



SANRU

Santé Pour Tous et Par Tous

Recruitment notice N° 004/SANRU/ASBL/2020

Recruitment of a Grant & Finance Manager for SANRU asbl

Position title :	Grant & Finance Manager
Source of funding :	SANRU asbl
Référence du Poste :	RN/N° 004/SANRU/ASBL/2020
Date de publication :	October 5th, 2020
Closing Date :	October 22nd, 2020
Based in :	KINSHASA
Number of position :	1
Type and Duration of the contract :	Fixed-term contract (Initial term of one year)
Professional category:	
Start day :	November 01, 2020

➤ INTRODUCING SANRU asbl

SANRU (Primary Rural Health Care) is a Non-Governmental Organization based on the Christian faith, headquartered in Kinshasa at 76, Avenue de la Justice, C/ Gombe.

SANRU ASBL has a long experience in the field of Public Health in the Democratic Republic of Congo (DRC). Since 1981, three years after, the concept of "health for all and by all" was launched at the ALMA ATA Conference by World Health Organization (WHO). SANRU was among the first organizations to implement the project of creation and revitalization of the DRC Health Zones for more than three decades.

The first phase of existence, from 1981, was in the form of primary health care projects in rural areas, the result of bilateral cooperation between the government of the United States and Zaire at the time, entrusted to the Church of Christ in Congo (ECC) through the Department of Medical Works (DOM). From its original name: "Basic Rural Health project", this project was, for convenience, called "Rural Health: SANRU" by the "Project Manager" at the time, Doctor Franck BAER.

SANRU asbl, is looking to hire an experienced Grant & Finance Manager with expertise managing USAID contracts, overseeing budgets, leading financial activities for an upcoming USAID project. He (she) is under the supervision of the Finance & Compliance Director and directly supervises the accounting team in Kinshasa and multiple Provincial sub-offices.





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RESPONSABILITIES FOR THE GRANT & FINANCE MANAGER:

- Oversee financial management and financial operations in the main office in Kinshasa and provincial sub-offices, including managing local staff, setting up and overseeing financial procedures in line with USAID and SANRU's requirements, and setting up and maintaining financial accounts;
- Work with the SANRU administration Finance & Compliance team to ensure day-to-day financial processes procedures are implemented and working properly, with the appropriate checks and balances in place;
- Lead project financial activity, including but not limited to: setting up and operating local bank account, making payments from petty cash, and reviewing and approving project imprest accounting reports and supporting documentation;
- Manage time and expense reporting, finance, accounting and human resources policies, procedures and standards in alignment with USAID and SANRU policies and procedure
- Prepare quarterly accrual reports, expenditure reporting, and burn rate projections for USAID and SANRU's Executive committee;
- Prepare required quarterly, annual, ad hoc financial reports for USAID;
- Coordinate with project staff to ensure all financial activities meet project needs, e.g. accurate and timely production of report to USAID;
- Maintain effective timeliness and quality control process for financial and operational deliverables and financial management processes;
- Ensure contract terms are being met and help the team closely follow the projected annual budget and work plan.

➤ REQUIRED SKILLS AND ABILITIES (Qualifications):

- Bachelor's degree in a relevant financial field, Master's degree a plus;
- Minimum of 5 years in similar financial, compliance, or operational role supporting USAID and international donor projects;
- Experience with budgeting and financial reporting requirements on multimillion-dollar USAID-funded projects required;
- Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures;
- Familiarity with USG Federal Acquisition Regulations and USG contracting rules;
- Demonstrated experience operating in developing country environments, including managing projects, budgets, and workstreams as well as local national staff;
- Strong organizational and interpersonal skills and ability to solve complex problems;
- Must be Fluent in French and English with the ability to write, communicate, and prepare contractual documents clearly in English;
- Professional proficiency in additional languages a plus.





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➤ SUBMISSION CONDITIONS

Applications should include the following documents:

- ✚ Cover letter (only one page);
- ✚ Curriculum Vitae updated with at least 3 professional references with contact details;
- ✚ Copies of University diplomas/degrees and other relevant documents;

These files must be written in English, and must be submitted no later than October 22nd, 2020 at 4:30 p.m. as follows:

- ✚ Hard files must be filed in a sealed envelope at SANRU's head office, located at **76, Avenue de la Justice in Kinshasa/Gombe**, with mandatory entry of the full reference of this notice on the envelope and addressed to the Executive Director of SANRU;
- ✚ Soft files should be sent to the e-mail address recrut@sanru.cd, and must include the full reference of the notice as the subject line of the e-mail.

Female applications are strongly recommended and motivated.

SANRU asbl will proceed to the verification of the professional references mentioned in the CV and will reject applications with false informations.

Since the recruitment takes place in Kinshasa, the candidate who will be contacted for the tests and interviews (living outside of Kinshasa), must join the city at his own expense. The same procedure will be applied to the successful candidate.

Dr NGOMA MIEZI KINTAUDI, MPH, Ph.D

Executive Director

