

## Finance and Operations Director, USAID/Vietnam Innovative Workforce Activity

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Company: IREX

Location: Vietnam

Category: other-general

About IREX: IREX is an independent nonprofit organization dedicated to building a more just, prosperous, and inclusive world by empowering youth, cultivating leaders, strengthening institutions, and extending access to quality education and information.

Founded in 1968, IREX has an annual portfolio of over \$100 million, work in more than 100 countries worldwide with offices in 20 countries, and a global staff of 600.

**Position Summary:** IREX seeks qualified Finance and Operations Director candidates to lead the operational and financial aspects of an anticipated five-year USAID-funded Innovative Workforce Activity in Vietnam. This Activity will aim to enhance the capacity of Vietnam's digital workforce and local innovation to meet the demands of a growing digital economy. Based in Hanoi, the Finance and Operations Director will ensure efficient and effective program operations and compliant financial protocols to ensure deliverables are met on time and on budget.

**Summary of Responsibilities:** Support the COP in day-to-day program management and ensure that the program meets all IREX, USAID and host country regulations and requirements related to USAID funds usage, accountability, and operations within the country. Track and analyze all costs incurred under the award; oversee all payments. Monitor program budget and advise senior management on burn rates and other programmatic considerations; provide complete and compliant required reporting; and maintain financial records for all program activities; Overseeing subgrantee budgets and expenditures; provide relevant capacity building on financial and operational requirements for local partners as needed. Supervise Finance and Operations team. Ensure that appropriate financial record-keeping policies and practices are established and maintained throughout the life of

the program; Oversee all office expenditures and staff transportation/vehicles; lead human resource management; Establish financial and operational systems during start-up. Liaise with IREX home office financial, compliance and field operations teams; and Other duties, as assigned. Required Skills and Qualifications: A graduate degree in accounting or a relevant social or administrative science, with at least eight (8) years of experience in Vietnam in the administration of international donor-funded programs; or an undergraduate degree in a relevant social or administrative science with at least 10 years of experience in the administration of donor-funded programs. Demonstrated knowledge of management processes and systems from start-up to close out, such as human resources management and development (including performance evaluation), financial management, fraud prevention measures, and management of employee compensation systems. Ability to compile and prepare financial and budget data in-line with USG rules and regulations. Experience analyzing budget trends and monitoring funding levels. Expertise with procedures required for adequate planning, monitoring, and realigning of complex budgets. Demonstrated ability to work with host government and cooperating partners in implementing a complex program in the field under challenging circumstances. Skilled in managing and compiling financial data for reporting and ensuring compliance with all donor requirements. Ability to successfully manage and develop staff in a multi-cultural setting as demonstrated by past experience. Excellent computer skills as they relate to financial management. Excellent interpersonal and teamwork skills. Fluency in written and spoken English and Vietnamese. Powered by JazzHR

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