Job Title: Chief Financial Officer

Grade Level: G

Position no.: Open

Reporting to: Executive Director

Division: Finance and Administration Division

Department: Organizational Leadership

Role Summary:

In view of the primary role of the Global Fund as an international financing institution in the fight for the three diseases, as well as the substantial amounts of financial resources under the Global Fund’s management (approximately $4bn per year), the role of the CFO is critical to ensuring the effective management of such resources and in strengthening grant efficiency within the Global Fund mission.

The CFO articulates and delivers a clear strategic financial vision within the framework of the Global Fund’s mission and leads the Finance and Administration teams.

As a core member of the Management Executive Committee, the CFO is accountable for leading a large and specialized workforce of approximately 80 staff covering all financial areas such as:

- Program Finance and Controlling
- Financial Planning, Accounting
- Treasury
- Financial Development
- Facilities and Administration

Key Responsibilities:

Reporting to the Executive Director, the CFO will closely collaborate with his/her peers and provide technical expertise, leadership and management as follows:

As a member of the Management Executive Committee (MEC) the CFO is expected to:

- Provide the Executive Director, MEC, and Audit and Finance Committee (AFC) with appropriate financial guidance to support decision-making to enable the Global Fund to invest appropriately in the eradication of the three diseases;
- Ensure effective management of financial processes and controls, including the management of financial risks
- Embody the values of the organization and take an active role in strengthening the organizational culture;
In leading the Finance Division, the CFO is expected to:

- Lead the provision of robust and reliable financial information to the Management Executive Committee, the Board and its Committees, as well as overseeing the disbursements to grant recipients are processed in line with the financial policies of the Global Fund;
- Oversee the financial performance across the portfolios and manage related risks, working with the Grant Management Division’s Country Teams and Risk Department;
- Provide strong interface with senior management of the Global Fund and Governance bodies, taking the lead, in conjunction with the Chief Risk Officer on managing the interaction with Audit and Finance Committee;
- Define the financial strategies and policies of the Global Fund working with the Audit and Finance Committee and Board;
- Lead the Administration function of the Global Fund, including travel, facilities and security;
- Direct the key financial processes within the Global Fund;
- Ensure consistently effective accounting, budgeting, and forecasting of OPEX and Grants;
- Be involved in key steps of the Grant Approval Process to ensure financial coherence;
- Ensure the reliability and consistency of financial dynamics in a portfolio management approach to ensure maximum impact;
- Lead an effective budget process, working with Human Resources and Strategy & Policy Hub to optimize allocation of resources.
| **Key metrics** | Including but not limited to:  
- Allocation utilization  
- Strategic Initiative utilization  
- OPEX utilization  
- OPEX PO spend through preferred suppliers |
| **Key internal relationships** | All Management Executive Committee Members and predominantly, Head of Grant Management Division, Head of Risk Management Department, Head of Human Resources, General Counsel, Head of Communications Department, Head of Grant Management Support Department. |
| **Key external relationships** | Governance bodies;  
World Bank;  
Commercial Banks;  
External Auditors. |
| **PERSON SPECIFICATION** | **Qualifications**  
**Essential:**  
- Advanced university degree preferably in Business Administration, Finance or Economics.  
**Desirable:**  
- Chartered Accountant, Certified Public Accountant or equivalent qualification. |
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<th>Experience</th>
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<td>• Experience at Executive leadership and/or Senior Management level in the formulation and development of strategy and policy;</td>
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<td>• 15+ years of professional experience including managing cross-functional teams in complex international organizations, in finance, international development or health;</td>
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<td>• Proven strong leadership skills, and ability to lead and collaborate in a complex, multidisciplinary and diverse environment;</td>
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<td>• Experience with the governance processes, general management, budgeting, administrative and financial management of multi-lateral institutions;</td>
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<td>• Track record in the design and application of management-for-results systems;</td>
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<td>• Strong influencing skills and exceptional professional credibility;</td>
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<td>• Excellent networking, collaboration and team-work skills at the Executive management level;</td>
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<td>• Ability to work effectively at all levels of complexity;</td>
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<td>• Ability to travel about 10-20% of the time;</td>
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<td>• Experience working in developing countries.</td>
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<td>Desirable:</td>
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<td>• Experience and knowledge related to health-related investments and development policy, especially related to HIV and AIDS, tuberculosis and malaria.</td>
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Competencies

Languages:
An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of other languages would be an asset.

Organizational Competencies:
(include expected level for the role)
- Global Fund awareness and mind-set (Level 3)
- Service orientation (Level 3)
- Drive for results (Level 3)
- Collaboration (Level 3)
- Interaction (Level 3)
- Adaptability (Level 3)

Functional Competencies:
- Business (Level 3)
- Finance (Level 3)
- Geopolitical awareness (Level 3)
- Global/Public Health (Level 1)
- Multicultural (Level 3)
- Negotiations (methods and techniques) (Level 3)
- Operational Policy (Level 3)
- Resource Mobilization (Level 3)
- Risk (Level 3)

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1 The “Role Summary” is a brief summary of why the job exists and/or what the job is expected to accomplish.

2 The “Key Responsibilities” section lists the most important outcomes or “key” end results (not duties) of the job in descending order of importance. It should focus on the job (not any specific incumbent) as it exists today. Each responsibility or key result area should be accurately defined in a single sentence with an active verb, which provides a positive indication of what has to be done. The level of responsibility of the incumbent should also be clear in the way the key functions are defined (e.g., lead; lead, under the supervision of..., draft, finalize, implement, recommend) and should follow the what-how-why pattern – what is done, how it is done (if there is something that needs to be said on this) and what purpose it serves. There should generally be not more than 5 to 7 key responsibilities.

3 The following needs to be clear from reading the key responsibilities of the job:
   - The way that the required knowledge (depth and breadth, contained in the person specification section) is going to be applied and used, i.e., is a straightforward execution of work required (at one end of the spectrum) or will knowledge need to be integrated and used to develop new strategic principles (at the other end of the spectrum)?
   - The difficulty of the problems to be solved and the extent to which judgment and analysis must be exercised (i.e., routine problems with limited alternatives vs need for original analysis and complex problem solving with far reaching impact);
   - The interpersonal and communications skills required by the job;
   - The potential influence on organizational objectives, the sphere of influence and the time-horizons of decisions;
   - Any direct financial accountability (either for revenue generation or budget spend) and the breadth of the role’s impact (immediate work area vs broad impact on entire organization).

4 The “Key Metrics” section gives the main criteria or measurements by which performance on the job can be assessed, showing how value is added and how the contribution of different incumbents is differentiated (e.g., quality of input into policy development, quality of key deliverables/outcomes, quantitative figures).

5 Departments/teams/other roles referred to in “Key internal relationships should be consulted and given an opportunity to review the job description and to provide inputs for clarifying the role.

6 The “Person Specification” lists the requirements for an incumbent to be operational in the role, in terms of education, experience and competencies (including languages). Minimum essential requirements necessary for job execution should be clearly differentiated from desirable attributes, under “Essential” and “Desirable”. The person specification
does not determine the grade level of a position; rather it makes explicit what is required from an incumbent in order to successfully attain the key required outcomes of the role.