

R4D Program Finance and Administrative Specialist at International Institute of Tropical Agriculture

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Job Description

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The International Institute of Tropical Agriculture (IITA) is a non-profit institution. that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation.

Position Responsibilities:

Finance and Administrative Support to R4D

Provide support and guidance to Science Area Directors and Program Leads on financial and administrative matters.

Assist and advise Deputy Director General-Research for Development (R4D) on financial and administrative matters within the R4D directorate.

Perform financial analyses and monitor budgets and burn rates of Initiatives and W3/bilateral projects within the R4D directorate.

Develop agendas for regular meetings with Science Areas Directors and Program Leads and monitor the implementation of action plans, developed during such meetings.

Any other finance and administrative-related duties as assigned by Deputy Director General, Research for Development (R4D).

Support to Proposal Development

Participate in the formulation of budgets and financial plans during proposal development and annual institutional plans.

Assist with the alignment of staff FTE and other financial needs in relation to the One CGIAR Initiative budgets.

Monitor progress with investments in science infrastructure, as defined in the IITA's Refreshed - Strategy.

Administrative Oversight of the IITA@ICRPE office

Oversee financial and administrative operations of the IITA@ICRPE office, including People and Culture management, procurement, security, facilities maintenance, asset management, and supervision of administrative staff, among others.

Liaise with HQ on financial and administrative matters of the IITA@ICRPE office.

Requirements

Educational Qualifications and Experience

The candidate should have an advanced degree in a relevant field such as Business Management, MBA in Finance, or Accounting. Project management training is an added advantage.

Core Competencies

At least ten years of extensive experience working in a similar position, preferably in a donor-funded not-for-profit international organization.

Solid knowledge in financial and contractual management of large, complex donor-funded projects, preferably within the agricultural research arena.

Experience in overseeing administrative and financial operations, and with team and people management abilities.

Demonstrable skills in the budgeting requirements and proposal development processes of major international donors.

Extensive knowledge in financial planning, budget monitoring, forecasting methods, financial data analysis, donor reporting, and ability to explain budgeting and financial information in plain terms.

Excellent written and verbal communication skills.

Good interpersonal skills, including the ability to relate respectfully with staff at all levels and across work areas.

Excellent planning and organizational skills with the ability to pay attention to detail.

High level of proficiency in using Microsoft Office packages (Word, PowerPoint, and advanced-level user of Excel). Hands-on experience with accounting software and ERPs is essential.

Fluency in both written and spoken English.

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