  
Since 1963 and in 146 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security in order to promote broad-based economic growth and vibrant civil society.

**Overview:**

The Tajikistan Employment and Enterprise Development Activity (EEDA) is a five-year, $18M program funded by USAID. Using a market systems approach, EEDA will increase market-led sales and inclusive sustainable jobs and livelihoods for Tajikistan households through improved ability of Tajikistan businesses to produce better quality and more consistent volumes of competitively priced goods and services.

**Summary:**

Financial/Operations and System Tracking Specialist will be responsible for overall preparation and monitoring of EEDA Grant budget and supervision of Grants and Subcontract payments, system tracking and monitoring of project budget variances: A) Serve as a focal point to review and prepare for approval by COP EEDA grants and subcontracts payment. Makes sure that all procedures are in line with USAID and ACDI/VOCA policies and regulations; B) Maintain a solid tracking system across EEDA departments and coordinate with ACDI/VOCA Headquarters to update the system and minimize to extent possible the variance between budget projections and expenditures from both Subawards (grants) and Subcontracts; C) Work closely with EEDA Accounting department and Project teams to prepare EEDA annual budgets in close cooperation with HQ and under close supervision of COP; D) Support on preparation in coordination with HQ pipeline analysis as requested by USAID: E) Support on preparation EEDA activity budgets as part of annual work plan; F) Provide suggestions and recommendations to COP and DCOP to strengthen Financial Assistance System for SMEs in Tajikistan; G) Serve on as needed basis as an internal auditor on ad hoc tasks as assigned by COP. Ensures compliance with local law, with donor regulations, and with ACDI/VOCA’s policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Work closely with Grant Management Team to monitor Project fund utilization, identify issues, risks, and lessons learned related to grant and subcontract implementation in a timely manner and suggest appropriate adjustments to relevant staff including the COP and DCOP, technical, communications and learning, and M&E team.
* Review preparation of Subaward and Subcontract payments once the milestones in Grant Agreements have been met and advice the COP on the payment schedule. Work closely with Grant Manager and Grant Specialist and Technical Component Leaders s to prepare packages of grants and subcontracts on time for signature by COP.
* In cooperation with Component Leads and Grants team, prepare the budgets as part of the Grant package to be submitted to USAID.
* Monitor and review Grantees and Subcontracts payments on monthly basis
* Work closely with Grant Management Team and Component Leaders to ensure an efficient monitoring or grants and subcontracts through:

1. Preparation of Grant and Subcontract Trackers
2. Preparation of Disbursement Trackers across Grant Team and other EEDA Departments
3. Work closely with M&E Team to prepare Indicator Performance Tracker
4. Organize in regular basis Disbursement Tracker meetings with coordination with DCOP, Grant Management Team and Component Leaders
5. Submit Grant trackers to HQ on regular basis and coordinate with EEDA HQ support staff and Office of Budget to provide the necessary information to allow HQ management staff monitor EEDA budget variances.

* Review Due Diligence Reports prepared by Grant Management Team/STC and report sensitive issues to the COP.
* Attend Sector Evaluation Committee as a voting member on behalf of EEDA.
* Attend Final Evaluation Committee as a voting member on behalf of EEDA.
* In close coordination with Finance Manager, and project teams prepare draft EEDA budgets and submit to HQ on as needed basis to be reviewed by the Budget Officer in charge of supporting EEDA.
* Develop EEDA activity budget for submission to USAID as part of Annual Work Plan
* Collaborate internally and externally to synthesize, share, and apply learning methods for inclusive market systems change. Active engagement in collaborating, learning, and adapting (CLA) is expected of all staff, in accordance with ACDI/VOCA’s commitment to CLA and its importance to achieving this project’s goals.
* Serve as an internal auditor on ad hoc tasks as assigned by the COP.
* Other duties and responsibilities as assigned by the COP.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Advanced knowledge of Grant and Subcontract management in general and USAID Grant management policies and regulations. Good knowledge of country’s taxation laws. Thorough knowledge of donor rules and regulations, and current standards and guidelines**.**
* Knowledge of USG regulations (22 CFR part 226; 2 CFR part 200; Sub grant Management).
* Strong analytical skills, including ability to gather and analyze a variety of information pertaining to issues and to develop appropriate recommendations for action. Ability to define problems, collect data establish facts and draw valid conclusions.
* Ability to communicate, negotiate, advise, persuade, or resolve issues that are highly complex and sensitive in nature. Ability to communicate effectively with persons on all levels both inside and outside the company.
* Demonstrated ability to effectively present information and represent information and respond to questions before public groups.
* Strong written communication skills, including demonstrated ability to write required documents in a clear, concise, well-organized manner.
* Proven ability to maintain a high level of confidentiality.
* Excellent interpersonal skills as necessary to work effectively with persons on all levels both inside and outside the agency. Awareness on sensitivity and understanding of cross-cultural issues particularly in representing a US-based agency. Ability to work in partnership with local communities and NGOs as appropriate.
* Self-motivated and able to follow through to end of assignments while meeting goals and deadlines.
* Ability to work effectively in an atmosphere of multiple projects, shifting priorities, and deadline pressure. Ability to work with minimal guidance and manage priorities and workflow.
* Proven ability to successfully interact with a team of diverse individuals. Strong mentoring and teambuilding skills.
* Advanced working knowledge in Excel.
* Fluency in English, and Tajik in written and verbal. Good knowledge of Russian is an advantage
* Ability to travel to EEDA partners facilities as required.
* Accuracy, attention to detail.

**EDUCATION and/or EXPERIENCE REQUIREMENTS:**

* Minimum Bachelor’s degree in Economics, Finance, Accounting, or a related field from an accredited institution. Master’s Degree is a plus.
* Professional experience in managing grants and subcontracts in large USAID projects in economic development or local governance
* Minimum 5 years of experience in financial and accounting management preferably in USAID funded projects
* Experience working with other international non-governmental organization (NGO) will be considered a plus
* Experience supporting programs with multi-sites, partners, and funders.
* Equivalent combination of education and experience.

**To Apply:**

Please submit a resume and cover letter to [EEDATajikistan@Joinav.org](mailto:EEDATajikistan@Joinav.org). Please include the position title in the subject line. The resume and related application documents shall be provided as a single attachment and list long-term employment history and any relevant short-term consulting work. Due to the high volume of applications, we are not able to respond to inquiries via phone. We will be reviewing applications and interviewing candidates on an ongoing basis and encourage you to submit your application early. We reserve the right to close this vacancy once a successful candidate is appointed. Only those candidates considered for an interview will be contacted.

ACDI/VOCA provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.