



## **FINANCE & ADMINISTRATION OFFICER – COVID-19 RESPONSE**

**Local Partner Development  
Jamaica**

### **Job Description**

#### **About FHI 360:**

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

#### **About LPD:**

Local Partner Development (LPD) seeks to enhance the knowledge, skills, and abilities of the Jamaican civil society to design and implement evidence-based secondary and tertiary-level youth crime and violence prevention programs, while ensuring collaboration and coordination with key public and private sector partners. These concerted efforts will bolster crime and violence prevention interventions, seek to improve citizen security, reduce community vulnerability to environmental shocks and social crisis, and develop more resilient and cohesive communities. LPD is funded by the United States Agency for International Development (USAID) and is being implemented by FHI 360.

#### **About COVID-19 Response**

While the COVID-19 pandemic has had significant impact on Jamaica overall, vulnerable communities are the least equipped to deal with the pandemic, and they are experiencing the highest degree of socio-economic marginalization. Within these communities, female-headed households, unattached youth and victims of domestic violence are most at-risk, because they depend heavily on the informal economy, have inadequate access to social services and/or political influence, have limited capacities to cope and adapt, and have limited or no access to technologies.

In an effort to support Jamaica's COVID-19 response, USAID through LPD will be assisting specific communities and groups, through support to civil society organizations (CSOs), in addressing vulnerabilities related to COVID-19. Through these activities, LPD will provide vulnerable youth, families, and communities with social welfare support related to loss of livelihood, augmenting Government of Jamaica (GOJ) COVID-19 social welfare programs and building local resiliency. LPD will activate this response mechanism to address the immediate effects of the pandemic within vulnerable communities and at-risk populations aligned to its existing program of activities.

#### **Job Summary:**

The Finance & Administration Officer will provide logistics, procurement, administrative, coordination and financial management support for the implementation of LPD's COVID-19 Response activities, which will run for approximately 12 months. S/he will develop collaborative relationships with other LPD staff and partner organizations for the successful execution of operational and financial management functions related to the Response.

### **Responsibilities:**

- Administering and facilitating activities in the Project to include coordinating meetings, site visits, workshops, etc.
- Supporting the delivery of events to include event management, execution and protocol control activities; and provide media and logistical support, as required.
- Supporting program outreach to Jamaican CSOs, businesses, government agencies and project beneficiaries.
- Providing assistance and guidance for the preparation of briefs, reports and other informational materials, as required.
- Assisting with documentation (physical and electronic) of activities and other information in relation to the COVID-19 Response Project.
- Work closely with the Project Manager and the LPD team to procure goods and services, ensuring compliance with competitive bidding and selection processes and with relevant policies, and procurement guidelines.
- Intervene, analyse, manage and resolve any issues between FHI 360 and vendors/suppliers within the framework of the Project.
- Review project invoices for accuracy and allocate expenditures according to accounting systems.
- Prepare all project-related payments to ensure the documentation is accurate and complete.
- Process, track and reconcile all accounting transactions such as disbursements, cash receipts, journal entries and advances, which are in accordance FHI 360's procurement and accounting policies and procedures.
- Assisting the Project Manager with monitoring budgets and preparing financial project reports to ensure, ongoing project viability, and compliance with FHI 360 and USAID requirements.
- Prepare and submit regular financial reports as required by management, according to financial procedures, and raise financial issues as required with manager.
- Participate fully and proactively in team meetings and other events and contribute to a positive and collaborative work environment.
- Perform any other job-related activity as directed to achieve the goals and objectives under the Project.

### **Qualifications & Competencies**

- Bachelor's Degree or its International Equivalent - Accounting, Business Administration, Finance or Related Field.
- 3 years of relevant professional experience in working in a procurement and finance role.
- Prior experience in a non-governmental organization (NGO).
- Proficient writing and verbal communication skills.
- Strong project management and organization skills.
- Demonstrated skills in managing project-based logistics
- Organized, detail-oriented and able to multi-task to meet deadlines.
- Flexible, self-motivated and able to work with little supervision.
- Strong interpersonal skills and ability, problem solving, conflict and ethical management skills.
- Relevant computer software skills (including, at a minimum, the standard applications in MS Office).
- Previous experience of working on USAID-funded projects is desirable

### **How to Apply**

Candidates must submit their application, including CV, via email to [JamaicaLPDInfo@fhi360.org](mailto:JamaicaLPDInfo@fhi360.org) by **October 20, 2020, 5:00 p.m. Jamaica time**. Email subject line must include **"Finance & Administration Officer – COVID-19 Response"**. We appreciate all interest in this position, but only shortlisted candidates will be contacted.

FHI 360 is an equal employment and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.