ANNEX HR-3.2

JOB VACANCY ANNOUNCEMENT FORM

##### **Title**: Field Administrator

Sector: Administration

No. of positions: 1

Location of work: Garowe- Puntland State

Reports to: Somalia Country Administrator

Supervises: Security Guards, Drivers and Cleaners

**Start of work:** Subject to Funding Availability

End of contract: 1 Year Contract (possibility for renewal depend on funding)

BACKGROUND INFORMATION:

CISP is an equal employment opportunity employer with its Headquarters in Rome. Currently CISP has various field offices, including a coordination office in Mogadishu. CISP Somalia carries out projects in areas of development and emergencies and CISP is always committed to provide quality, equitable, transparent and accountable services in the sectors of Education, protection (Community Care), culture, Health and Nutrition.

CISP is a lead organization supporting all partners implementing the scaled up community care project implemented across Somalia that is funded by UNICEF. Similarly, CISP is also a consortium member of EU Co-funded Education project (SETS) and ArtXchange projects. CISP other donors include; AICS, WFP and UNOCHA that fund health, nutrition and education projects respectively. These projects are serving targeted communities in Mogadishu, Galkacyo, Hobyo, Gelinsoor, Dhusamareb, Guricel and Abudwak, Garowe, Hirshabelle and local partners support for community care project across Somalia.

CISP projects are implemented by a multi-disciplinary team, including program staff and operationally supported by the administration department based in Mogadishu and the field offices in Galmudug region and Garowe.

**Job Purpose:** To provide clear support systems for the programmes in terms of logistics and financial monitoring; To maintain good links between the support functions and the programmes; To administer the office and guest house in the District with Competence.

This position has overall responsibilities of the planning, delivery and supervision of all projects and programme related administrative functions: accounting, budgeting, procurement, financial reporting and monitoring.

Role and Responsibilities:

**Financial;**

* Maintain detailed records for all financial transactions in an organized and professional manner;
* Keep accountability updated on a daily/weekly basis and perform daily functions including recording all cash, monitor funds received and field expense reports;
* Ensure financial/accounting activity is carried out in accordance with CISP’s accounting policies;
* Review and approve financial transactions for CISP field operations based in the region as appropriate;
* Ensure safety of financial resources at Field level;
* Maintain accuracy in financial records;
* Execute payments which have received proper authorization;
* Maintain close and cooperative working relationships with other field Base and Mogadishu staff;
* Ensure all the official documents related to the project are fully matching the standards required, and follow the standard formats prepared; this might also involve the check of documents coming from other locations other than the main office;
* Dispatch high quality financial documents to Mogadishu on a regular basis. Documents should be sent in different envelopes, 1 envelope per each project addressed to Country Admin/Program Manager. Each envelope should contain proper documentation of the expenditures related to the project and the signed checklist in the format provided;
* Complete and send by e-mail to the Country Admin, the Program Manager and the accountant based in Mogadishu, the updated Prima Nota per each project on a regular basis and whenever requested, using the format provided and with indication of committed expenditures;
* Provide required monthly financial reports by specified deadlines to the Program Managers;
* Inform CISP Country Administrator and the Program Managers of the funds received in Somalia (e-mail with amount and date received);
* Assist the Field Coordinator and the Field Managers with all the administrative and financial issues related to the project;
* Provide support to the Field Coordinator and/or Program Managers with regard to financial policies/practices and related areas as required;
* Ensure contracts are current on all rental properties, facilities, and vehicles;
* Identify areas for financial and administrative improvement and work to implement feasible improvements;
* Administer and manage CISP office;
* Perform any other duty not specified above at the request of CISP

**Procurement and Supply Management**

* Manage procurement according to CISP Policies and Guidelines.
* Negotiate and secure best value for money and service benefit deals on all local procurement and supply requests based on CISP Procurement Procedures.
* Track procurements including cargo movements and monitoring of supply “pipeline” to ensure more timely deliveries.
* Organize and assist supplies and goods deliveries, and certify the receipt of the items in good condition
* Manage stock management system.
* Implement systems to monitor project and office supplies (through good stock management); and implement required extra security measures for storage of sensitive supplies.
* Coordinate, with the supervision of the Country Administrator, all logistics activities: inventory, quotations, purchases, maintenance of equipment & premises, etc.
* Continuously inform Programme staff of the progress & constraints in the procurement process and develop solutions in consultation with the Country Administrator.
* Keep an efficient and updated list of Credible Suppliers based in Somalia for different categories of supplies, goods and works including management and coordination of CISP relationship with the suppliers.
* Ensure all procurements are fully and accurately documented for easy tracing of records. In addition; maintain an accurate inventory of all project assets and label assets accordingly.
* Organize the repair of malfunctioning equipment in collaboration and upon authorization by the Country Administrator;

**Logistics**

* Provide required logistical support for programme staff and maintain good working relationship with all programme management and field staff to ensure that procurement needs of the programme are being met in timely and quality manner including assistance with budgeting.
* Follow up all stock transfers and ensure proper storage procedures and standards are in place;
* Ensure all equipment are safely kept and properly used, and working all the times;
* Carry out procurements and purchases as required, following CISP Procurement Procedures and the standards indicated in the guidelines provided;
* Monitors and negotiates contracts: rent of vehicles, accommodation, premises, etc.
* Coordinate with the supervision of the Country Administrator, all logistics activities: inventory, quotations, purchases, maintenance of equipment & premises, etc.;
* Negotiate and secure best value and service benefit deals on all local procurement and supply requests based on CISP Procurement Procedures;
* Organize the repair of not properly working equipment in collaboration and upon authorization by the Country Administrator;
* Ensure the smooth functioning of the office and housing facilities-repairs, maintenances and improvement of the set up (electricity, water, internet, house and office structures.);
* Organize and assist supplies and goods deliveries, and certify the receipt of the items in good conditions;
* Maintain good working relationship with all programme management and field staff to ensure that procurement needs of the programme are being met in timely and quality manner
* Record the assets of the project in the inventory, as per the format provided, and to label them with codes;
* Make Visa arrangements for staff, when required.
* Any other duties as assigned by the supervisor.

**Asset Management**

* Ensure the smooth functioning of the office and -repairs, maintenance and improvement of the set up (electricity, water, internet, office structures, equipment maintenance, compound etc.).
* Ensure the maintenance of the vehicle scheduling system including daily movement on white board, monthly event calendar, trip authorization, etc.
* Ensure effective use of vehicle logs, fuel logs, generator logs and the safe and efficient operation of related equipment.
* Ensure the maintenance the vehicle fleet and ensure that vehicles are adequately equipped with safety and emergency supplies, communications equipment, and are well maintained.
* Follow up insurances for vehicles and supervise the timely maintenance and service of vehicles
* Ensure regular fuel analysis is completed by drivers. On completion, review the fuel analysis to ensure good financial control.

**Administrative and Management**

* Ensure necessary records are being generated and filed for equipment maintenance, asset inventory records, track asset use, and stock management.
* Manage and assist in recruitment of support staff within the logistics team including drivers, guards, cooks and cleaners.
* Generate monthly logistic reports, which will include the summarized data on procurement tracking report, full stock tally, critical stock depletion, and other logistic and security matters.
* Ensure that timesheets for all logistics staff are prepared.

**Security**

* Lead the regular review of security management plans with support from the Country Administrator. Track security risks; map security incidents.
* Liaison with INSO for Security updates and manage the organization security data back-up.
* Ensure security procedures are adhered to by national staff.
* Ensure that CISP has adequate communications equipment, trained staff and correct adherence and radio use where applicable.
* Supervise “movement security plans” and ensure good call-back / contact schedule, alert thresholds, and maintain close communication with local teams in the field.
* Help provide training and awareness and help to facilitate security consultancy reviews and support visits
* Other relevant tasks as required by Supervisor.

Profile Required:

**Qualifications:**

* University degree preferably in Procurement,Business Administration, IT or other related fields.
* At least 5 years experience in the field of administration, logistics and finance with an International NGO.
* Proficiency in Microsoft applications.

**Skills and Experience:**

* Professionalism
* Rigorous, patient, time management, and attention to detail
* Maintain confidentiality
* Strong computer skills particularly in MS Excel, literacy and numeracy
* Fluent in local language and English (spoken and written)
* Team player, flexible
* Excellent relations and communications skills, good team player, diplomatic and able to deal with a mixed cultural team.
* Solid knowledge and understanding of procurement processes, policy, and systems
* Accurate and precise attention to detail
* Ability to multitask, prioritize, and manage time efficiently with flexibility to meet deadlines
* Ability to negotiate, establishes, and administers contracts.
* Have a valid certificate of good conduct.

**Desirable:**

* Experience in working of the same region (Puntland state) is an added advantage.
* Prior experience in NGOs/INGOs
* Strong IT skills in Software, Applications, including able to provide general technical support and maintenance for IT systems, equipment and software.

**How to apply:**

Interested and qualified persons, with the required experience are invited to submit their application to Human resource [hr.somalia@cisp-ngo.org](mailto:hr.somalia@cisp-ngo.org) by close of business on or before: **2nd of June 2022**.

**Email subject**: “Application for the position of Field Administrator-Garowe”

Application to include ALL of the following:

* Application form (as per annex HR – 3.3)
* Cover letter (1 page maximum)
* CV (not exceeding 3 pages), including 3 references.

Please note only shortlisted candidates will be contacted.

For more information about CISP, please visit [www.cisp-ngo.org](http://www.cisp-ngo.org).

*CISP is strongly committed to ending Child Abuse, all forms of Sexual Exploitation and Abuse, and to building a work environment that is safe and welcoming for all, where Sexual Harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behaviour. Any history implicating that the applicant has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding him or her from employment with CISP.*