



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.

ICRC

EMPLOYMENT OPPORTUNITY **FINANCE & ADMINISTRATION MANAGER** **HARGEISA**

What we do

The International Committee of the Red Cross (ICRC) works worldwide to provide protection and humanitarian assistance to people affected by conflict and armed violence. We take action in response to emergencies and, at the same time, promote respect for international humanitarian law. We are an independent and neutral organization, and our mandate stems essentially from the Geneva Conventions of 1949. We work closely with National Red Cross and Red Crescent Societies and with their International Federation in order to ensure a concerted, rational and rapid humanitarian response to the needs of the victims of armed conflict or any other situation of internal violence. We direct and coordinate the international activities conducted in these situations.

Purpose

Finance & Administration Manager is accountable for the integrity of financial and analytical accounting and for reporting from the field. The job holder oversees all financial resources and administrative activities, such as management of premises and staff travel, in the sub-structure. This is a national/resident position based in Hargeisa.

Accountabilities & Functional responsibilities

- Ensures that all payments have all the necessary supporting documents, and that cash control measures are in place
- Establishes and ensures appropriate bookkeeping for the sub-structure
- Prepares the annual budget, monthly forecast and risk reporting, cost-control, and analysis of budget deviations
- Responsible for proper management of the premise and ensures that all the passive security measures put in place are functional.
- Supports the Field Management in establishing and updating the Risk Assessment for the office, focusing on risks related to real estate and finance. Implements and monitors risk-mitigation measures in the area of responsibility, in close liaison with technical departments
- Follows-up on the rental payments as well as all other regular payments (electricity, water, gas, fuel, telephone, and internet services)
- In collaboration with technical departments and the sustainability team, leads and initiates measures to reduce energy consumption and implements gap closing measures identified in the sustainability assessment
- Supports in all travel arrangements at the sub structure level, facilitates visas processing and organizes accommodations for ICRC professional staff visiting the Office
- Supports the Human Resources function in organizing for interviews and written tests, appraisal process and absence management
- In close collaboration with the Human Resources department ensures compliance to statutory reporting and remittance requirements
- Responsible for general day-to-day office administration and provides administrative support to all staff to ensure that the office activities are conducted effectively and efficiently
- Oversees maintenance of offices and residential premises and maintains an appropriate security set-up, including safe accommodation for all staff
- Supervises and coaches the support staff managing absences, training on daily tasks and routine activities
- Welcomes and briefs the new employees on general ICRC policies and regulations

Certifications / Education required

- Bachelor's degree in Business administration, Business Management or equivalent qualification in a related field of study

Professional Experience required

- Minimum 4 years' experience in similar capacity in Finance and Administration in a fast-paced environment

Desired profile and skills

- Detail-oriented, highly organized and practices strict adherence to timelines
- Excellent analytical, team management skills and a problem-solving attitude
- Excellent interpersonal and communication skills
- Computer proficiency especially in MS Office suite

- Good knowledge of the social, economic and political affairs of the assigned region
- Possessing high level of honesty and integrity, and guided by strong ethical principles
- Ability to appropriately handle confidential information

Language

- English
- Somalia

What we offer

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

Our Values

At the ICRC, we value impact, collaboration, respect, and compassion. We seek candidates who demonstrate behaviors based on these shared values. For more information on the ICRC values, please visit this [page](#).

Additional information

This is a national/resident position based in Hargeisa
Closing date **7th July 2025**

Ready to apply?

Click [here](#) to apply

You will need to upload your resume and a cover letter as well as copies of your diplomas and certifications, valid license to practice, passport and driving license.

Learn more about our recruitment process [here](#).

We welcome applications from all qualified candidates.

The ICRC values diversity and is committed to creating an inclusive working environment.