

## **Finance and Administration Manager Tibet Program (Dharamshala, India)**

IDCG is supporting a client in seeking a Finance and Administration Manager to assist a multi-year

USAID-funded program to support the Central Tibetan Administration (CTA). The nature of the employment is full-time. Only candidates 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**

#### **Finance Responsibilities:**

- Provide oversight of financial operations in the field office.
- Manage all office accounting aspects, including supervision of accounting personnel.
- Oversee implementation of accounting and financial systems to support quality work delivery.
- Train and guide the field office accountant on policies, procedures, donor regulations, compliance requirements, bookkeeping, and internal controls.
- Oversee compliance with internal controls and accounting procedures.
- Ensure timely preparation and submission of financial and accounting reports.
- Review financial reports of sub-awardee.
- Manage field grant audits and assist the HQ team with grant audits.

#### **HR Responsibilities:**

- Guide staff on administrative and human resource matters in consultation with the DC-based program team.
- Implement administrative and human resources systems in consultation with management and relevant DC-based staff.
- Supervise Finance & Administration Staff.
- Coordinate with the Chief of Party and the payroll firm to determine recruitment needs; assist in hiring, training, and supervising local staff.
- Update job descriptions for the field team to reflect responsibilities and processes within the organization accurately.
- Ensure competitive compensation, including severance and leaves, in coordination with the Chief of Party and DC-based program team.

#### **Administration Responsibilities:**

- Support the Chief of Party with day-to-day internal operations of the office and the registered entity.
- Ensure timely compliance of the registered entity as per Gol's statutory laws.
- Liaise with Indian accounting, payroll, and legal firms to support in-country operations.
- Liaise with the DC-based program team to ensure all significant administrative issues are addressed, resolved appropriately, and followed up as requested.

- Ensure compliance with NDI's and donors' financial and administrative requirements, including implementing field office policy manuals and handbooks appropriately.
- Regularly review security plans and adapt practices and profiles as necessary.
- Serve as a point of contact for NDI security and operations issues.
- Oversee the Implementation of procurement, shipping, travel, and insurance policies.
- Perform other assignments as and when assigned by the Chief of Party.

## Experience / Education Requirements

- 7-10 years of progressive experience in financial management, accounting, and administration.
- Experience in INGO/nonprofit finance and grants management, preferably in a Tibetan organization, with specific knowledge of donor regulations and compliance.
- Proven experience in managing multicultural teams, supervising finance/accounting staff, and coordinating with headquarters (HQ) or remote teams.
- Experience with HR policies, local statutory compliance, and payroll management, particularly in the Indian context.
- Experience with audit management, both internal and donor-specific audits.
- Previous experience working with international development organizations or agencies, with exposure to financial management systems and processes across diverse donor portfolios.
- Bachelor's Degree in Finance, Accounting, Business Administration, or a related field is preferred.
- A Master's Degree in Business Administration (MBA), Finance, or related fields is highly preferred.

## Required Skills and Abilities

- Strong Financial Acumen: Ability to oversee accounting, budgeting, and financial operations, ensuring compliance with organizational policies and donor requirements.
- Leadership & Supervisory Skills: Proven capability to lead, manage, and train finance and administration teams; ability to work closely with the Chief of Party and staff across various departments.
- Knowledge of Donor Compliance: donor regulations and compliance requirements, especially for large donors such as USAID, EU, or UN agencies.
- HR & Administrative Knowledge: Understanding HR practices and employment laws in India, including statutory compliance, recruitment, compensation, and severance policies.
- Problem-solving & Analytical Skills: Strong ability to think critically and provide innovative solutions for operational and financial challenges.
- Interpersonal and Communication Skills: Strong verbal and written communication skills, with the ability to liaise effectively with HQ, field office teams, local consultants, and external vendors.

- Attention to Detail: Ensure accuracy in financial reporting, budget oversight, and compliance with internal controls and policies.
- Cultural Sensitivity: Experience working in multicultural environments, with a deep understanding of local customs and practices.
- Security & Operational Awareness: Ability to manage operational risks, including security-related matters for the office and field teams.

**COMMENTS:**

The application deadline **is October 13, 2024**. To apply, please email a CV and cover letter to 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 Tibet Program (Dharamshala, India)**

IDCG is supporting a client in seeking Two Program Officers to assist a multi-year USAID-funded program to support the Central Tibetan Administration (CTA). The nature of the employment is full-time. Only candidates 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**

- Under the direction of the country leadership and management team, design and implement programs and activities.
- Contribute to regular program reporting, monitoring, evaluation, planning, and development of the work plans.
- Responsible for developing the activity implementation plans, including defining project objectives, setting timelines, identifying required resources, and executing the activity.
- Coordinate with the F&A team to prepare the monthly wire requests.
- Develop activity budgets and support the Finance and Administration team on vendor payments.

#### **2. Program Coordination**

- Work in coordination with team members, partners, and consultants to facilitate active communication between and among stakeholders.

- Through participation in team meetings, regularly inform your colleagues about program successes and challenges.
- Coordinate with the M&E, reporting, and F&A teams to ensure programs are implemented according to set objectives and guidelines.

### 3. Program Reporting and Documentation

- Contribute to activity reports, such as weekly, monthly, quarterly, and annual reports, in coordination with the reporting and communication officer.
- Collaborate with the M&E team in data collection, compilation, and analysis, and measure program impact in accordance with program indicators and objectives.

### 4. Stakeholder Management

- Liaise with partners, including the CTA, USAID Implementing Partners, civil society organizations (CSO), and international donors, providing relevant program updates and responding to program needs as they arise.
- Maintain strict neutrality in interactions with donors, stakeholders, and partners.

### 5. Team Support

- Work closely with the program team to achieve program objectives while fostering team spirit and collaboration.
- Willingness to work across NDI's team and programs when required;
- Performs other assignments as and when necessary by the Program Manager, Deputy Chief of Party, and Chief of Party.
- 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 Program officer must have a minimum of two (2) years of relevant work experience, preferably with Tibetan organization.
3. Additional years of relevant work experience may be substituted for educational requirements on a one-for-one basis.
4. 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, 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.
3. Capacity to work independently and as a team member.
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 remote and difficult-to-reach regional locations.
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.

COMMENTS:

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