

**VACANCY ANNOUNCEMENT -EDUKANS MALAWI APPLY BY 7 DECEMBER 2018**

**JOB TITLE:** Finance and Administration Officer.

**EMPLOYMENT BASIS :** Full-time for 1 year and subject to a 3-month probation period. The probation period can be extended up to 6 months, depending on performance.

**START DATE:** 1 January 2019, or nearest date possible, position tenable in Lilongwe, Malawi.

**Key responsibilities**

1. Set up and maintain the financial and administrative structures and systems including the necessary procedures and supporting tools.
2. Manage the office budget and ensure control of the budget.
3. Support institutional fundraising, especially on budgeting.
4. Take direct responsibility for all matters related to the functioning of the office, e.g. human resources, finance and administration.
5. Manage the project portfolio in close cooperation with the Edukans office in the Netherlands and strategic partners.
6. Manage projects for which Edukans is the leading partner in the consortium. This includes subcontracting, supervising monitoring and reporting, financial planning and reporting, financial supervision of consortium partners, design of financial administration in line with the donor requirements.
7. Provide technical support to strategic partners in terms of financial management.
8. Any other issues assigned to the office.

**Qualifications**

The Finance and Administration Officer:

- is a strong financial expert with a vision on office operations and development;
- is having an entrepreneurial attitude, experienced to build from scratch;
- is ambitious, seeks always the opportunities;
- is able to build and maintain strong relationships;
- is focused on co-operation, co-creation and co-implementation
- is experienced and proven successful in challenging office operations;
- is a Malawian citizen.

Furthermore he/she has:

- an academic degree in financial management;
- at least 5 years' experience in finance and administrative processes in the NGO sector;
- senior (project) management experience;
- strong financial and analytical skills;
- excellent language skills in English;

**Application Procedure**

**Closing date:** 7<sup>th</sup> December 2018, by 17.00hrs.

Applications for this role must comprise of: An application letter addressing the motivation and essential qualifications (maximum 1 page). A curriculum vitae (maximum 2 pages). The CV must include 3 professional referees (referees will not be contacted until after interviews).

**Only applications that address the qualifications and the page limits will be considered.**

Candidates should plan to undergo- interviews mid December 2018.

**Email applications to: The Country Representative, Edukans, C/O P.O. Box 30361, Lilongwe 3,**

**Email: [malawioffice@edukans.org](mailto:malawioffice@edukans.org) with the subject line: "Application –Finance and Administration Officer ". Please note that only shortlisted candidates will be contacted.**