



DIGNITAS

Job Posting: Director of Finance and Operations

Reports to: President and CEO

Direct reports: Finance Manager, Finance and HR Assistant, part-time IT Support contractor

Location: Toronto, ON with periodic travel within Canada and Africa

Type of contract: Full-time permanent

Anticipated start date: November 2017

Salary and benefits: Starting salary range for this position is CAD \$100 to \$115K. A generous medical and health benefits package and four weeks of vacation is also offered.

US

DIGNITAS INTERNATIONAL is a global medical and research organization dedicated to improving health care for people facing a high burden of disease and unequal access to health services. We deliver and support frontline medical care in resource-limited settings in Malawi, and with First Nations communities in Canada. We also research ways to improve how health care is delivered, and to make it more effective and accessible. We share our findings broadly and advocate for better health care policy and practice for marginalized and underserved populations. By coupling the frontline experience of our clinicians with the expertise of our scientists, we generate, pilot and scale up sustainable models of care that address barriers and gaps in health services and policy. More information can be found at <http://dignitasinternational.org>.

THE ROLE

We are looking for an experienced Director of Finance and Operations to provide both strategic and hands-on leadership that results in sound financial management and efficient operations across the organization. In this senior management position, the DFO will play a critical role in the overall success of the organization by building strong systems and teams to effectively manage three key areas of operations: finance, IT and administration. The Director is responsible for the management and mentorship to a headquarters team of two FTE staff and one contractor, and technical supervision of the Malawi Finance Director. As a key member of the Headquarters Management Team (MT), the Director also provides leadership and technical input to general business operations and strategic initiatives. The DFO also serves as the staff representative on the Finance, Audit and Risk Committee of the Board of Directors.

For a complete job description, please go to dignitasinternational.org/careers.

You

Your qualities, experience, and skills will enable you to excel at this role. You bring...

Educational Credentials. MBA or related masters-level degree; a Canadian or American accounting designation is a strong asset.

Experience and expertise. You have a **minimum** five (5) years of senior financial management experience, and financial program management experience in an international NGO, preferably in sub-Saharan Africa.

Grant management skills. You have proven and current in-depth knowledge of grant management and financial reporting requirements of not-for-profits to institutional donors, including USAID and Global Affairs Canada.

Technical skills. You have experience of final responsibility for the quality and content of all financial data, reporting and audit coordination within an international or Canadian organization. You bring strong understanding of organizational and financial governance issues and risk management strategies. You are technology savvy with experience of managing or overseeing an IT function within an organization.

Team Building Skills. You have experience managing a team, and building team capacity. You are able to inspire a shared vision for the staff, and are able to operationalize your vision, turning ideas and plans into action and results.

Ability as an Administrator: You bring proven experience in developing and overseeing organization-wide administrative systems.

A successful track record: You are a priority setter, with keen analytic, organization and problem solving skills which support and enable sound decision making.

YOU ARE...

- a person of integrity and passionate about global health
- an strong communicator with an ability to work with a variety of internal and external stakeholders
- a multi-tasker with the ability to wear many hats in a fast-paced environment
- fluent in written and spoken English
- resilient, motivated, with a 'can do' attitude.

Want to apply?

Please forward a full CV and cover letter to jobs@dignitasinternational.org with **Director of Finance and Operations** in the subject line. **Closing date is Wednesday October 4, 2017 at 12pm EST.**

We sincerely thank all those who apply, however only those considered for an interview will be contacted.