



AKADEMIYA

The Expertise We Need. The Africa We Want.

VACANCY ANNOUNCEMENT

AKADEMIYA2063 is a pan-African non-profit research organization with headquarters in Kigali, Rwanda, and a regional office in Dakar, Senegal. Inspired by the ambitions of the African Union's Agenda 2063 and grounded in the recognition of the central importance of strong knowledge and evidence-based systems, the vision of AKADEMIYA2063 is an Africa with the expertise we need for the Africa we want. This expertise must be responsive to the continent's needs for data and analysis to ensure high-quality policy design and execution. Inclusive, evidence-informed policymaking is key to meeting the continent's development aspirations, creating wealth, and improving livelihoods. AKADEMIYA2063's overall mission is to create, across Africa and led from its headquarters in Rwanda, state-of-the-art technical capacities to support the efforts by the Member States of the African Union to achieve the key goals of Agenda 2063 of transforming national economies to boost economic growth and prosperity. Following from its vision and mission, the main goal of AKADEMIYA2063 is to help meet Africa's needs at the continental, regional, and national levels in terms of data, analytics, and mutual learning for the effective implementation of Agenda 2063 and the realization of its outcomes by a critical mass of countries. AKADEMIYA2063 strives to meet its goals through programs organized under five strategic areas: policy innovation, knowledge systems, capacity creation and deployment, operational support, data management, digital products, and technology, as well as innovative partnerships and outreach activities. For more information, visit www.akademiya2063.org.

Vacancy Details

Vacancy Number:	RW25002
Position Title:	Director, Finance & Administration
Department:	Finance & Administration
Location:	Kigali - Rwanda
Duration:	Full Time - Three (3) years renewable appointment

Role Overview

AKADEMIYA2063 is seeking a seasoned **Director of Finance and Administration** to lead its core financial and administrative functions, including Finance, IT, Travel, Procurement, and Facilities. This is a senior leadership role, reporting directly to the Managing Director and serving as a key member of the Senior Management Team. You will play a central role in shaping financial strategy, ensuring compliance and risk management, and building strong, responsive systems that support our mission across Africa. With a broad scope that spans departments and countries, this role involves managing teams and strengthening operations to ensure they are effective, efficient, and built for growth. In collaboration with the Grant Operations team, you will oversee the financial management of grants and donor-funded projects, providing inputs during proposal development, reviewing financial terms of contracts, managing post-award budgets, preparing donor financial reports, and ensuring compliance with donor financial requirements. At AKADEMIYA2063, we are a collaborative, mission-driven, team that values intellectual curiosity and practical impact. We encourage you to apply if you are a strategic thinker and experienced finance leader who enjoys building systems and leading teams, and you are ready to help shape the financial and operational backbone of a growing African institution with global relevance.

Key Responsibilities

Financial Strategy & Oversight

- Lead overall financial management, including budgeting, forecasting, and cash flow planning.
- Oversee financial reporting, ensuring timely, accurate internal and external reports.
- Monitor committed, projected, and potential funding, identifying gaps and opportunities.
- Develop and implement financial policies, systems, and internal controls.
- Produce monthly liquidity reports and ensure obligations are met on time.
- Work closely with program teams to manage budgets, provide variance analysis, and forecast fund needs.

Grants Financial Management

- Provide financial inputs during grant proposal development.
- Manage the financial components of active grants, including tracking budgets, reviewing expenditures, and identifying risks.
- Prepare and submit donor financial reports, ensuring accuracy, compliance, and timeliness.
- Review financial terms of subawards, consultancies, and contracts; support financial risk assessments.
- Serve as the primary point of contact for donor finance teams during implementation, audits, and reporting cycles.
- Support the grant audit process by providing required financial documentation and oversight.
- Collaborate with the Grant Operations team to ensure alignment between programmatic and financial reporting.

Compliance & Risk Management

- Ensure compliance with statutory obligations, donor regulations, and internal financial controls.
- Manage internal, external, and project-specific audit processes.
- Maintain and monitor the organization-wide risk register.
- Ensure the implementation of financial controls across all departments, units, and projects.

Procurement & Administration

- Oversee procurement strategies and compliance, including sourcing, contract management, and vendor evaluation.
- Lead logistics and administration functions, including office operations, asset management, safety/security, and IT services.
- Review and ensure alignment of procurement and contracting processes with donor requirements and organizational policies.

Team Leadership

- Lead and mentor the Finance and Administration team, promoting a culture of accountability and service.
- Oversee staff timekeeping systems and allocation of labor costs to project budgets.
- Foster collaboration across departments to support organizational planning and resource use.

Qualifications

Education & Experience

- Master's degree in finance, Business Administration, Public Administration, Economics, or related field.
- CPA or equivalent professional accounting qualification.
- At least 10 years of financial leadership experience in nonprofit, research, or international development settings.
- Minimum 4 years of senior management experience.
- Experience supporting donor-funded programs and managing compliance with donor financial regulations.
- Familiarity with financial oversight of grants, contracts, and subawards across multi-country operations.
- Proficiency in accounting systems, spreadsheets, and data tools.
- Strong understanding of procurement, IT, asset management, and general administration.
- Experience leading systems design or process improvement initiatives.

Personal Attributes

- High integrity, sound judgment, and commitment to excellence.
- Strong leadership and team management skills.
- Analytical thinker with excellent organizational abilities.
- Clear and confident communicator, both written and verbal.
- Fluency in English required; working knowledge of French is a strong asset.
- Reliable and responsive, with a strong attention to accuracy and deadlines.

Submission of Applications

If you are interested in this position, please click this [link](#) to submit your detailed application including your CV and cover letter in English, by July 26, 2025.

Additional Considerations

- Only applications received by the deadline will be considered.
- We appreciate the interest of all applicants. However, due to the high volume of applications, only shortlisted candidates will be contacted.
- This job description is intended as a general guide to the position. AKADEMIYA2063 reserves the right to revise, update, or omit parts of this document as needed.
- Qualified female candidates are strongly encouraged to apply.
- AKADEMIYA2063 is an equal opportunity employer and values diversity in its workforce.