



Vacancy Announcement

MwAPATA Institute is an independent policy think tank in Malawi, established to inform and guide national policy issues related to agriculture, natural resources, and rural transformation. The mission of MwAPATA Institute is to conduct independent, objective, empirical research aimed at providing innovative and practical recommendations to inform agricultural sector policies in Malawi. The aim of the Institute is to accelerate the adoption of effective Malawian-led policies and programs to drive broad-based agricultural transformation, diversification, and improved smallholder incomes and nutrition in Malawi. The Institute plays a leading role in identifying strategies that will improve the investment climate, and promote agricultural productivity, diversification, and commercialization. The Institute is affiliated with the National Planning Commission (NPC) and the Lilongwe University of Agriculture and Natural Resources (LUANAR) and is currently receiving technical and institutional development support from Michigan State University.

MwAPATA Institute wishes to recruit highly motivated, proactive service-oriented, and energetic individuals to fill the position of **Finance and Administration Manager**.

Based in Lilongwe, and reporting to the Executive Director, the Finance and Administration Manager is responsible for overall financial management and operations of MwAPATA Institute; specific duties may include budgeting, compliance oversight, human resource management, administration, and financial and operational reporting.

Key responsibilities shall include:

- **Financial Management:** Develop and monitor budgets and expenditures, ensuring that regulations are followed and reporting is timely and complete.
- **Operations:** Oversee day-to-day administrative functions of the Institute including record keeping, development and application of the office policy manuals, and responding to audits.
- **Human Resource Management:** Lead in recruitment, orientation, and performance management. Conduct payroll and make disbursements, monitor and track all personnel benefits including vacation and sick day balances, and process and submit required documentation and personnel taxes (as required by local law).

- **Subcontract Management:** Serve as the Institute's primary liaison with subcontractors to ensure compliance, timely payment, and reporting.
- **Coordination:** Liaise with the Michigan State University Business Unit office and all donors for all reporting, management, and Michigan State University requirements.
- **Procurement and Inventory Management:** Supervise all Institute procurements, inventory maintenance, and supplies necessary for the execution of the Institute.
- **Reporting:** Assist the Executive Director with reporting to the Institute's Board of Directors, Advisory Board, and Donors.
- **Compliance:** Ensure compliance with Institute regulations and other donors' policies and systems.
- **Supervisory Responsibilities:** Provide oversight and supervision to the Finance and Administration team.
- Other financial, operation, and program duties as assigned.

Qualifications:

- At least 5 years of professional experience in managing USAID-funded projects including financial management, operations, compliance, subcontracts, and human resource management.
- Qualified Accountant (ACCA/CIMA) with at least Bachelor's Degree or higher in a relevant field.
- Member of ICAM
- Knowledge of USAID and procedures, especially procurement and cost accounting principles.
- Computer skills, including Microsoft Office, especially Excel, and experience with accounting software (such as QuickBooks).
- Demonstrated leadership, integrity, and versatility.
- Payroll and benefits management experience preferred.
- English fluency required.

Please email a detailed curriculum vitae and cover letter to recruitment@mwapata.mw stating the position being applied for in the subject line. The closing date is Wednesday, 31st August 2022.