



EMPLOYMENT OPPORTUNITY-HEAD OF FINANCE AND OPERATIONS

ORGANIZATIONAL BACKGROUND:

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice and places a particular emphasis on women and girls, their dignity and empowerment to lead their communities out of poverty. CARE began working in Tanzania since April 1994, in response to the crisis in Rwanda and the subsequent influx of refugees into the Kagera Region of North-western Tanzania. Over the subsequent years, CARE Tanzania developed innovative education, health, microfinance, and environmental programs across most regions of the country. In Tanzania CARE works with the Government both in mainland and Zanzibar and other stakeholders to transform communities and ensure financial inclusion and independence, health and nutrition, climate-smart development resilience, especially for women and girls.

CARE Tanzania seeks to recruit a self-motivated, results driven, dynamic, suitably qualified, competent and dedicated Tanzanian to fill the Head of Finance and Operations position.

POSITION TITLE: Head of Finance and Operations

REPORTS TO: Country Director

LOCATION: Dar-es-salaam

JOB SUMMARY

The Head of Finance and Operations based in Dar Es Salaam- Tanzania provides leadership and direction for CARE Tanzania's Finance and Operations functions in line with the Co's strategy and vision. The Head of Finance and Operations works closely with the Country Director to develop effective, efficient and results driven Finance and Operations team and is responsible for operational oversight of CARE Tanzania including smooth functioning of Finance, Administration and Logistics, ICT, and Procurement. He /She will also and also provide technical oversight for field/sub office operations functions.

He/She will provide strategic oversight of Operations processes and the development of its functions in line with the changing demands and priorities of the Country Office. CARE Tanzania views Operations as an integral foundation of its programming; the Head of Finance and Operations is expected to contribute to strengthening the integration of all Operations with program by working closely with the program team and fostering positive collaboration. This will be done through structured and systematic capacity building of Operations staff to address operational challenges; using existing resources and tailored to the specific staffing needs. The Head of Finance and Operations will foster a values-based organizational culture, ensuring good internal controls and conscientious stewardship of organization resources. S/he will promote a performance-based culture ensuring performance management systems are in place, functional and effective. The position requires advanced finance and business management skills, excellent team building and people coaching skills, extensive experience and in-depth understanding of finance administrative support processes and compliance requirements. Furthermore, the successful candidate must demonstrate an understanding of CARE's programmatic needs and concerns for ensuring effective administrative support. A key element of the post will be to constantly review the structure and roles of the finance and operations team to respond to CO's operational support needs in a particular time.

He/She collaborates closely with the ACD-Programme and serves as the line manager for the Award and Sub Award Manager, Accounts Coordinator, Procurement Coordinator, Admin and Logistics Coordinator, IT and Digital Solutions Coordinator.

As a member of the CO Senior Management Team, he/she participates in decision- and policy-making on strategic issues including financial health and viability, program quality, program development, human resource management, and other organizational priorities and concerns. The Head of Finance and Operations must be an active change manager (both expanding and cutting back). He/she collaborates closely with the ACD – Programs.

KEY RESPONSIBILITIES AND TASKS

- Sets direction and takes responsibility for provision of overall strategic management across all Operations functions (Finance, Procurement and Logistics, Administration, IT, Field/sub office operations) by providing strategic leadership, advise and oversight to the Operations and Finance team.
- Develop and organize activities of Finance and Operations units to provide timely and effective support to CO programs to ensure objectives are met.
- Fosters links between Programs, Finance and Operations ensuring seamless coordination and support for program management.
- Ensure Operations and Finance strategies are integrated into the overall CO strategy, work with the senior management team to ensure that CARE has the appropriate staffing structures, management systems, and support systems to implement high quality emergency response and longer-term programming.
- Lead business process improvements for the CO operations to bring about cost efficiency and effectiveness to the CO.

- Responsible for staff performance management, development and talent management, capacity building of the Operations team and the CO.
- Influences ways of working within the Operations and Finance Team to have a positive impact on the efficiency of the different units and value addition to the CO.
- Ensure human and material resources are effectively and efficiently obtained and made available for the sound execution of CO program and operations.
- Work closely with CD and SMT to ensure financial viability, critical financial analysis and decision making for the program and CO mission.
- Ensure CO compliance with CARE's accounting policy and procedures, donor rules and regulations and generally accepted accounting principles (GAAP)
- In collaboration with the program team ensure effective partnership management including due diligence review, capacity building and implementation of preventive/corrective actions.
- Negotiate/and review donor contracts to ensure full understanding of the donor agreement and possible implications on the CO.
- Initiate new, revise existing operations policies, systems and procedures in line with the legal and donor requirements in Tanzania
- Actively work with SA RO Team in the preparedness for audits (FS, UG and CARE USA Internal Audit; supports in CO response to audit findings as well as planning and implementing audit recommendations.
- Develop and implement sound internal control systems and ensure they function to ensure adherence to policies and procedures and minimize loss of assets.
- Coordinate with the management on legal and regulatory matters in the CO, work with CARE USA legal, in country legal adviser, AMS and the RO to ensure CO's full compliance with host country laws and regulations.
- Provide operational support during emergency scale-up to ensure field office set up is done in an efficient and effective manner and mobile teams are responding effectively.
- Work with Country Director and Partnerships Adviser to ensure that operations policies, systems and procedures are supportive of working with local partners.
- Provide oversight support on annual budgeting process and proposal budgeting ensure full cost recovery of SPC and funding gaps from potential donors. Make use of the Master budget tool to inform decision making in the CO.
- Oversee Monthly analysis of expenditure budget versus actual monitoring and ensure required actions and adjustments are done timely.
- Ensure the effective and efficient implementation of PeopleSoft (CAREs financial software) at all applicable levels of program support.
- Ensure effective internal control systems and that assets and resources and CARE are appropriately safeguarded.
- Work with program teams to ensure full donor compliance for all projects and programs under existing and new donors e.g financial and narrative reports, audits and evaluations.
- Provide input including operational risk analysis and recommendations to the Country Director related to effectiveness of CO reporting and planning systems.
- Ensure country risk mitigation and response by coordinating the updating of the risk register for the CO and follow up with Risk owners on implementation of mitigation measures
- Provide proper supervision and management for all direct reports and lead the establishment and functioning of a strong, effective and coordinated team in Finance and Operations.
- Ensure the proper and timely implementation of CARE's performance management systems for direct reports including job description, regular feedback, midterm reviews and annual performance appraisals.
- Proactively address performance issues through regular, and constructive feedback and coaching; identify necessary staff development, and career development strategies for direct reports.
- Ensure that functional units under Operations are organized in the best way possible, i.e. The structure is the most appropriate aligning to the goals of the unit and the situation.
- Ensure the staff have clear, well-designed roles and responsibilities, KPI's are developed and consistently used to measure the staff's performance.
- Ensure Staff are well trained and motivated.
- Services are effectively and efficiently rendered to support program delivery.
- Ensure that these units achieve the goals they have set for themselves by providing guidance and momentum to the planning process, monitoring progress on a regular basis, and checking that the objectives remain relevant and redirecting efforts as needed.
- Ensure strong, effective and principled CARE Tanzania liaison with government agencies and departments at national level and in areas of operations.
- Oversee CARE Tanzania relationship with various departments, local authorities, and line ministries, ensuring that CARE Tanzania's interests are being always served, and advising Senior Management Team on how those relationships can be strengthened.
- Work closely with Field office Coordinators to ensure that support systems and structures are in place to meet program needs and that they are compliant with relevant internal and external policies and procedures.
- Provide operational and strategic support to the field offices and ensure Field Office are appropriately positioned, supported and accountable to offer operations support to the programs in their domain.
- Ensure that there is coherence in the Operations support provided amongst the field offices.
- Perform other duties as assigned by his/her supervisor.

EDUCATION QUALIFICATIONS:

- Bachelor's degree in finance or business administration from a recognized University
- A fully certified professional accounting qualification such as CA, ACCA, CPA with a good track record
- Master's degree in business administration is an added advantage.

EXPERIENCE AND SKILLS:

- Minimum of 12 years' experience in finance and operations in large international NGO with a minimum of 5 years at the senior leadership position.
- Good knowledge and experience in institutionalizing compliance and accountability systems and procedures.
- Sound knowledge and hands on experience of internal and external audit requirements.
- Experience in managing complex budgets and donor compliance and reporting.
- Demonstrated skills and motivation towards gender and cultural sensitivities, valuing diversity and championing organizational and staff diversity, upholding the organizational core values.
- Excellent knowledge of Host Government regulations on NGO's
- Strong analytical skills, able to interpret complex data into meaningful reports to senior management.
- Excellent interpersonal skills; ability to listen, to build support from staff across teams and across stakeholders, and to build the capacity of others.
- Excellent computer knowledge with command of Microsoft Office 365 especially Word, Excel and PowerPoint.
- Sound facilitation and presentation skills to ensure productive meetings, trainings and consultations with project teams, partners, and other stakeholders.

TECHNICAL COMPETENCIES:

- Ability to build relationships with a range of technical and non-technical stakeholders.
- Analytical skills and problem-solving skills.
- Creative and imaginative.
- Be able to adapt, learn and pick up new techniques.
- Excellent written and oral communication skills, with a fluent writing style and good knowledge and practical use of both English and Kiswahili

MODE OF APPLICATIONS:

Only a letter of application and updated CV including names of at least 3 reputable referees from previous jobs (preferable Line Managers) with reliable contacts should be sent by email to **Human Resources Department TZAHumanResourcesDepartment@care.org** by CoB, **9th May 2024 at 1700hrs**. **The applicants should clearly state the Job title applied for in the subject line of the email.** Only shortlisted applicants will be contacted.

CARE is an equal opportunity employer promoting gender, equity and diversity. Female and people with disability candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.