

JOB VACANCY ANNOUNCEMENT SOMALIA COUNTRY ADMINISTRATOR

Title: Somalia Country Administrator

Type of position: National

Location of work: 100% in Somalia

Reports to: CISP Somalia Country Coordinator

Supervises: Admin team in Somalia

Start of work: asap

Duration: 2 years with possibility of renewal

Background Information

CISP is an equal employment opportunity employer with its Headquarters in Rome.

CISP Somalia carries out projects in area of aid and development by supporting national authorities and CSOs to provide quality, equitable, transparent and accountable services in the sectors of health and nutrition, education, protection, peacebuilding and emergency response.

CISP Somalia has its main office in Mogadishu and sub offices in Galkayo, Guriceel, Eldere and Harardere.

Objectives

To support CISP Somalia Office, ensuring quality program coordination with respect to administrative functions including finance, procurement and logistics, human resources accounting, budgeting, , audits and reporting. To strengthen CISP's administrative staff in Somalia ensuring compliance with CISP's and Donor's Management System and Code of Conduct, as well as with National Laws.

Main Role and Responsibilities

Supervision of administrative related functions of programs and offices in the field

- Provide clear support systems for the programmes in terms of logistics and financial monitoring;
- To maintain good links between the Administrative functions and the Programmes;
- To ensure CISP offices in Somalia conduct activities as per approved funds and avail all financial supporting documents;
- To support the recruitment of new staff and retention of current staff guaranteeing all standard and procedures are in place;
- To support the roll out and implementation of the updated CISP Policies and procedures manuals.

Program and Grant management

- Ensure quality and timely financial management of all grants and projects implemented in Somalia, according to CISP's rules and policies and donor's requirements.
- Ensure all guidelines, procedures, rules and tools are adequately used and enforced as per requirements
- Ensure all staff deployed to this function is inducted, trained and adequately supervised
- Ensure CISP accounting system is appropriately rolled out and utilized
- Ensure quality and timely financial reports are prepared in accordance with International Standards of Accounting, produces and submitted as per requirements
- Ensure adequacy of processes of external evaluations and audits.

Program Administration

- Ensure HR management is in line with needs and requirements. Support the development of programme staff structures and HR resource Planning, initiate recruitment of staff, monitor their

performance and act accordingly, identify capacity building needs and guarantee provision of trainings accordingly.

- Ensure Financial systems, tools, management, reporting, flows etc. are in line with needs, standards and requirements.
- Ensure Financial plans, reports are updated and shared.
- Ensure, procurements are conducted in line with CISP's and donors' standards.
- Ensure funds requests, funding documentation, cash flow and cash transfers are timely and adequately done and shared with the Regional office
- Ensure relationships with banks are in order
- Monitor expenditures and value for money
- Ensure all financial risks related to the program are identified, early warning and mitigation measures are in place.

Internal Reporting

- Submit monthly financial reports and plans related to the Somalia program according to CC, HQ indications and templates / Xpert
- Prepare and update the periodic and annual institutional budgets (with regards to HR, operational and support costs, shared and other administrative costs according to available resources and Country and HQ requests.

Legal Matters

Support registration processes and compliance with national laws and requirements.

Security

Support adaptation, adoption and enforcement of security SOPs.

Profile Required

Qualifications:

- Master Degree in one of the following relevant fields: administration, business management, management of non-profit organization or related fields and / or at least 7 years relevant work experience in the Finance and Administration department in senior positions.

Technical / Professional:

- Proven Experience in financial and administrative management, implementation and monitoring of donor funded programs above 5 Million USD (EU, DFID, SHF, UN, AICS etc.)
- Proven experience with international NGOs in the sector
- Proven Experience in financial management, grant management, budget management, HR and procurement management, managing offices and teams
- Experience in preparing budgets and financial reports
- Ability to effectively assess capacities, train and supervise personnel and partners, solve problems and mediate conflicts
- Fluency with accounting and financial reporting programs
- Fluency with online communication and working modalities
- Capacity to keep up to date on financial matters and guidelines

Personal:

- Very good communication skills: oral and written (both English and Somali)
- Ability to maintain consistent high standards of integrity, transparency, professional behaviour and achievement when working alone and in a team
- Proactiveness, critical thinking and problem solving
- Self motivated, able to work unsupervised and under pressure

- Able to motivate teams and bring the best out of people
- Accuracy and Attention to details
- Excellent time management and ability to meet deadlines
- Capacity to mentor, train, explain and support finance and program team
- Valid Somali Passport is a plus

How to apply:

Qualified persons, with the required experience, are invited to submit their application to recruitment@cisp-ngo.org cc. admin@cisp-nairobi.org by close of business 12th April 2020.

Email subject: "SOM_COUNTRY_ADMIN".

Application to include ALL of the following:

- CV with 3 relevant references by recent supervisors
- Duly Filled Annex 3.3
- Motivational Mail Message (No Cover letter in attachment is needed)

Please note only shortlisted candidates will be contacted.

Application with incorrect email subject or not utilizing the indicated application form Annex 3.3. or not sent within the deadline shall not be considered. Applications will be reviewed as they are received and the process will be completed as soon as a suitable candidate has been identified.

For more information about CISP, please visit www.cisp-ngo.org / www.cisp-som.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.