**Message title: Tajikistan Finance Manager; US Forest Service/International Programs**

**Organization/Project: US Forest Service/International Programs**

**Title of your vacancy/Finance: Tajikistan Finance Manager**

**Closing date: April 15, 2023**

**External link:** <https://meticorp.com/careers/>

**Description: Below**

**SKILLS SEARCH**

**Tajikistan Finance Manager**

**Dushanbe, Tajikistan March, 2024**

Management and Engineering Technologies, Inc. (METI), a close partner of the US Forest Service (USFS), may require the services of a Tajikistan HR & Finance Coordinator to support the development and implementation of the “Strengthening Natural Resource Management Capacity in Tajikistan” program. As a part of the United States Agency for International Development’s (USAID) programming in Tajikistan, the USFS will collaborate with the Government of Tajikistan (GoT) and other relevant partners to strengthen institutional capacity in a number of areas including but not limited to, natural resource management, combatting land degradation, promoting watershed health and conservation, protecting food security, supporting ecosystem adaptation and resilience, as well as adaptation to natural hazards and disaster risk reduction.

**BACKGROUND**

The US Forest Service (USFS) is the principal domestic technical agency for forestry and natural resource management in the United States and the largest natural resource research institution in the world. Its 35,000-person workforce possesses a wide range of natural resource management skills, including expertise in forest and rangeland management, protected area management, wildlife management, research and practical applications related to ecological resilience, recreation and tourism development, ecosystem services valuation, and ecosystem restoration, among others. The agency’s multiple use mandate requires that it balance conservation with social and economic interests, necessitating a pragmatic approach to natural resource management.

The primary purpose for this program is to provide support to USAID/Tajikistan for implementation of the Strengthening Natural Resource Management Capacity activity. This program is funded by USAID/Tajikistan and the partnership provides an efficient mechanism through which USAID/Tajikistan can engage the unique technical expertise and capabilities of USFS International Programs (USFS/IP). In collaboration with USAID/Tajikistan, USFS/IP has begun to develop technical cooperation with relevant GoT counterparts on a wide array of natural resource management focus areas including establishment of a National Forest Inventory, rangeland management, strengthening community capacity and public participation in sustainable natural resource management, and empowering women in youth in natural resource management. USFS Subject Matter Experts (SMEs) provide technical assistance to support relevant GoT agencies, and/or their respective local authorities, in knowledge areas and skills that are critical to strengthening natural resource management. USFS SMEs provide technical assistance through both remotely based support from the US and in-person technical consultations, trainings, workshops, and Train-the-Trainers activities implemented in Tajikistan.

This program, including a growing team of in-country specialists, collaborates closely with relevant GoT agencies including the State Forestry Agency, Ministry of Agriculture, the Tajik Ministry of Energy and Water Resources, the Tajik State Committee on Environmental Protection, the Tajik State Agency of Land Reclamation and Irrigation, the Tajik Academy of Sciences, the Tajik Academy of Agricultural Sciences, and the Tajik Hydrometeorology Agency. This program also collaborates with Non-Government Organizations (NGOs), Community-based Organizations (CBOs), and academia to ensure individual project components are carried out effectively and meet the needs of target beneficiaries. USFS may also explore collaboration with other international donor agencies active in Tajikistan’s natural resource sector.

**POSITION DESCRIPTION**

The Tajikistan **Finance Manager** is responsible for leading the setting up and maintenance of financial mechanisms, managing overall accounting, ensuring adherence to financial compliances and internal controls with appropriate checks and balances to meet recognized standards of USFS/IP and USAID to ensure smooth day-to-day operations of the “Strengthening Natural Resource Management Capacity in Tajikistan” program. The Finance Manager will work closely with the USFS/IP US-based Program Manager, METI, and the in-country Tajikistan team.

The Finance Manager will monitor all financial performance in relation to budgets and forecasts and will track expenditures, obligations, commitments, and advances to all parties including program expenses, sub-partners, consultants, and vendors. Finance Manager leads the appropriate financial reviews, audit cycle management, and financial reporting as required. The Finance Manager will coordinate closely with and provide necessary trainings to Tajikistan team members to build capacity and ensure compliance to guidelines in budgeting, procurement and expense planning.

The Finance Manager will support the program with duties and responsibilities including, but not be limited to, the following:

* Lead the bank account set up and maintain a documented system of accounting policies and procedures;
* Ensure that appropriate finance systems are maintained, and that all procedures and controls are implemented;
* Ensure that appropriate finance systems are maintained, and that all procedures and controls are implemented;
* Ensure financial operations are in compliance with USAID and USFS regulations and participate in audits and appraisals as necessary. Review the legitimacy of invoices and ensure they are reasonable, allowable and allocable;
* Design and develop a mechanism to monitor and track all project expenses. Ensure regular data backup and archiving of all financial records. Ensure that transactions are appropriately recorded in established computerized accounting system;
* Review all payment vouchers (cheque, wire, cash) prior to submitting them for approval. Manage the cheque books. Supervise cash payments and ensure that all cash transactions are properly documented. Supervise the recording of cash payment vouchers daily in the petty cash file;
* Lead costs, budgets, pipeline reports, and other financial reporting as requested. Prepare monthly, quarterly, and annual projection and expense forecasts. Participate in weekly and monthly financial meetings;
* Oversee financial management of all sub-awards including compliance and reporting. Monitor partner organizations’ monthly, quarterly, annual financial performance in relation to budgets, forecasts, expenditures, and obligated funds;
* Coordinate with team members and others in project budget and expense planning. Provide financial management trainings to project teams as necessary. Work closely with Dushanbe team members to manage project and activity budgets and ensure financial practices are compliant with policies and procedures;
* Monitor & track purchase orders and contact vendors on invoice or deliverable dates ensuring timely submission of proper documentation;
* Ensure timely payments to vendors. Closeout each purchase order and manage filing system in accordance with procurement policies and guidelines. Lead procurement filing system and ensure timely recording;
* Manage bank accounts, and the transfer of money between Washington and the Dushanbe office;
* Carry out any other financial related responsibilities as assigned by the office.

**QUALIFICATIONS REQUIRED FOR THIS POSITION:**

To be considered for the position, a candidate must meet the minimum qualifications listed below:

**Education**

A Bachelor’s degree, or equivalent, with higher degree desired, in Finance, Accounting, Economics, Business operation or related discipline

**Experience**

At least 7 years of work experience in relevant positions, with 3-5 years in a supervisory or managerial role. Prior experience working with USAID or USG programs/projects is required. Proven experience in providing expert leadership in financial operations in the programs/projects of non-government or donor agencies is required.

**Skills/Competencies**

* A comprehensive understanding of standard process and provisions relating to the financial operations of USAID-funded programs;
* Demonstrated understanding of operational mechanisms relating to development project finance maintenance process, banking operations, accounting systems is required;
* Prior experience with financial tracking of projections and reconciliations;
* Demonstrated experience of working with multi-cultural team and providing leadership with professional judgment in cross-cultural and multi-level organizational context. Strong leadership traits, able to work independently, with minimum supervision or guidance;
* Excellent technical and quantitative skills for tracking and analyzing the financial performances of the program/project using appropriate financial operation tools are required;
* Excellent inter-personal skills, proven teamwork capacity with demonstrated track-record of working with diverse team and habit of practicing result-oriented approach in solving critical and sensitive financial and institutional issues with diplomatic and delicate manner;
* Ability and interest in learning new tools to make evidence-based operational decisions;
* Proven ability to provide on-job capacity building trainings to other team members;
* High proficiency in relevant computer applications e.g. MS-Word, MS-Excel, MS- PowerPoint, and Accounting Software like QuickBooks, and basic internet skills are required.

**Language Ability**

The incumbent must be proficient in spoken and written English, Tajik, and Russian

**GENERAL INFORMATION ABOUT THE POSITION**

**Issuance Date:** **25 March 2024**

**Application Closing Date:** **15 April 2024**

**Number of Positions:** **01 (One)**

**Position Title:**  **Finance Manager**

**Level of Efforts:**  **Full Time**

**Period of Performance:**  **Initially 1 Year; with the possibility of extension**

**Base Location:**  **Dushanbe, Tajikistan**

**Expected Starting Date:**  **29 April 2024**

If the US Forest Service were to secure the services of an individual with these skills, the successful applicant would be hired through Management and Engineering Technologies Inc.

**Qualified individuals should apply at:** <https://meticorp.com/careers/>

**Close of business: April 15, 2024**

Only shortlisted candidates will be contacted

*Due to the high volume of applications, we cannot respond to all applicants and therefore only shortlisted candidates will be contacted.*