



## Director of Administration - Sierra Leone

### About Imagine

All children have immense potential, but hundreds of millions don't have access to the learning they need. Imagine Worldwide believes that every child should be empowered with the basic right to literacy and numeracy. We provide an innovative education technology solution and implementation model to the global literacy/numeracy learning crisis using the [onebillion](#) application and various toolkits and systems to support implementation. Our model is massively scalable, and evidence-based, and can deliver foundational learning to millions of the most marginalized children.

Imagine Worldwide partners with governments, organizations, and communities to provide child-directed, tablet-based learning that is accessible, effective, and affordable. We are a California-based (United States) nonprofit organization operating across seven Sub-Saharan African countries. Learn more on our [website](#).

### Candidate Profile

The Director of Administration will play an instrumental role in carrying out Imagine's mission, to design, deliver and scale tablet-based learning solutions that enable children to become literate and numerate. The Director will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential. They will work directly with the Executive Director of Imagine Sierra Leone and Imagine's Director of Administration, to manage Imagine's path to the national adoption of our edtech program, in Sierra Leone.

### Mission and Key Responsibilities

The Director of Administration will take overall responsibility for the administration and governance of Imagine Worldwide Sierra Leone's tablet learning programs, as well as the institutionalization of the program in selected regions with engagement with Ministry of Basic and Secondary School Education, MBSSE.

#### **Mission and Objectives**

*Mission:* Lead Imagine's mission to advance literacy and numeracy outcomes with an intent to unlock the potential of children in Sierra Leone.

#### *Objectives:*

1. Facilitate a rollout and demonstrate successful implementation of tablet learning to advance literacy and numeracy outcomes in an initial 750 public primary schools by 2026 (serving over 150k students per year), with strong evidence of learning impact, to enable nationwide adoption of the program and secure support from larger funders.

2. Advance the program to nationwide scale serving all public primary schools in Sierra Leone by 2035.
3. Institutionalise the program within existing structures of MBSSE.

### **Responsibilities**

The responsibilities will include, but will not be limited to, the following:

- **Lead financial management, budgeting and reporting:**
  - Manage strategic financial planning for the organization, including expenses, income, insurance coverage, objectives, tax status, and risk tolerance;
  - Manage daily and month-end accounting, including P&L activity (management fees, fee splitting, gross-ups, reclasses), balance sheet activity (deferrals, accruals), and accounts-receivable cash application, in compliance with GAAP;
  - Manage all financial activities for the program including bank account and petty cash reconciliations; accounts payable; review and verification of invoices; data entry into accounting systems; fund transfers from USA to Sierra Leone; and bank, EFT, cheque and cash payments;
  - Establish and manage systems for cash and EFT payments to staff including expense claims and petty cash;
  - Maintain comprehensive financial files and ensure all recording is compliant with audit, corporate and donor requirements.
- **Manage procurement, shipping and clearance of goods:**
  - Improve and implement existing procurement strategies, principles, processes and policies for Sierra Leone, across the various product categories the organization requires;
  - Lead the sourcing and contracting of local Technical Service Providers (TSPs) for the fabrication and installation of storage security cabinets for the program, ensure a credible RFP process and collaborate with Technical Services to vet vendors;
  - Manage sourcing and vetting of other local vendors, managing local vendor relationships, facilitating selection of vendors for specific projects; conducting local procurement of program-related equipment, consumables and any emerging requirements;
  - Assess budgets, negotiating commercial terms with vendors, concluding contracts;
  - Collaborate with Imagine Worldwide global procurement, on international procurements of program equipment, shipping of goods (by air, road or sea) to receive imported goods;
  - Manage custom clearance and keep up-to-date information on required import documentation and certifications required to obtain the tax waivers/duty waivers and meet any other regulatory requirements;
  - Collaborate with Technical Services for the arrival and receipt goods at warehouse or other premises;
  - Manage and report inbound logistics KPIs (port-to-warehouse transit time, HS codes and tax declarations, distribution costs and logistics turnover).

- **Oversee and monitor ISP and TSP expenditure:**
  - Oversee the development and delivery of budgets prepared by implementing partners and/or consultants ensuring adherence to key donor funding objectives;
  - Manage grant payments to project implementation partners and operators;
  - Develop project-level financial policies and procedures, manage roll-out and oversight compliance, reporting and periodic review;
  - Conduct regular partner expenditure audits and verification.
- **Manage human capital, recruitment and onboarding:**
  - Oversee the human capital needs of the organisation;
  - Manage local payroll through Imagine Worldwide group HR or implement local payroll system for staff, and ensure all salary payments are accurate and timely;
  - Conduct employee compensation reviews advising management on key initiatives required to retain core skills for the organisation;
  - Facilitate performance evaluations, clear goal-setting, and open feedback feedback mechanism across the organisation;
  - Train and develop local staff to enable them to use and manage financial and procurement systems;
  - Build team and partner staff capacity to enhance financial reporting, program reporting and administration through guidance, training and resources.
- **Provide administrative oversight:**
  - Develop organisational key policies that operationalize the organizational objectives within the local context and avoid harm to employees;
  - Establish and implement policies and procedures for fraud control, anti-corruption and anti-bribery;
  - Customize Imagine operating systems to support daily country operations;
  - Organise strategic meetings including Board meetings, donor visits, team retreats and other high stakeholder meetings or events;
  - Ensure effective communications between Imagine Sierra Leone, Imagine Worldwide and key stakeholders to detail key challenges, operational changes and other operational needs;
  - Collaborate with Executive Director Imagine to ensure that deliverables are achieved in a timely manner and on budget, consistent with Imagine's commitment to technical excellence.

## Qualifications

The successful candidate will possess the following competencies, experiences, and qualities:

### Education and Work Experience

Professional Accountant accredited by internationally recognized professional body. Bachelor's degree in Finance, Accounting, or higher and 10+ years of proven work experience as an administrative or

finance executive, or similar role, with a minimum of 5 years experience managing a team, preferably in an NGO context.

### Role-Specific Skills Required

Proven experience that includes:

- Professional certification in finance or accounting (e.g., ACCA, CIMA)
- Excellent understanding of budgets, financial processes, reporting requirements, and compliance regulations within donor-funded grants and contracts
- Proven track record in financial management, budgeting and reporting within a group or multinational structure
- Strong knowledge of financial regulations and accounting principles, as well as knowledge of donor funding and grant management
- Proficiency in accounting software, QuickBooks as well as and Microsoft Office, particularly Excel
- Experience in risk management and fraud detection
- Ability to communicate financial information clearly, and excellent written and oral communication skills in English
- Strong interpersonal and relationship-building skills and ability to proactively manage and resolve conflicts
- Ability to work effectively in multicultural environments and teams
- Strong organizational skills, superior attention to detail, ability to work under pressure and meet deadlines

### General Skills Required

- Excellent written and oral communication skills in English (required)
- Strong interpersonal and relationship-building skills
- Ability to adaptive strategies to address complex operational challenges
- Ability to work effectively in multicultural environments and teams
- Strong organizational skills and superior attention to detail
- Experience in managing multi-site and multi-vendor orders at the international level
- Ability to work under pressure and meet deadlines
- Ability to engage in proactive problem-solving and issue-resolution

### Qualities

- Passion for Imagine's mission and vision
- Demonstrated commitment to equity in educational access and outcomes
- Passion for supply chain management and logistics
- Demonstrated ability to think independently and solve problems
- Collaborative team player; clear and proactive communicator

- Flexible, adaptable, and able to work in a fast-paced, changing environment

### Compensation & Benefits

Salary is competitive and commensurate with experience.

### Location

The Director of Administration must be based in Freetown, Sierra Leone.

### Application Process

Details on Imagine's operations, countries reached, leadership and funders can be found at [imagineworldwide.org](http://imagineworldwide.org).

Please submit a resume and your personal details via this link - [online application](#).

**Closing Date: Monday 3<sup>rd</sup> March 2025**

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Imagine Worldwide is proud to be an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.