



The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

EMPLOYMENT OPPORTUNITY

FINANCE & ADMINISTRATION OFFICER BAIDOA

About the Job

The ICRC Administration Department is in search of a Finance and Administration Officer to be based in Baidoa. He/she will be responsible for the Financial Accounting, providing Human Resource support and Premises management.

This is a National/Resident position based in Somalia.

Duties and Responsibilities

- In line with the standard operating procedures handles expenses, working advance and per diem files
- Supports the Human Resources function in recruitment, appraisal process, salary management, absences management, conflict management and staff exit process
- Ensures adherence to the administrative procedures and monthly reporting timelines
- Maintains contact with external interlocutors, in particular with the security company covering the region
- Ensures that all the passive security measures are put in place and are functioning
- Ensures proper management of the premises within the area of responsibility and participates in negotiations of lease contracts
- Keeps the staff well informed on Administrative and HR policies and procedures
- Supervises, coaches and evaluates staff working in the Administration department
- Handles all administrative correspondence and ensures proper documentation of all the records
- Ensures that the relevant accounting records are shared with the Nairobi office on a weekly basis
- Supports the Somalia Red Crescent Society (SRCS) in all administrative related issues

Minimum qualifications and required competencies

- Degree in Business Administration, Business Management or relevant qualification in a related field
- At least 3 years' experience in a similar field of activity in a humanitarian environment
- Good knowledge of the social, economic and political affairs of the assigned region
- Detail-oriented, highly organised and practices strict adherence to stipulated timelines
- Excellent negotiation, analytical, management skills and a problem-solving attitude
- Excellent interpersonal and communication skills
- Excellent command of the English and Somali language
- Proficiency in MS Office Suite
- Possessing a strong degree of honesty and integrity, and a solid sense of ethics including the ability to appropriately handle confidential information.

We Offer

- A dynamic and challenging work environment in an international humanitarian organization
- Training and development opportunities
- A competitive salary with benefits, based on the ICRC Compensation and Benefits framework

How to apply

Apply by sending your cover letter and CV addressed to the **Human Resources Manager, ICRC Somalia Delegation**, on the email address sokrecruitment@icrc.org. Your cover letter *must* indicate your current salary and your expected salary range. The closing date is **9th November 2018**. Please indicate the position title in the subject line of your email message.

NOTE THAT ONLY EMAILED APPLICATIONS WILL BE CONSIDERED.

Please note that only short-listed candidates will be contacted and canvassing will lead to automatic disqualification. Any enquiries about the position should be addressed to sokrecruitment@icrc.org.