

## **Administration and Finance Officer (Compliance and HR) Tibet Program (India)**

IDCG is supporting a client to seek a Finance and Administration (F&A) Officer for Human Resources and Compliance to assist a multi-year USAID-funded program supporting the Central Tibetan Administration (CTA). The nature of the employment is full time. Only those candidates who are based in or willing to move to Dharamshala (HP), India should express interest in this position; relocation assistance (financial or otherwise) will not be provided.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Compliance
  - a. Monitors all operational processes and procedures on Foreign Contribution Regulation Act (FCRA) compliance to ensure that the organization complies with all legal regulations and ethical standards;
  - b. Works with the F&A manager to develop a compliance management platform/Tracker;
  - c. Coordinates all FCRA-related activities and communications with the organization's headquarters and with local legal and accounting firms.
  - d. Develops and implements policies and procedures to ensure compliance with FCRA regulations;
  - e. Maintains accurate records and documentation of all FCRA-related activities, including receipts for goods and services purchased with FCRA funds;
  - f. Prepares and submits all FCRA-related reports and forms to the appropriate authorities in a timely and accurate manner;
  - g. Coordinates with other stakeholders to ensure all FCRA-related activities are integrated into the organization's overall strategy and operations.
2. HR
  - a. Maintains a record of staff compensation and benefits;
  - b. Ensures the organization complies with all national and state labor laws and regulations;
  - c. Serves as the point of contact for all payroll-related activities;
  - d. Reviews and implements office policies and handbook guidelines related to Government of India laws and organizational policies;
  - e. Supports onboarding and training for new staff as required. Participates in interview processes, as needed.
3. Administration
  - a. Tracks field office registration progress and administrative processes.
  - b. Works closely within the F&A team, especially with the F&A Assistant, to maintain a detailed record of all office resources and inventory, including tracking any new purchases, write-off/disposals or movement across offices, and tagging and conducting a periodical physical verification of assets;
  - c. Ensures staff and organizational records and documents are maintained and stored in accordance with the organization's guidelines and procedures. This may include attendance records, holiday record, documentation of sickness or other absences, legal documents, registration-related documents, insurance, taxes, and other benefits, etc.
  - d. Supports the organization's administrative and logistical matters, provides secretarial support and performs other assignments assigned by the organization's management team.
4. Finance
  - a. Works closely within the F&A team, especially with the accountant, to maintain a detailed record of invoices and expenses, including tracking upcoming payments and pending payouts;

- b. Ensures stakeholders are aware of and follow F&A guidelines.

<b>EDUCATION AND/OR EXPERIENCE</b>
<ol style="list-style-type: none"> <li>1. Knowledge of the Foreign Contribution Regulation Act (FCRA) and the Companies Act;</li> <li>2. Understanding of Government of India tax regulations;</li> <li>3. Bachelor's/Master's degree in finance, accounting, business administration and/or a related field with five (5) years of experience preferred;</li> <li>4. Experience in financial management, accounting, and administration, preferably for an international non-governmental organization (NGO) working with USAID funding;</li> <li>5. Previous experience with international grants administration or working with international NGOs.</li> </ol>
<b>REQUIRED SKILLS AND ABILITIES</b>
<ol style="list-style-type: none"> <li>1. Ability to manage multiple tasks simultaneously; ability to follow through on multiple tasks in a fast-paced work environment; deadline and detailed oriented; requires little oversight to complete tasks;</li> <li>2. Knowledge of budgeting, budget oversight, generally accepted accounting principles and the practical application of financial systems;</li> <li>3. Demonstrated experience interpreting and administering policies pertaining to local national labor codes;</li> <li>4. Ability to be creative and to proactively identify procedures and policies to improve the overall efficiency and organization of administrative systems;</li> <li>5. Strong interpersonal skills that foster productive business relationships and effective interaction with staff and vendors;</li> <li>6. Ability to ask questions and seek guidance when necessary;</li> <li>7. Proficiency with Microsoft Windows, Excel spreadsheet applications, accounting-related software, and internet-based content research;</li> <li>8. Experience with Google Workspace (Gmail, Calendar, Google Drive, etc.) strongly desired. NetSuites Oracle, Quicken/Quickbooks experience preferred;</li> <li>9. Experience with event planning and management;</li> <li>10. Ability to analyze and interpret governmental and organizational rules and regulations;</li> <li>11. English language fluency required.</li> </ol>

**COMMENTS:**

**The application deadline is June 30, 2023. To apply, please email a CV and cover letter to [careers@idcg.co.in](mailto:careers@idcg.co.in).** Short-listed candidates will be contacted. No phone calls, please!

The client is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, or any other characteristic protected by law.

**Program Officer/ Senior Program Officer:  
Tibet Program (Dharamshala, India)**

IDCG is supporting a client to seek one Program or Senior Program Officer to assist a multi-year USAID-funded program to support the Central Tibetan Administration (CTA). The nature of the employment is full time. Only those candidates who are based in or willing to move to Dharamshala (HP) India should express interest in this position; relocation assistance (financial or otherwise) will not be provided.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Program Planning, Design and Implementation
  - a. Work in collaboration with stakeholders, donors and the DC teams (monitoring and evaluation (M&E)/finance and administrative (F&A))s to design and implement programs.
  - b. Contribute to the development, monitoring and implementation of work plans, which includes defining project objectives, setting timelines and identifying required resources. This will also include ideating projects with stakeholders and the team, developing concept notes, implementing work plans and traveling to support the overall execution of the program.
2. Program Coordination
  - a. Work in coordination with partners and the consultant ensuring that tasks are completed within the set guidelines. This will include setting meetings with partners and consultants, developing agendas and facilitating active communication between and among stakeholders.
  - b. Coordinating with the M&E and F&A teams to ensure that programs are implemented per set objectives and guidelines.
3. Program Documentation
  - a. Ensure accurate documentation by preparing activity and periodic reports in coordination with the reporting officer. This includes contributing to the weekly, monthly, quarterly, annual and other deliverable requirements for the program.
  - b. Assist F&A team in monitoring budgets and expenditures by reviewing monthly reconciliation, as well as maintaining and providing adequate program-related expense records.
  - c. Assist and coordinate with the M&E team to provide lists and data regularly, measuring impact of programs in accordance with program indicators and objectives.
4. Stakeholder Management
  - a. Liaise with partners, including the CTA, civil society organizations (CSO) and international donors, providing relevant program updates and responding to program needs, as they arise.
  - b. Maintain strict neutrality in dealings with the Institute's program related activities.
5. Team Support

- a. Work closely with the program team to achieve program objectives, while fostering team spirit and collaboration.
  - b. Identify opportunities within the approved program areas to develop synergies and deliver greater impact.
  - c. Comply with all M&E and F&A processes and procedures.
6. Miscellaneous
- a. Work effectively across client's teams and programs when required;
  - b. Performs other assignments as and when necessary assigned by the client's management team.
  - c. Closely follow and analyze political and administrative developments within the CTA.

### **EDUCATION AND/OR EXPERIENCE**

1. Bachelor's degree, preferably in International Relations, Political Science or a related subject; graduate degree preferred.
2. The PO must have a minimum of four (4) years of relevant work experience with an international organization; community organizing, political activism, organizational development or legislative affairs preferred.
3. The SPO must have a minimum of four (6) years relevant work experience with an international organization; community organizing, political activism, organizational development or legislative affairs preferred.
4. Additional years of relevant work experience may be substituted for educational requirements on a one-for-one basis.
5. Previous experience with international grants administration or working with international NGOs preferred.

### **REQUIRED SKILLS AND ABILITIES**

1. Good interpersonal skills to effectively interact with all levels of staff, international personnel and political partners and party representatives.
2. Good oral and written communication skills to effectively articulate the client's mission statements and program/project initiatives, present information, respond to questions and prepare draft written reports in a professional manner.
3. Capacity to work both independently and as a member of a team.
4. Ability to define problems, collect data, establish facts and draw valid conclusions.
5. Working knowledge of Microsoft Office Programs and Google Apps (Gmail, Calendar, Google Drive, G+, etc.) strongly desired.
6. Working knowledge of basic budget and accounting procedures.
7. Ability and willingness to travel to regional locations, which are often remote and difficult to reach.
8. Interest in and knowledge of the national political environment, civil society organizations; parties and political leaders; ability to perform basic political analysis on political and programmatic developments.

9. Excellent organizational skills, attention to detail and ability to prioritize and manage multiple tasks simultaneously and meet deadlines.

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