



**RECRUITMENT ADVERTISEMENT
02.01.2012**

**Director of Finance & Administration
USAID Democracy and Governance Program
Colombia**

Management Sciences for Development, Inc. (MSD) is an international development consulting firm committed to strengthening the capacity of justice sector institutions to support a culture of respect for the rule of law and promoting and protecting the rights of marginalized communities. MSD programs encompass three priority areas: justice sector reform, human rights, and access to justice.

MSD seeks experienced candidates to act as Director of Finance & Administration for an anticipated USAID-funded rule of law program in Colombia. Desired areas of expertise include finance, human resources, purchasing, logistics, and operations.

Qualification Requirements:

- Minimum 5 years experience performing financial and administrative functions for donor-funded projects and international cooperation agencies, preferably in Colombia or Latin America
- Demonstrated ability in budget formulation and financial reporting according to USG and USAID regulations
- Experience working collaboratively with government officials, international donors and community organizations
- Excellent written and oral communication skills
- Demonstrated skills in project and contract management
- Professional fluency in English and Spanish

Responsibilities will include:

- Internal controls of all financial matters;
- Ensure that MSD procedures, financial management, and property systems are in compliance with USAID regulations
- Draft and implement project budget
- Monitor all expenditures and documentation of billing
- Oversee all procurement and logistics functions, such as travel, purchasing, and contracts
- Monitor local labor law requirements in support of all local hires
- Supervise program staff, including a staff accountant, secretaries, and driver

Application Instructions:

Qualified candidates should submit a CV, cover letter, and three professional references to recruitment@msdglobal.com by February 29, 2012. Please include reference "Colombia Finance & Admin Recruitment" in the subject line.