

## Vacancy Announcement (045/2020)

**PYI GYI KHIN (PGK)** is a local, woman's non-governmental organization (NGO) which was founded in 1997 to strive for rights of every citizen especially women and children and provide necessary services through capacity building of the people and necessary advocacy work. The organization has over 20 years experiences in provision of health service delivery programs to increase access to HIV Prevention and Care & Treatment services, MDRTB support program activities and (TB-ACF) community-based TB care activities in 48 townships in state and regions in Myanmar. PGK has been working advocacy in promotion of rights of vulnerable groups in access to health care, gender equality, policy and legal reform in Universal Health Coverage, Right to Information and Freedom of Association through strengthening local organizations/civil society networks.

### Project Background

Local Action Towards TB Free Myanmar (LATT-Myanmar) project is a 3-year project, supported by the US Agency for International Development, aims to build and strengthen the TB community network response in order to expand and improve effective TB services in Myanmar. LATT-Myanmar will work to expand TB community network by mobilizing a TB community-led advocacy and service system nationally and in targeted geographic sites in Myanmar, and to improve quality across the TB care cascade by TB community led services that enable and narrow the gaps in linking to care.

Now PGK is recruiting a qualified candidate for **Finance Manager** under LATT-Myanmar project.

<b>Position Title</b>	<b>: Finance Manager</b>
<b>Project Title</b>	<b>: Local Action Towards TB Free Myanmar (LATT-Myanmar)</b>
<b>Report to</b>	<b>: Operations Coordinator</b>
<b>Duty station</b>	<b>: Yangon</b>
<b>Level</b>	<b>: 4</b>
<b>Grade</b>	<b>: B</b>

**Dead Line Date of Application: 18- September-2020 (Friday)**

### Operational Framework:

Operates under the direction of the Operations Coordinator in all matters. Finance Manager will be responsible for grant administration activities for the development and management of Sub awards issued by PGK. This position requires the ability to interpret and administer a variety of regulations, policies, grant agreements, and award documents to determine grant compliance requirement, allowable expenditure, payment provisions, and financial and other reporting requirements and financial monitoring information. The incumbent should

demonstrate understanding of grant and financial management independently and should possess a good Interpersonal and Negotiation skills in resolving issues with In-country USAID staffs.

## **DUTIES AND RESPONSIBILITIES:**

- Participates in reviewing and analyzing the budgetary sections of proposed sub awards documents submitted to LATT Team, to ensure that the budgetary sections are completed and conform to the established guidelines and are compliance with PGK requirements;
- Review and create the sub award financial template and ensures that all sections are complete and accurate;
- Coordinate directly with program staff and implementing agencies on timely submission of the monthly financial reports;
- Review monthly financial reports of implementing agencies that have received financial support from PGK;
- Review and present annual cash flow projections, and monitor monthly on a cost center basis;
- Monitor, verify and approve appropriate expenditure against project estimates and budgets;
- Supervise finance team members and monitor the allocation of income and expenditure to ensure that reports are accurate, timely and in accordance with the requirements and standards of both PGK and USAID;
- Certify wire transfer (funding request) and submits tor approval;
- Review the due diligence for all financial matters of new Implementing Agencies as per PGK requirements;
- Review Finance &Administrative review of Implementing Agency as per the schedule;
- Review and analyze account balances related to Sub-awardee;
- Maintains all necessary documents: correspondence, letters, financial information received and sent to Implementing Agencies in a designated individual file;
- Maintain and update the Financial Information database of Implementing Partners and circulate to appropriate staff as and when required;
- Maintains a good relationship with Country Offices personnel and implementing agencies;
- Review grantees expenses and advance payments to ensure they are in line with the grants agreements;
- Review that GL transactions are in line with projects;
- Provide support to both external/internal auditors to ensure the accountability and the smooth running of the project;
- Performs other duties as assigned;

**Minimum requirements for this position are:**

- A Bachelor's Degree in accounting and or equivalent professional level;
- A strong command of relevant professional theory, techniques, practices and procedures, with fair knowledge of contracting principles;
- At least six years' experience locally or internationally in grants and financial management;
- A sound knowledge of USAID rules, regulations and processes;
- Good oral and written communication skills;
- Good organizational skills and the ability to manage multiple tasks;
- The ability to introduce updated technology to facilitate procedures and achieve Project objectives;
- Proficiency in English and Myanmar;

Interested persons should submit an application letter detailing position and an updated Cover Letter/Letter of interest/ CV including recent photo, education qualifications and contact details of (3) referees to:

*Admin/ HR Unit*

*Pyi Gyi Khin*

*Room 203, Yankin Garden Residence,*

*Si Pin Lan Thit 1<sup>st</sup> Street, Yankin Township*

*Yangon, Myanmar.*

*Email: [hr@pgkmm.org](mailto:hr@pgkmm.org)*

**Note : Only short-listed candidates will be notified. Please no telephone enquiries.**

**: Please clearly mention the position and location in email subject line.**

**: We are not obliged to return received application. Qualified women candidates are encouraged to apply.**

**: All fact mention in your CV form must be corrected.**

**: Candidates are also requested to mention in the applications if there is, blood/ marriage relationships with the existing Pyi Gyi Khin employees.**