

Position: Finance and Compliance Officer

Location: Washington, D.C.

About Education for Employment

Education for Employment (EFE) is an affiliated network of locally-run non-profit organizations that creates economic opportunity for youth in the Middle East and North Africa. Young people in the Middle East and North Africa (MENA) face significant obstacles to finding a job, and the impact of their bleak employment prospects is felt not only by the youth themselves, but by their families, communities and societies as a whole. Education For Employment's (EFE) mission is to create economic opportunity for unemployed youth in the Middle East and North Africa by providing world-class professional and technical training that leads directly to jobs and entrepreneurship support. EFE strives to empower youth with the skills and opportunities they need to build careers that alleviate poverty and create a better future for themselves, their communities, and the world.

EFE's Structure

EFE is a network of locally-run, affiliated non-profit organizations working in the Middle East and North Africa. Over the past several years, EFE established an affiliated non-profit organization in seven countries in the MENA region (Egypt, Jordan, Palestine, Yemen, Tunisia, Morocco and Saudi Arabia). Each affiliate is managed by local staff and governed by a local board of directors made up of accomplished professionals and leaders from various sectors.

Finance and Compliance Officer Responsibilities

The Finance and Compliance Officer will report to the Director of Finance, Compliance and Administration, and will manage the day to day implementation of finance and sub-awardee compliance activities for the organization. The Finance and Compliance Officer will conduct assessments of and provide capacity building support to affiliate organizations. This is a full time position based in Washington, DC.

Qualification, Skill and Knowledge Requirements

- Bachelor's Degree in Accounting, Finance, or closely related field with 5 to 7 years relevant work experience or Master's Degree with 5 years relevant work experience;
- Experiential knowledge of FAR, AIDAR, ADS, and relevant OMB circulars;
- Experience working on financial, administrative, and compliance management in a multi-funder environment including US government and private foundation grants and contracts;
- Knowledge of procurement requirements (market research, negotiation memoranda, purchase memos, cost and price analysis, file maintenance, contracts, etc.).
- Strong problem solving and analytical skills;
- Prior experience in proposal budget preparation and understanding of different pricing models and financial presentation;
- Willingness to travel to affiliate offices in the Middle East and North Africa as needed (approximately 25% time);
- Demonstrated ability to effectively to work with a diverse team, with attention to mentorship and professional development of staff;
- Self-motivated and organized with attention to detail;
- Excellent written, verbal and interpersonal communications skills.
- Knowledge of French required, and Arabic preferred;
- Ability to multi-task, prioritize assignments, and meet multiple deadlines; and,
- Previous experience with international nonprofit organization is required.

The following qualities are essential to all applicants:

- High energy individual who demonstrates flexibility in work priorities, capable of multi-tasking and operating efficiently and effectively across multiple areas of responsibility.
- Ability to thrive in a fast-paced, entrepreneurial environment and has a "do what it takes" mentality in order to achieve EFE's objectives.

- Demonstrated capacity to exercise independent judgment and sound decision-making in the midst of diverse and complex organizational environments.
- Flexibility and willingness to take initiative
- Strong team orientation, relationship-building and negotiation skills, and ability to collaborate with diverse groups of people
- Quick learner and self-starter with a high degree of intellectual curiosity
- Positive energy and attitude
- A passion for EFE's mission

Compensation: Commensurate with achievement, experience, and salary history. EFE offers generous health, retirement, and vacation benefits.

IMMEDIATE OPENING. To apply, please send a cover letter, résumé, to: employment@efe.org

Please put "Finance and Compliance Officer " in the subject line of your email.

****No phone calls please****Education For Employment (EFE) is an equal employment opportunity employer. It is the Foundation's policy to seek out and hire, at all levels, individuals without regard to race, religion, age, color, nationality, sex, sexual orientation, veteran status, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our employment practices.