EMPELOYMENT OPPORTUNITY

FINANCE & ADMINISTRATION MANAGER
BARDHERE

RE ADVERTISEMENT

About the Job

The Finance & Administration Manager is responsible for the integrity of financial and analytical accounting within the Sub Structure. S/he oversees all financial resources and administrative activities, such as management of premises and staff travel in the Sub-Structure. S/he is the focal person for all Logistics activities in Bardere region and handles warehousing, fleet management, purchases, transport and dispatch.

This is a National/Resident position based in Bardhere, Somalia.

Duties and Responsibilities

- Ensures that all payments have all the necessary supporting documents for payment processing
- Conducts cash count on daily basis and ensures appropriate book keeping for the Sub-Structure
- Prepares the annual budget/monthly forecast and risk reporting, cost-control and analysis of budget deviations
- Oversees maintenance of offices and residential premises and maintains an appropriate security set-up, including safe accommodation for all staff
- Responsible for proper management of the premises within the area of responsibility and ensures that all the passive security measures put in place and are functioning
- Supports in all travel arrangements at the Sub Delegation level
- Supports the Human Resources function in recruitment, appraisal process, salary administration and absence management
- In close collaboration with the Human Resources department ensures compliance to statutory reporting and remittance requirements
- Supervises, coaches and evaluates performance for staff working in the Administration department at the Sub Delegation level
- Handles Warehouse management and monthly inventory count including transparent and effective management of daily labour
- Ensures accurate receipt and dispatch of all the goods
- Ensures that the appropriate import /export documentation are filed with the Custom Authorities
- Ensures that the appropriate import /export documentation are filed with the Custom Authorities and obtains Tax exemption letter as and when required
- Supervises the offloading of consignments and ensures proper documentation, confirms the packing lists, verifies number of parcels and updates the system
- Follows up on cargo manifest, waybills invoices for airport transportation and verifies the received cargo against the manifest to ensure that the cargo is received in the right quantity and in good condition
- In collaboration with other teams, supports Air Operations office in Nairobi when required to facilitate flight operations
- Conduct quality checks on all local purchases
- Liaises with Nairobi office during distribution in Bardera region
- In liaison with Somalia Red Crescent Society (SRCS) Field Officers, monitors the dispatch of medical and nutrients to the various SRCS locations in Gedo
- Facilitates clearance and passage of ICRC vehicles, cargo trucks and staff in and out of Bardere Airport
- Enters data with accuracy and timely into the existing ICRC IT tools and adheres to the monthly reporting timelines

Minimum qualifications and required competencies

- Degree in Business Administration, Business Management, Diploma in Logistics & Procurement Management, Warehousing or Purchasing & Supply Management
- 3 years’ experience in a similar position in finance, administration and logistics
- Detail-oriented, highly organized and practices strict adherence to timelines
- Excellent negotiation, analytical, team management skills and a problem-solving attitude
- Excellent interpersonal and communication skills
- Excellent command of the English and Somali language
- Computer proficiency especially in MS Office suite
- Good knowledge of the social, economic and political affairs of the assigned region
- 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 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

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 29th March 2020. 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.