

## **JOB DESCRIPTION & POSITION DESCRIPTION**

### **PROJECT AND FINANCE MANAGER VACANCY** (24 month position with possible extension)

(PPMG) / Marginalized Populations Support Activity in B&H Implemented by USAID's - EDUS project with USAID

#### **Project Manager will be responsible for the:**

- Achievement of project objectives through adherence to high standards of management quality.
- Ensure high quality project implementation with due respect to donor requirements regulations and standards,
- Ensure integration of project activities
- Program Manager ensure effective consultations with communities, partners and donors.
- Maintain written track record of all project-related communication and agreements.
- Keep all project-related documentation on file
- Writing Monthly Reports

#### **Finance Manager will be responsible for the:**

- project budgets including procurement of goods and services and tracking of financial and material resources
- Approve project expenditures
- Prepare justifications for cost modification requests (in collaboration with finance) and submit it to donor.
- Ensure full compliance with donor financial requirements
- Writing Monthly Reports

#### **Minimum education, training and experience requirements to qualify for the position:**

- University degree in, economics, management, social or technical sciences. Master degree in relevant field would be an advantage
- Practical experience in project community development, consultation and partnership development.
- Experience with NGO policies and strategies and be familiar with BH rules and regulations
- Excellent computer skills
- Well-developed knowledge of written and spoken English and local languages
- Previous experience with USAID or EU projects would be an asset

#### **Preferred Skills, Knowledge and Experience:**

- Experience in operations and team management
- Strong communication, presentation, facilitation and interpersonal skills
- Ability to manage multiple tasks and work under pressure
- Ability and willingness to learn new things and support new initiatives

**Please if interested send your resume and cover letter via [edus.bih@gmail.com](mailto:edus.bih@gmail.com) by July 25th 2017. We thank all applicants for their interest, but please note that only selected candidates for an interview will be contacted.**