

ADMINISTRATOR

Country projects

Country: IRAQ

Projects: Arbat camps (Sulaimaniya); Kalar camp (Sulaimaniya)

Type of contract: paid - 6 months

Language required: English

Responsible for the administrative and financial management of the on going projects in Iraq. He/she organizes field staff in charge, and gets behind the Programme Coordinator in external relations with local Institutions and donors.

BACKGROUND AND ORGANISATION OF WORK

The conflicts taking place in the region have led to a serious humanitarian crisis, which has affected many people including Syrian refugees and the internally displaced. In the course of the year our intervention has grown considerably.

DUTIES AND REPONSIBILITIES

All EMERGENCY international personnel are expected to know and follow the hospital admissions criteria, guide lines, protocols, and the diagnosis and treatment standards in use in the centre, and to ensure the correct compilation of clinical records and statistics in both computer and paper formats.

The main duties and responsibilities of the country projects' administrator are:

Responsible for the administrative and financial management of ongoing projects;

He/she ensures compliance with EMERGENCY and donor standards, rules and regulations;

He/she ensures that financial, administrative procedures during programme/project planning and closure are implemented, used and adhered to;

He/she supervises and monitors administrative staff to ensure that all systems are in place and applied and provides training as necessary;

He/she ensures sound planning and preparation of budgets, amendments and forecasts together with the PC and in coordination with the desk Administrative Management Office (Italy, HQ);

He/she monitors the financial and administrative projects' management working closely with administrative staff;

He/she reviews, approves and submits donor financial reports/liquidations and ensures that they are consistent with EMERGENCY and donor reporting requirements, in coordination with the desk Institutional Donor Office (Italy, HQ);

He/she assists the PC in human resources management, establishing and enforcing compliance with national staff policies, procedures and guidelines;

He/she ensures that EMERGENCY and donor procurement guidelines are in place, supplies chain management forms and oversees fleet management.

GUIDELINES, PROTOCOLS AND EQUIPMENT

Further information on the guidelines, protocols and clinical services relevant to the post along with details of the instruments and equipment available will be provided at interview and during the period of preparation for the mission.

The general requirements and conditions are the same as for other international personnel roles.

SPECIFIC REQUIREMENTS

Diploma in Accountancy or bachelor degree in Economics, Political science or International relations;

At least 2 years' relevant work experience in commercial or non-profit making organisations familiarity with the financial guidelines and procedures of the main donor agencies (EU, ECHO, UN agencies, OCHA...) would be an advantage;

Experience in managing petty cash;

Experience in managing revenue and payments;

Experience in reconciling bank accounts and cash records.

REQUIRED AVAILABILITY

6 months' overseas stay including a period of leave to be taken at the end of the mission in agreement with the coordinator.

TO APPLY

If you are interested in working with EMERGENCY in a medical capacity and you fulfil the general and specific requirements set out on the website please send your CV and cover letter (specifying in the subject which position you are applying for) to:

RECRUITMENT@EMERGENCYUK.ORG

During the selection process you will be evaluated on the basis of your CV, cover letter questionnaire, references and individual interview