enabling environment through interventions that boost productivity, upgrade processing, build international business-to-business (B2B) linkages, facilitate access to finance, and support private sector-informed policy reform. The three main objectives of the activity are:

(Objective 1) Economic Value Added Through More Inclusive (Particularly Women) Jobs and Sales for Southern Kyrgyz Agribusiness and Farmers

(Objective 2) Increased Cross-Border and Regional Trade Links Between the Kyrgyz Republic and the Fergana Valley

(Objective 3) Improve Enabling Environment for Increased Kyrgyz Republic-Uzbekistan Market Integration

### Qualification requirements

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#### Qualifications

- Grants under contract experience
- Knowledge of USAID grant rules & regulations
- Minimum of 5 years of relevant project management and program coordination experience with experience managing grants for private sector, international NGOs or organizations with similar scopes of work required.
- Experience with implementing grants under contract programs on USAID projects preferred
- Knowledge of USAID grant rules and regulations
- Management and administration skills including managing a team
- Experienced in reviewing and negotiating budgets, reviewing financial reports, preparing for, and monitoring audits of grantees, and file management
- Experienced in assessing organizational capacity and conducting capacity building training
- Conversational proficiency in English and fluent Kyrgyz language skills

#### Desirable but not required

- Familiarity with the country context
- Familiarity in the project technical sector

#### Duties

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The Grants and Finance Director will manage the administrative, financial, and procurement processes of the Activity including compliance with US Government rules and regulations. S/he will work in collaboration with the Chief of Party on the day-to-day operational management of the Activity.

## Specific tasks and responsibilities

- Ensure financial operations compliance with USAID regulations by establishing financial management systems, transparent financial and reporting procedures, and operational controls
- Work closely with the home office project management unit (PMU) and COP in the overall financial management of the contract, developing and maintaining the necessary tools in order to keep COP, other field staff, and the PMU apprised of the overall financial status of the Activity
- Manage Activity and field accounting systems for the field office and monitor internal day-to-day finance operations
- Oversee and ensure proper implementation of grants according to the operational and financial needs of the company
- Train, supervise, and monitor the performance of the local finance office in all aspects of field financial management, including cash management, monthly financial reporting, and monthly financial record keeping
- Approve expenditures incurred through the FO and ensure that all salary, procurement, subcontract, and grant payment transactions booked through each office adhere to corporate field accounting policies and US government procurement regulations
- Maintain records of all payments and receivables and prepare monthly records for all grant related activities
- Periodically perform internal reviews of the Activity's receipts and finance records and routinely test the strength of each field office's accounting systems
- Manage Activity bank accounts, monitor bank balances, and update bank signatories as appropriate
- Ensure grant and procurement compliance with USAID regulations by establishing reporting procedures and operational controls
- Oversee the grants and SIF funds, including grant application, approval, implementation, and close-out processes, and ensuring compliance with USAID regulations and policies
- Provide training to the new staff on grants management and reporting requirements
- Ensure other grant staff (coordinators, writers, and administrators) are complying with their job responsibilities
- Analyze the budget trends and make recommendations for cost control and reduction for various grants
- Monitor paperwork and other related documents connected with grants
- Ensure Chemonics' compliance with US Government rules and regulations as well as local labor laws and practices. Ensure that Activity procurement systems and USAID approval, waiver, and other regulatory compliance processes are in place
- Supervise and monitor the performance of the operations team
- Perform any other task assigned by the COP that is consistent with the overall nature of the Activity

## Conditions

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Application Instructions: Please submit a CV to [kyrgyzagrorecruit@chemonics.com](mailto:kyrgyzagrorecruit@chemonics.com) with area of expertise listed in the subject line **by Friday, August 28**. Note, this position is based in Osh.

No telephone inquiries, please. Finalists will be contacted for interviews.

## About company

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From our founding in 1975, we have worked in more than 150 countries to help our clients, partners and beneficiaries take on the world's toughest challenges. We combine broad regional experience with technical depth and unparalleled management skill. Our practices range from agriculture and private sector development to health and education and cut across our regional business units. Our management systems allow us to document, measure and apply both recent innovations and proven best practices across multiple regions and sectors. Our global network of more than 4,000 specialists share an unwavering resolve to work better, driven by a conviction that the world must be better. We're one of the world's leading partners in international development, because where Chemonics works, development works. You can learn more about Chemonics and the work we do at [www.chemonics.com](http://www.chemonics.com).

