



FOR WOMN'S HUMAN RIGHTS

Position Title	Finance & Operations Manager
Position Location	Nairobi, Kenya Office
Reporting to	Head Finance & Operations
Contract Type	3 Year - Fixed Term Contract
Start Date	November 2024
Vacancy Announcement Date	7 October 2024
Applications Closing Date	Open until filled

Organisational profile

Urgent Action Fund-Africa (UAF-Africa) is a feminist, pan-African Rapid Response Fund committed to transforming power relations through resourcing African feminists and womn human rights defenders and their formations as an act of solidarity. Recognizing the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grantmaking mechanism to support unanticipated, time-sensitive, innovative, and unique initiatives that promote womn's agency in peace and political participation, social and economic power building as well as natural resources governance and stewardship. The Fund works to support African Womn Human Rights Defenders (AWHRDs), particularly in the feminist and womn's rights movements, in their actions, which enable them to support and sustain themselves, each other, and their work before, during, and after urgent situations.

UAF-Africa mobilises resources from a broad base of international and increasingly local funders committed to protecting and advancing womn's rights and feminist agendas in Africa. Our primary purpose is to provide funding to AWHRDs and their groups, organisations and the movements to help them prepare for and navigate urgent situations with appropriate actions.

UAF-Africa is registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic physical presence in **East Africa:** Nairobi, Kenya and Kampala, Uganda; **North Africa:** Cairo, Egypt; **Central Africa:** Bujumbura, Burundi and Yaoundé, Cameroon; **Southern Africa:** Harare, Zimbabwe, Antananarivo, Madagascar and **West Africa:** Abuja, Nigeria, Cotonou, Benin and Dakar, Senegal.



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Position Overview

The Finance & Operations Manager will be responsible for overseeing all business processes of UAF-Africa. They will provide leadership in financial and operational systems, identify areas for improvement, and enhance the organization's sustainability, compliance, and efficiency.

Specific Responsibilities

- Oversee the procurement, logistics, and administrative functions ensuring value, efficiency, and compliance with the organization's policies.
- Review and manage contracts with suppliers and ensure their compliance with relevant laws and donor requirements.
- Maintain vendor relations and seek out cost-effective and value-aligned alternatives.
- Update the fixed assets register & office equipment list and ensure safe use/custody, including conducting regular audits to ensure proper tracking and documentation of assets
- Manage the disposal process of fixed assets that are no longer needed, including organizing sale of assets, donations or recycling efforts
- Support the implementation of policies, procedures and internal controls to ensure compliance with statutory and regulatory requirements.
- Monitor the programs' budgets, track expenditures, and ensure that resources are allocated effectively and efficiently in accordance with the annual work plans.
- Work closely with program teams to prepare program budgets, ensure monitoring and evaluation of program results, and guide on the financial implications of program decisions.
- Monitor the execution of special projects and initiatives.
- Prepare audit schedules for project audits and institutional audits with the support of the Finance & Operations teams.
- Reconcile monthly activity reports, working closely with the Finance & Operations teams.
- Ensure compliance with local tax laws and regulations.
- Develop capacity of operations and administrative staff and support effective teamwork within the organization.



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- Engaging in bench marking activities to find ways of improving the way we work and making optimal use of time and resources.

Qualifications

Master's Degree qualification in a related field.

Management or Finance First Degree with professional qualification (ACCA/CPA III) and membership to the relevant professional body.

Skills and Experience

- 7-9 years of experience in finance and operations, with at least 3 years at a senior management level.
- Proven track record of developing and implementing organizational policies, procedures, and internal controls.
- Experience in budgeting, financial analysis, and reporting, preferably in an NPO context.
- Knowledge of various accounting software is required.
- Some understanding of feminism is an added advantage.
- Passionate about UAF-Africa's mission, vision and values, committed to teamwork and achieving results.
- Experience managing grants and compliance with donor requirements.
- Sound supervisory skills.
- Strong computer skills, including MS Office and accounting software.
- Strong communication and interpersonal skills, with the ability to work effectively with a diverse range of stakeholders.
- Ability to work under pressure and under tight deadlines with minimal supervision.

Work Environment

This is a regional position that involves some national, regional and international travel. UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices. In order to build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool. The Fund is committed to creating an inclusive environment for all employees. **The position will be based in Nairobi, Kenya.**



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How to Apply

Candidates interested in applying for this role need to register on UAF-Africa website & apply for this role using the below link:

<http://uafahrrec.peopleshr.com/>

No phone calls please.

We thank all those who apply, but only shortlisted candidates will be contacted. To learn more about UAF-Africa and our programs, please visit our website at <http://www.uaf-africa.org/>