

SCOPE OF WORK

Consultant Name:	TBD				
Project/Activity Name:	USAID/Sweden FARMA II Project {Bosnia}	Activity #	4729		
Assignment Title:	Compliance Manager				
Position Type:	Full Time	X	Part Time		STTA
Consultant Nationality:			TCN		CCN X
Engaged By:	Cardno Emerging Markets USA, Ltd.				
Position Reports to:	Chief of Party				
Assignment Period:	Start Date: April 2019		End Date: Est end 2020		
Total LOE for Position:	Total LOE:		Onsite:	Offsite:	Travel:

USAID/Sweden FARMA II - Description of Project

Launched in January 2016, the goal of FARMA II is to support the development of a competitive, market-oriented economy providing better economic opportunities for all its citizens. The project consists of two components with discrete interventions. Component 1 aims to strengthen agricultural POs that have adopted European Union (EU) and international food standards and production techniques, produce new high value products, and have expanded markets. Component 2 aims to strengthen public sector and provide support to implementation of regulations, norms, practices, and rules in the areas of food, veterinary, and plant health and safety, accreditation, standardization, and quality certification related to food and agricultural products and help meet EU and international best practice requirements.

Scope of Work

The FARMA II Compliance Manager has the principal responsibility of working with the grants, operations, and technical teams to help the project meet its contractual objectives compliantly. This role will help ensure standard operating procedures are consistently implemented to fulfill contractual requirements, with a special focus on compliance in grant processes.

Specific Tasks

Grants

1. Provide assistance and oversight of grants management to ensure requirements are being followed
2. Work with Grants Manager and Technical Monitors to clarify and enforce distinction between grants/financial management and technical monitoring of grants. Support grants/financial management monitoring for grant implementation and closeout, to include site visits.
3. Work with Grants Manager and Technical Monitors to ensure that monitoring occurs on a regular, risk-based basis, and that all due diligence and monitoring activities are properly documented.
4. Work with Grants Manager to build the grants management capacity of other members of the Grants Team, which includes part-time support of the Grants & Office Assistant and Finance & Grants Specialist.

Operations

5. Work in close cooperation with Operations Director and Finance Specialist to ensure full compliance of financial, contractual, and operational records.
6. Provide oversight to ensure local technical/programmatic subcontracts are compliantly solicited, evaluated, awarded, monitored, and thoroughly documented.

Technical

7. Serve as a resource to technical teams by responding to compliance-related questions and advising on various contractual matters and Cardno policy to rectify any ongoing or past activities noncompliance and ensure future activities follow suit.
8. In collaboration with the senior managers, identify and analyze potential issues impacting project delivery schedule, quality and objectives.

Qualifications and skills:

- University degree in economics, finance or related discipline;
- Demonstrates good knowledge of techniques for soliciting and gathering information;
- Excellent analytical skills with strong attention to details and presentation;
- Excellent written and oral language skills in both BHS and English;
- Excellent computer skills (MS applications and others);
- Willingness to travel BiH-wide as needed (must poses valid driving license).

Professional experience:

- 5+ years of relevant experience in grants management or senior program management;
- Demonstrates good understanding of the functions, regulations, and procedures of audit/compliance in a banking or financial services environment;
- Proven experience in finance/accounting is desired.

Timing and Level of Effort

- This is a full time position for BiH Nationals;
- Position is based in Sarajevo with travel in BiH as needed;
- The implementation is expected on about April 2019 and end of the project (December 2020), subject to performance and availability of funds;
- This position reports to the Chief of Party and works in close relationship with the Grants Manager.

We encourage qualifying candidates to send a Cover Letter including three References and CV of 3-pages via email info@farmabih.ba

The closing date for the receipt of applications is March 24, 2019.

Cardno Emerging Markets USA, Ltd is an equal opportunity employer.

All information received will be treated with confidentiality.

Incomplete applications will not be considered.

Only shortlisted candidates will be contacted.