

# CURRICULUM VITAE

## I. PERSONAL INFORMATION

1. Family name: **SISAY**  
 2. First name: **OLIJERA**  
 3. Nationality: **ETHIOPIAN**  
 4. Date of birth: **04 April 1982, Ethiopia**  
 5. Sex: **Male**  
 6. Marital status: **Married and have three children**  
 7. Residence: **Addis Ababa**  
 8. Contact information

• **Telephone:**

1. +251- 911379015 (any time preferably during day 8:00 am – 8:00 pm)
2. +251- 916829577 (to leave message)

- E-Mail: nafieldisis@gmail.com

## II. Education

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:
Hawassa University, Department of Management and Accounting:(	<b>MSC (thesis)</b>
Hawassa University, Department of Management and Accounting:(10/2010 – 07/2014)	Bachelor of Art Degree. In Accounting and Finance.
Nazareth College of Technical College Education, (March 2003)	Diploma in Accounting

## III. Training Experience & workshops Attend

Institution/Organizer	Place and Date (from – to)	Theme
MATED Training & Consultancy	Addis Ababa, June 21-July, 2019	International Financial Reporting Standards (IFRS)
Nuru International Ethiopia	Hawassa, September 17 – 21, 2018	Project Managements, Monitoring and Evaluation
Nuru International Ethiopia	Arba Minch, January 23 -26, 2017	Servant Leadership, communication skills, & Program Scope
CARE Academy	Online, June 30, 2013	Staff safety and Security Awareness Training
CARE Academy	Online, June 30, 2013	Performance managements Training
CARE Academy	Online, November 01, 2011	Excel 2003:5 Managing Worksheets
CARE Ethiopia	Nazareth, January 15 – 16, 2009	Procurements Policies and procedures
<b>Other Certificate</b>		
Certificate of Appreciation by CARE in recognition of 5 years of Service		
Certificate of Drumbeat of excellence Award 2011		

### I. Grant Manager (March 10, 2021, to date), @ USAID/Dexis Consulting Group

- Prepare grant agreements and other grant documentation consistent and compliant with USAID and Dexis requirements, procedures, and best practices.
- Review and analyze budget estimates submitted by grantees for allocability, reasonableness and consistency and vet potential grantees.
- Liaise with other Grants Managers and provide support to Grants Specialists to ensure the proper negotiation of the terms and conditions for grants under contracts.
- Liaise with grantees on a regular basis to ensure full understanding of their responsibilities and

- conduct site visits to ensure that all deliverables are met.
- Maintain accurate physical and electronic documentation, utilizing the OTI Anywhere activity database as well as Dexis' electronic document management and paper filing systems.
- Complete excluded party verifications and negotiation memos.
- Review all grantee deliverables for the final approval by the Chief of Party (COP) or COP's designee.
- Ensure all anticipated deliverables and objectives are completed before close-out.
- Prepare documentation of all activities as per the Dexis Grants Manual policies and procedures.
- Work with activity partners to manage implementation of processes and highlight concerns and issues immediately to the Supervisor.
- Works with activity partners to draft timelines, budgets, and templates for activities.
- Vetting new grantee every two month before making any kind of payments

## **2. Finance and Administration Coordinator (September 03, 2020, to February 03,2021), (@ The Pharo Foundation)**

- Work closely with the Program Manager and other staff to ensure smooth operation and compliance with the organization's financial standards and deadlines.
- Prepare monthly bank reconciliations, follow-up, and clear outstanding reconciling items.
- Handling, processing, and reconciliation of petty cash, cash withdrawals, and deposits.
- Review supporting documents skeptically and ensure it is in line with the Foundation's policies, tax laws, and other external regulatory requirements.
- Plan, organize and execute own and subordinates to meet the monthly reporting deadlines.
- Review payment for completeness and compliance before passing to approval.
- Ensure all request for payment includes tracking codes and ensure accurate recording to Xero.
- Acquaints himself/herself with the financial and accounting policies and procedures of The Pharo Foundation.
- Provide BVA to budget holders at the Program office level to ensure they fulfill their budget management responsibilities.
- Support country office finance during the audit and act on any weaknesses on internal control identified by the auditor for improvement.

## **3. Grant, Contract and Finance Officer October 14, 2019, to June 2020 (PACT Ethiopia Addis Ababa)**

- **Provide technical assistance** to staff and Subcontractors and grantees on administrative policies and procedures for contract and grants management.
- **Provide budget clearance with tracking codes to each financial requests of response** activities initiated. Check budget availability and make sure the charge will be done according to the given tracking codes.
- **Review cash advance request against original budget** amount of the Sub grantees and process the request accordingly. This task includes verification of activities and budget in accordance with original agreement.
- Assist the Senior Grants and Contact Officer in his endeavor to work with G&C/HQ to obtain prior approvals and waivers from partners required for administration of specific contract and grants.
- Plan and monitor partner organizations to confirm that they are in compliance with special award conditions.
- Prepare **modification of agreements** whenever there is additional obligation/de-obligation, time extension, change in program description, etc. The Grants and Contact Officer should make sure that all the necessary documentations are in place, including the **memorandum of negotiation, before preparing modification and submitting to approvals.**
- **RFP (request for proposal), RFA(request for application)** and other instruments for competitive selection processes.
- Prepare and/or review documentation (selection, choice of instrument) of purchase orders and contracts financed under contract.

- **Verify obligated funding available for purchase orders and contracts.** The Grants and Contact Officer should make sure that there is a Subcontract to which such procurement will be attached.
- Verify completion and payment of final invoice. In this regard, the Grants and Contact Officer should work with the finance unit to ensure that expenses in relation to the procurement are properly coded to the right Sub-award.
- Review and analyze budget estimates submitted by grantees for allocability, reasonableness and consistency and vet potential grantees.

#### **4. *Major Duties and Responsibilities as Finance and Administration Manager from December 2016 to December 2018***

- Help create, implement, and strengthen finance and administration systems, including Finance, Logistics, HR, Grant, Procurement, and General Administration
- Create, improve, and enforce finance and administration policies and processes in accordance with national law to ensure optimizes the use of its limited resources toward ending extreme poverty.
- Provide timely, accurate, and high quality financial and administrative reports for the Ethiopian government, donor organizations, Country Office and other stakeholders if necessary.
- Responsible for the overall financial management and monitoring of the organization's annual budget including accurate expense tracking, preparation of cash flow reports, timely reconciliation with bank accounts, etc.
- Responsible for preparation of the annual budget in coordination with department Managers.
- Responsible for maintaining the organization's budget vs. actual (BVA) report, ensuring it complies with donor expectations as well as local government requirements (e.g., 70/30 requirement)
- Help establish efficient and transparent procurement processes and policies for the organization in conjunction with the Head of Procurement and Logistics.
- Attend regular SLT meetings and contribute to strategic decisions as per the NE's decision-making policy.
- Ensure effective systems for supplies and logistics support at all service outlets; Implement effective and efficient procurement management system.
- Ensure proper conceptualization, elaboration, and implementation of the contract strategies in the office including tendering processes, evaluation, contract appraisal and negotiation of offers,
- Regularly identifies reputable and dependable suppliers in all major categories of goods and services procured by NE and notifies the Tender Committee for further evaluation and recommendation to include those suppliers in the Approved Suppliers Roster.

#### **5. *Major Duties and Responsibilities as Finance and Administration Head from Nov 2009 to November 2016 (CARE Ethiopia)***

- Ensures that policies, procedures, and guidelines relating to personnel issues are well adhered to.
- Maintains and update personnel ledgers and prepare annual leave and sick leave reports regularly.
- Maintains file or correspondence, memos, and information and do appropriate response timely.
- Handles employee grievances, disciplinary issues, and other administrative problems according to Organization's policies and procedures.
- Ensures that Field Office recruitment, promotion, transfer, staff benefits, and other personnel issues are affected according to set out policies and procedures.
- Ensures that all newly hired employees have gone through formal orientation both about the organization and on the job.
- Consults with the Human Resource Manager regarding all unclear issues related to Staff development policies, procedures or systems as required.
- Ensures that every staff in the Field Office is appraised timely and the completed performance appraisal reports and recommendations are sent to HO HR on time.
- Processes purchase requests of goods and services and undertakes bid analysis as per organization's policies and procedures.
- Prepares regular reports on fuel consumption and other related expenses pertaining to the project vehicle.

- Supervises, leads, guides, and supports the Account Analyst and the accounts clerk. Orients, trains, and coaches the Accounts Clerk and Accounts Analyst.
- Completes all performance management activities including performance planning, monitoring, and annual performance appraisals.
- Prepare and review monthly financial reports and ensure all required supporting documents are properly coded and filed.
- Supervise the processing of bank and cash transactions and carry out the related monthly reconciliations.
- Review and consolidate monthly/quarterly financial forecast and cash requests with Programme Manager/Country Representative and ensure fund availability for project implementation.

**6. Major Duties and Responsibilities as Area Finance Head from February 2008 to November 2009 (CARE Ethiopia)**

- Develops mechanisms to ensure that operations of the FO are implemented in cost- effective manner.
- Ensures that books of accounts are maintained, check, receipts and other financial documents are kept properly and that they are safeguarded against misuse.
- Prepares and supervises the preparation of financial analysis with regard to Advances, sub grants, payables and donor contract amounts.
- Supervises/prepares the Field Office payroll, including taxation, withholdings, PF, and accrued benefits.
- Follows up that taxes, insurance payments and collection are handled on time.
- Ensures that all cash collected is deposited daily in the bank.
- Prepare monthly “Request for Cash Transfer” and ensure the replenishment of petty cash on the timely basis.
- Verifies and reconciles Bank statement with projects book balances on a regular basis to ensure proper cash monitoring.
- Analyzes financial statements and other related reports to identify problem areas, takes remedial action where necessary and makes appropriate recommendations to management.
- Ensures that required financial information is made available to internal and external auditors.
- Prepares and submits quarterly budget Vs expenditure report to Area Coordinator, Project Managers, Donors and Government Offices for monitoring and follow up.
- Submits monthly financial documents and reports to Organization Audit section for audit review.

**IV. Computer Skills and Experience**

Able to run several software among this.

- Microsoft word, Microsoft Excel, Microsoft PowerPoint, Microsoft outlooks
- Oracles, Scala 5.1, Peachtree

**V. Name and Address of References**

S.N	Name of reference	Organization	Position	Address		
				City/town	Tel:	e-mail
1	Brian Gilcrest	USAID/Dexis Consulting Group	Senior Regional Program Manager	Addis Ababa	0994850583	<a href="mailto:bgilcrest@dexionline.com">bgilcrest@dexionline.com</a>
2	Dr Andualem Zewide	USAID/Dexis Consulting Group	Program Development Officer	Addis Ababa	0935418854	azewdie@dexionline.com
3	Abdissa Tegene	Nuru ET	Program Directors	Addis Ababa	0911-744408	abdissa.tegene26@gmail.com
4	Demeke Eshete	CARE Ethiopia	Project Manager	Hawassa	0923-002094	atnasiya2009@gmail.com
5	Lydia Milkyas	CARE Ethiopia	Field of Finance Coordinators	Addis Ababa	0911-979085	nds281@gmail.com
6	Abebech Sereke	PACT Ethiopia	Senior Grant,	Addis Ababa	0911-229936	

			Contract and Finance Manager			
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