EMPLOYMENT OPPORTUNITY

ADELA-USAID Finance and Administrative Coordinator

CI Peru is looking for candidates to fulfill the position of a Finance and Administrative Coordinator for the ADELA project financed by USAID and based in CI-Lima Office.

Position Summary:

The ADELA-USAID Finance and Administration Coordinator is responsible for supporting the efficient and effective operation of the ADELA-USAID project. Reporting to ADELA-USAID Director, the Finance and Administrative Coordinator will provide administrative, financial, and logistical support required to implement the Project. This position will work cross-divisionally with field offices and divisions across the organization, and cross-functionally with programmatic, financial, and administrative staff to ensure the Project achieves its deliverables timely, effectively, and efficiently.

This position will support the design and implementation of an Alliance that promotes conservation enterprises and businesses, attracts investors, and facilitates the conditions necessary to catalyze sustainable development at scale in the Peruvian Amazon. ADELA will work with project developers, investors, and corporate partners to amplify public and private financing for conservation businesses through technical assistance, product development services, market linkages and knowledge generation through an inclusive platform in Peru.

Role Summary and Key Functions:

1) Ensure financial operations for the Project are in compliance with terms and conditions of USAID agreement, Conservation International’s policies and procedures and practices and local regulations.

2) Develop, update and monitor budgets for the Project, including leverage, and under the direction of the ADELA-USAID Director, manage Project budget allocations to other divisions and units within CI.

3) Analyze Project expenses, including subrecipient financial reports, on a monthly and quarterly basis to ensure expenses are allocable and appropriately charged to the Project, are in compliance with USAID requirements, and are in accordance with USAID-approved budgets.

4) Support the ADELA-USAID Director with effective, responsive, and timely support on Project planning, implementation, and monitoring.

5) Develop and execute the Project procurement plan in accordance with USAID-approved budget and all applicable CI and donor policies, procedures, and requirements. Assure all required approvals within CI and from USAID are timely secured. Lead procurement process to ensure proper planning, purchasing and distribution of Project products in compliance with USAID requirements and CI policies and procedures.

6) In collaboration with the relevant Grants and Contracts staff, finalize and administer sub-agreements, subcontracts, and other related Project agreements like the recovery of VAT with APCI. In addition to communicate with and orient subrecipients to ensure understanding of CI’s grants and contracts procedures and USAID regulations and ensure the financial monitoring of all Project sub-grants in accordance with proper accounting principles and USAID requirement.

7) Coordinate or execute procurement process including development of terms of reference/scopes of work in coordination with the Project staff, requests for proposals and quotes ensuring compliance with donor’s and CI’s procedures and documentation requirements for various types and thresholds.
8) In collaboration with the appropriate Human Resources Business Partner and the responsible Project staff, support completion of paperwork related to recruitment and hiring of Project staff.
9) Do other administrative activities like organize project-related workshops/events, maintain inventory and monitor use of project assets.
10) Perform other activities commissioned by the supervisor

Qualifications:

Required:
- Bachelor’s degree in business, accounting, Finance or a related field.
- A minimum of 5 to 8 years of experience managing financial and contractual aspects for large international development projects.
- Significant experience with project financial management, including financial controls, accounting, and project audits, reporting, and donor compliance.
- Demonstrated knowledge of rules, regulations, and reporting requirements of USAID projects.
- **Languages:** Spanish and English (both fluently) in writing and speaking

Skills and Abilities
- Ability to work across various teams with excellent interpersonal skills and ability to navigate complex operating environments.
- Strong analytical and computer skills, with experience using ERP systems and project management systems.
- Excellent communication and interpersonal skills.

Working conditions:

This position is based in Lima, with frequent travel to the field offices and areas where the project is implemented.

Application Process

Candidates who meet the requirements, please send your application with the following information:

- **E-mail:** talentoperu@conservation.org
- **Subject:** “ADELA-USAID Finance and Administrative Coordinator”
- **Please include:** Cover Letter and CV (Indicating salary expectations)
- **Deadline:** October 18th, 2020.

Conservation International promotes workplace diversity, equity, and inclusion within the organization and it is an equal opportunity employer. CI Prohibits discrimination based on origin, nationality, race, age, sex, ethnicity, religion, gender, sexual orientation, different abilities or any other that contravenes the dignity of people, since equal treatment and opportunities are the principle of our operations.