

HARVESTPLUS VACANCY ANNOUNCEMENT

#FO19-027

LOCALLY RECRUITED POSITION

TITLE:	FINANCE AND ADMINISTRATIVE OFFICER
LOCATION:	JAMALPUR, BANGLADESH
REPORTS TO:	PROJECT COORDINATOR
GRADE:	17CSC

JOB SUMMARY

HarvestPlus seeks a highly-motivated Finance and Administrative Officer to join our team. The successful candidate will be responsible for finance and administrative activities. This position is a one-year, fixed-term appointment and is renewable contingent upon continued satisfactory performance and program funding. The position is based at Bangladesh Initiative to Enhance Nutrition Security and Governance (BIeNGS) project office in the Jamalpur district under the HarvestPlus Bangladesh Country Office. **Interested applicants must have work authorization to work in Bangladesh.**

BACKGROUND

HarvestPlus improves nutrition and public health by developing and promoting biofortified food crops that are rich in vitamins and minerals, and providing global leadership on biofortification evidence and technology. HarvestPlus is part of the CGIAR Research Program on Agriculture for Nutrition and Health (A4NH). CGIAR is a global agriculture research partnership for a food secure future. Its science is carried out by its 15 research centers in collaboration with hundreds of partner organizations. HarvestPlus is based at the International Food Policy Research Institute (IFPRI) and collaborates with multiple CGIAR centers and partner organizations.

ESSENTIAL DUTIES

Specific duties include but are not limited to:

- Carry out all aspects of the project's finance and accounting functions, including cash flow management and maintenance of accounting records.
- Prepare monthly expense reports using QuickBooks and assist with financial reporting to the EU.
- Provide logistical coordination for project activities, including drafting and monitoring of project sub-contracts.
- Monitor deadlines and coordinate the receipt of collaborator deliverables and submission of donor deliverables as requested.
- Carry out all BIeNGS procurement as per HarvestPlus and EU policies.
- Prepare and maintain monthly asset and inventory report.
- Arrange travel for project officials. This includes coordinating with the Travel Office and Accounting Office to arrange itineraries, purchase air and/or train tickets, book accommodation, and process cash advances and travel expense reports.
- Organize special events, including meetings, conferences, and training events. This includes reserving meeting rooms, communicating presentation requirements, compiling/printing meeting materials, setting up teleconference, ordering catering services, and taking/taping and/or transcribing meeting minutes, as needed.

- Assist Project Coordinator with human resources activities for the project office.
- Take initiative to create, maintain, and update databases and filing systems.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Accounting, Finance Management, or a related field.
- Excellent oral and written English language skills.
- Demonstrated experience handling confidential matters.
- Demonstrated proficiency with computers, including computerized accounting system; MS Office, especially Microsoft Word, Outlook, Excel, and PowerPoint.
- Excellent typing skills required, 50-65 wpm preferred.
- Excellent organizational skills, with a proven ability to manage multiple competing priorities and keep track of many details with minimal supervision.
- Strong interpersonal skills and ability to work independently.

PREFERRED QUALIFICATIONS

- Working experience in Finance and Administration in EU-funded projects and/or International Non-governmental Organizations (INGO).

TO APPLY

Click on the following link to access the **Finance and Administrative Officer** job application:

<https://chm.tbe.taleo.net/chm04/ats/careers/requisition.jsp?org=IFPRI&cws=1&rid=1978>. Please complete the online application and provide a complete resume, detailed letter of interest, and three references. For more information about HarvestPlus and/or IFPRI, please visit our websites at www.HarvestPlus.org and www.ifpri.org. EOE.