

## Finance and Administration Director

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Company: LINC, LLC

Location: Bogotá

Category: other-general

1201 Connecticut Avenue NW, Suite 200J, Washington, DC 20036

**Position** Finance and Administration Director

**Apply by:** April 10, 2024

### About LINC

LINC is a mission-driven US-based small business committed to supporting local organizations leading their own development. We do this by implementing programs and delivering consulting and training in the areas of systems thinking, monitoring, evaluation, research, and learning (MERL), capacity-strengthening, and collective action. The recipient of USAID's Small Business of the Year award in 2017, we are a team of reflective and passionate development professionals. Our country experience spans Africa, Asia, Latin America, and Europe. For more information on LINC, please visit .

### Position Description

LINC is seeking a Finance and Administration Director for the anticipated USAID-funded Compass – Monitoring, Evaluation, and Learning Activity in Colombia. Compass will provide USAID/Colombia with technical and advisory services related to the monitoring, evaluation, and learning of USAID/Colombia's strategy and activities. This includes providing monitoring support services; designing and implementing rigorous baseline, performance and impact evaluations, as well as other studies and assessments, and supporting their use and dissemination; developing collaborating, learning and adapting initiatives, and providing data management services. These efforts will inform the Mission's strategy, learning, programmatic designs, decision-making, and adaptation, and will enable USAID/Colombia to

comply with USAID's Evaluation Policy and USAID Automated Directives System (ADS) 201.

The Finance and Administration Director will oversee the administrative, operational, and financial management aspects of the project, to ensure that operations are efficient and effective, and that staff are safe and supported throughout their work. This will include overseeing local procurement, human resources, budgeting and financial reporting, vehicle management, security, and office operations.

This is a full-time position contingent upon USAID award.

**Colombian nationals are strongly encouraged to apply**

### **Responsibilities**

Ensure Compass develops and maintains clear, efficient, and compliant procedures for all administrative, financial, and operational matters.

Develop and oversee all financial management and reporting, vehicle management and transportation matters, and local procurement, including for goods and services.

Ensure activity administration and operations are carried out in compliance with USAID and LINC rules and regulations.

Manage the day-to-day activities of all administrative personnel in support of project objectives.

Oversee office operations.

Support company registration and Compass start-up.

Facilitate/oversee logistics and approvals for activities, as necessary.

### **Skills and Qualifications**

A successful candidate should have:

Undergraduate degree in a relevant field required, Master's degree preferred.

A minimum of 10 years' progressive experience in donor-funded project management, with at least five years in an equivalent director-level role, managing finance and administration for a project of similar size.

In-depth knowledge of USAID donor rules and regulations required.

Experience conducting procurement in compliance with donor requirements.

Experience developing and managing comprehensive financial management systems for multi-million dollar programs, and the associated budgeting and reporting.

Excellent planning, management, and communication skills, ability to work in teams.

Fluency in written and spoken Spanish and English required.

### **Application Instructions**

Please send your resume/CV to with the subject line "Finance and Admin Director". All applications will be reviewed, but only shortlisted candidates will be contacted. LINC LLC is an equal opportunity employer.

#J-18808-Ljbffr

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