

Job title: Senior Finance Officer
Location: Chiang Mai, Thailand
Contract period: One year with a possibility of renewal
Start: As soon as possible after the candidate's selection

BACKGROUND

The spillover of infectious agents from animals to humans in recent decades has had a significant impact on the health of humans, animals, and our environment. To minimize the impact of future pandemic threats, the Southeast Asia One Health University Network (SEAOHUN) was established in 2011 to develop the next generation of skillful and competent One Health (OH) workforce with support from the U.S. Agency for International Development and its One Health Workforce project.

Since its establishment, SEAOHUN has expanded network membership from 10 universities in Indonesia, Malaysia, Thailand, and Vietnam to 72 universities in six countries, including the four founding countries plus Cambodia and Lao PDR. The expansion was made possible with the support of Korea International Cooperation Agency (KOICA) and U.S. Department of State (DOS) through its Lower Mekong Initiative (LMI). Universities in Myanmar and the Philippines have established their One Health university networks and will soon join SEAOHUN. Our university members come from multiple disciplines connected to the health of humans, animals, and the environment.

Our educational programs promote and facilitate collaborative activities and projects among the countries with an emphasis on improving One Health workforce capacity with cross-sectoral competencies to effectively prevent, detect, and respond to all hazards and emerging threats. Examples of our educational initiatives include the development of One Health core and technical competencies, curriculum development and strengthening, introducing innovative teaching methodologies such as One Health problem-based learning cases, building research capacity to provide an evidence-base for One Health advocacy, One Health student clubs, and scholarship and fellowship programs to support long-term capacity development.

The SEAOHUN Secretariat based in Chiang Mai, Thailand, is a coordinating body of all the country networks. The Secretariat manages subawards with the country networks, facilitates SEAOHUN Executive Board meetings, regional activities, and fosters the establishment of One Health university networks in Southeast Asia and partnership with national, international and non-governmental organizations collaborating to combat all hazards and emerging threats. The Secretariat represents interests of its country networks at regional meetings/conferences/forums of Global Health Security Agenda (GHSA) Detect 1 and Detect 5 packages, ASEAN+3 Field Epidemiology Training Network (FETN), the Tripartite (FAO/OIE/WHO), among the others. Since July 2019, SEAOHUN has partnered with Pfizer Thailand to address the growing threat of antimicrobial resistance (AMR) in Thailand.

For more information, you may visit <https://www.seaohun.org/> and <http://facebook.com/seaohun>

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Executive Director and Operations Manager, the Senior Finance Officer will primarily be responsible for managing financial aspects of SEAOHUN subawards with its country networks. S/he will undertake the following tasks:

- Serve as a focal person in verification of financial reports and forecasts submitted, and coordinate within the operation team of SEAOHUN to transfer fund to subawardees.
- Ensure full compliance with funders' rules, regulations, and policies of financial activities, financial recording and reporting.
- Regularly monitor unusual activities, transactions and investigates anomalies or unusual transactions, and inform Operations Manager of any findings.
- Facilitate knowledge building and sharing among all the subrecipients on financial management.
- Assist Operations Manager in preparation of budgets, forecasts, and financial reports.
- Establish good working relationships with partners that SEAOHUN manages their subawards.
- Ensure that financial documents of subawards are properly kept, organized, and stored in physical and electronic formats in accordance with the SEAOHUN and funders' standards and procedures.
- Supervise Finance Officer/Assistant if hired to assist with the subaward management.
- Perform other tasks as assigned and needed for successful program implementation.

QUALIFICATIONS AND REQUIREMENTS

- At least Bachelor's degree from a recognized college or university in Finance, Business, Economics or related field.
- A minimum of five years of progressively responsible finance experience is required.
- Experience working with government agencies, intergovernmental agencies, academic universities, or NGOs is required. Experience working in Southeast Asian countries is preferred.
- Experience with audit and USAID/USG-funded projects is highly desirable.
- Proven effective communication skills in English, both in written and orally. This includes networking, negotiation, and diplomatic skills.
- Self-starting, ability to take initiatives and work with minimal supervision are required.
- Ability to work both independently and in a team in a multicultural environment is necessary.
- Skills in Microsoft Office/Google, email, and Internet navigation are required.
- Experience for using QuickBooks or similar software is preferable.
- Advance knowledge of spreadsheet is a plus.

HOW TO APPLY

Interested candidates are invited to send an application letter, a resume or curriculum vitae in PDF format, and state a current and expected salary to secretariat@seahun.org using the subject line **“Apply for Senior Finance Officer”**. Applications will be reviewed on a rolling basis until filled with the first round of reviews on 17 December 2019. The candidates are encouraged to apply as soon as possible. *SEAOHUN reserves its rights to offer a Finance Officer position to candidates with less experience.* SEAOHUN is an equal opportunity employer. While we respect all applications, only the shortlisted candidates will be contacted.