



ADMINISTRATOR

ORGANISATION

: Médecins du Monde

POSITION

: Administrator - Equitable access to health care services and system strengthening in Liben zone

GEOGRAPHICAL SITUATION

: Filtu *Somali region*, Ethiopia

DURATION

: 12 months

I. OBJECTIVE OF THE MISSION

Under the supervision and guidance of the Project Coordinator, the project administrator will be responsible to:

Organize and coordinate the mission's administrative functions (finance, accounting, cash flows, budget development & follow-up, expatriate / national human resources, legal framework) of the MDM Project in Ethiopia

II. ORGANIZATIONAL CHART

The administrator receives supportive supervision from the Project Coordinator and coordinates actions and activities with the Project Technical Officer of Humanitarian Action in Headquarters.

III. FUNCTIONS

Financial management

- Develop and implement accounting and finance procedures in line with MDM internal rules and donor requirements.
- Supervise the mission's cash flow: cash holdings, bank operations such as transfers, deposits and withdrawals, prepares funds requests for the mission.
- Responsible for the implementation of quality internal accounting (verification of receipts and invoices for the mission, bank reconciliation, bookkeeping in line with MDM coding system and monthly Sapp, updating and archiving of accounting documents for Addis Ababa and HQ records, supervising the payment of invoices, taxes and staff salaries).
- Responsible for mission budgets: monthly/quarterly project and mission budget follow-ups (monitoring), budget revisions and forecasts, project and mission budget design, analysis and reporting.
- Responsible for document-gathering related to yearly audit (Ethiopian authorities) and other audits as required;
- Responsible for draft and edition of financial donor reports in line with their guidelines;
- Participate in meetings with donors on financial and administrative issues as required.

Administrative / HR management

- Ensure that MDM internal rules and regulation are known and respected by all MDM staff
- Guarantee the implementation of MDM Internal rules and regulation

- Revise and update MDM Internal Rules and Regulations, staff model contract (conditions of employment) and salary policy / scale (in line with Ethiopian law) in coordination with MDM Headquarters and in liaison with other INGOs;
- Supervise the administration of national staff (job description development, contract signature and renewal, leave, overtime, insurance, disciplinary procedures, end of contract, resignation, dismissal, etc.) with strict respect for Ethiopian legal framework (Labor Law) and MDM internal guidelines;
- Regularly reviews the national staff medical insurance scheme and proposes changes as necessary;
- Together with the Project coordinator, participates in recruitment of new staff;
- Responsible for administrative briefing of all new expatriates arriving to the mission;
- Supervise the administration of international staff (arrival file, departure to MDM Headquarters, renewal of visas, mission orders, ID cards, work permits, residence permits and consular registration of all expatriates in Ethiopia).

Legal framework follow-up & management

- Ensure compliance with formalities required by government agencies and local authorities within required timeframe (annual report to the authorities, income tax for national staff);
- Ensure the implementation of the local legislation and practices directly applicable to MDM such as Labor Law, Social Law, Tax and Revenue law, custom procedures, immigration law, etc.;
- Ensure the design and draft and follow up of the administrative agreements, registration, licenses, permits, authorizations and privileges granted to MDM by various bodies of the Ethiopian authorities;
- Support the Project coordinator to manage legal issues of the mission;
- Monitor, prepare (if required) and archive all documents produced during the project (MDM Internal rules and regulations, contractual documents related to work / rental contracts, MoUs, etc.).

Team management and capacity-building / Communication

- Together with the Project Coordinator, responsible for the overall management of national staff in coordination with the
- Capacity building: Strengthen the quality of field/capital administration teams with specific trainings/in service training geared to develop local capacities and improve MDM administrative management in the country.

IV. EDUCATIONAL BACKGROUND

Required: Financial / Administrative / Management Degree
Specific humanitarian-related training a plus

V. PROFESSIONAL EXPERIENCE

Experience in an international NGO in a similar position (with MDM preferred)
Experience in difficult legal-political contexts a plus (negotiations/relations with local authorities)

VI. PROFIL OF THE CANDIDATE

Excellent communication skills with sense of diplomacy
Experience in administrative work (legal experience or knowledge)
Good knowledge of international donor regulations
Capacity to work in an isolated context while respecting strict security rules (missions in Somali region)
Ability to manage, lead and work as part of a team of national and expatriate staff
Organizational skills, rigorous / self-disciplined, impartiality

Interest for medical programming
Team spirit

VII. REQUIRED SKILLS

Languages: English, Spanish is an asset.

Computers: Microsoft Office, internet.

Others: Ability and flexibility to understand the cultural environment and work with local authorities.

Candidates can send their CVs to the following address:

Médecins du Monde-Belgique, Rue de l'Éclipse, n°6, 1000 Bruxelles
Tél : 02 648 69 99, Fax : 02 648 26 96, [mail to: rh@medecinsdumonde.be](mailto:rh@medecinsdumonde.be)