

**National Democratic Institute for International Affairs (NDI)  
Seoul, South Korea**

**Vacancy Announcement: GRANT FINANCE AND ADMIN OFFICER**

**JOB DESCRIPTION**

Founded in 1983, the National Democratic Institute for International Affairs (NDI) is a nonprofit, nonpartisan organization working to strengthen and expand democracy worldwide. NDI works with democrats and democratic institutions in every region of the world to build political and civic organizations safeguard elections and promote citizen participation, openness and accountability in government. Headquartered in Washington, D.C., NDI maintains offices in over 70 countries on five continents. Its diverse workforce of employees from 75 countries are united in the belief that democracies promote economic growth and development more consistently and equitably than non-democratic political systems.

NDI Korea is seeking committed and qualified candidates for the position of Grant Finance and Admin Officer to perform finance and administrative tasks to ensure the smooth and efficient operations of the NDI Korea office and team.

The position reports to the NDI Korea country representative. To perform this job successfully, an individual must be able to conduct each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide administrative and financial support for grant programs to ensure all financial and accounting transactions and documentation are carried out in accordance with NDI guidelines and procedures and any donor requirements;
- Manage all aspects of accounting for the field office including planning, monitoring, and reporting on cost projections and expenditures to management in Seoul and Washington, D.C.;
- Assist with subgrants management, including implementation and documentation of subgrants to local civil society organizations as well as communicating with subgrantees to clarify questions and troubleshoot reporting issues;
- Manage field grant audits and assist D.C. on grant audits;
- Ensure compliance with NDI's procurement policies and procedures;
- Support NDI's logistics operations and provide secretarial support where needed, including meeting schedules, venue booking, travel arrangement, office maintenance, etc.;
- Keep an updated list of all equipment and materials that might need renewal and or need to be disposed of, and manage the process of asset disposal;
- Translate materials and interpret for meetings from English to Korean and vice versa, as needed; and
- Performs other tasks that arise based on the needs of program and supervisor.

<b>EDUCATION AND/OR EXPERIENCE</b>
<ul style="list-style-type: none"> <li>● Bachelor’s or Master’s degree in finance, accounting, business administration, nonprofit management, and/or a related field</li> <li>● Minimum of one (1) year in financial management, accounting and administration, preferably for an international non-governmental organization (NGO) working with USG funding; and</li> <li>● Previous experience with international grants administration or NDI experience preferred.</li> </ul>
<b>REQUIRED SKILLS AND ABILITIES</b>
<ul style="list-style-type: none"> <li>● Knowledge of budgeting, budget oversight, generally accepted accounting principles and the practical application of financial systems;</li> <li>● Demonstrated experience interpreting and administering policies pertaining to local national labor codes;</li> <li>● Strong interpersonal skills and demonstrated ability to communicate clearly, effectively, and with cultural sensitivity in writing and verbally with a diverse group of co-workers, partners, and the general public;</li> <li>● High level of attention to details in all aspects of work responsibilities;</li> <li>● Written and verbal communications skills combined with the ability to work collaboratively with local staff;</li> <li>● Experience with spreadsheet software (Microsoft Word and Excel preferred); Experience with Google Apps (Gmail, Calendar, Google Drive, G+, etc.) and Accounting software(i.e. Netsuite, Quickbooks);</li> <li>● Ability to analyze and interpret governmental and organizational rules and regulations; and</li> <li>● Excellent oral and written communication skills in English and Korean language required.</li> </ul>
<b>OTHERS</b>
<ul style="list-style-type: none"> <li>● A successful candidate should be bilingual in English and Korean</li> <li>● Candidates must be legally eligible to work in the South Korea without visa or relocation support.</li> <li>● The position is full-time and based in Seoul and the anticipated start date will be on August 1, 2023.</li> <li>● Annual Salary range: KRW 41,000,000 - 44,000,000</li> </ul>

Interested candidates should send a CV and letter of interest to [hkim@ndi.org](mailto:hkim@ndi.org) by **Friday 6 p.m., July 7, 2023**. Late applications will not be accepted and only short-listed candidates will be contacted for an interview.