



**CARE International in Rwanda**

**Donor: Master Card Foundation**

**Project: SERVE Project**

**Selection criteria for Awards and Sub Awards Specialist position**

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<b>Criteria</b>	<b>Points</b>
A minimum of a bachelor's degree in accounting /finance management.	<b>20</b>
Professional qualification such as ACCA, CPA, etc. or its equivalent as a Master's degree in a relevant qualification like accounting, Finance or an MBA but with bias of Finance or accounting - Required	<b>10</b>
At least 5 years' experience in award management, sub award management, budget monitoring and proposal budgeting within the development sector. The shared experience must prove a thorough <ol style="list-style-type: none"> <li>1. understanding of financial accounting, (10 point)</li> <li>2. Budget preparation and Financial reporting to Donors, (10 point)</li> <li>3. Supporting the Award, Sub-award contracting processes (10 point)</li> <li>4. Having Directly worked / Managed implementing partners (10 Points)</li> </ol>	<b>40</b>
Knowledge and experience work with an accounting software package and Proficiency in Microsoft Office including managing complex Excel	<b>10</b>
Directly worked with Key donors worked with (USAID, EU, FCDO, UN. Having worked foundations e.g Master Card Foundation, Bill and Melinda Gates is an added value)	<b>15</b>
<b>Total</b>	<b>100</b>

**NB: Under the selection criteria#3, each sub-item must be evaluated and marked in a separate column as per the indicated points each.**