

## **Job Title: Country Administrator – CISP Niger**

**Accountability: to Country Coordinator / CISP headquarters (Area Director/Area Administrator)**

### Overall Duty

The Country Administrator as a key member of the senior management team participates in the management of organizational policy and management decisions. In particular the Country Administrator will provide strategic financial management leadership and support the development, implementation and coordination of all financial and management aspects of CISP programmes in Niger to ensure effective resources utilization and risk mitigation.

### Specific duties and responsibilities

#### 1. Institutional presence

Execution of and assistance to the Coordinator in administrative aspects linked with the institutional presence of the CISP in the area of jurisdiction.

#### 2. Inter-institutional relations and assumption of formal commitments

Execution of and assistance to the Coordinator in administrative aspects linked with inter-institutional relations and assumption of commitments in the area of jurisdiction (with special emphasis on contracts, conventions, institutional agreements and other formal commitments).

#### 3. Strategic action and policy

Execution of and assistance to the Coordinator in the presentation of proposals linked with the definition of strategic action and policy outlines of the CISP in the area of jurisdiction.

#### 4. Office Management

Execution of and assistance to the Coordinator in the formulation of criteria for the management of CISP offices in the area of jurisdiction. Within this context, the Country Administrator is responsible for: i) the organization and monitoring of records of contracts, conventions and agreements with donors and other institutions; ii) management of the main office in the absence of the Coordinator.

#### 5. Personnel Management

Execution of the following responsibilities and functions in the management of personnel (local and expatriate). Execution of the formal obligations provided by the internal regulations and local legislation; supervision of the transfer of necessary formative/administrative nature to the staff; general monitoring of work done by the staff with Administrative functions.

#### 6. Implementation of on-going projects

Review and/or formulation of the administrative aspects contained in the documents relating to the implementation of on-going projects. Preparation of the accounting and administrative component of the Reports (Intermediate and Final).

#### 7. Administrative Responsibilities and Functions

a. Possible processing, monitoring and ratification of the first monthly notes relating to costs incurred (both for the on-going projects and possible structural costs of the OSP) and preparation of statements relating to the Reports (Intermediate and Final). In this context, the Country

Administrator must decide on the costs with doubtful assignment.

b. Instruction and advance approval of the economic and financial commitments necessary for the implementation of CISP's activities and projects;

c. Formulation of overall financial planning (quarterly) and updates (monthly) relating to the resources necessary for the implementation of CISP's activities

#### 8. Advancement of new projects

Execution of and assistance to the Coordinator in the administrative aspects contained in the documents and agreements relating to the formulation of new projects.

#### Qualifications and behavioural competencies:

- At least 5 years working experience in financial management positions with sound understanding of working with an international NGO. Knowledge of the region will be an advantage
- Advanced university degree in fields relevant to the position.
- Fluent written and spoken French and English. Italian will be an asset.
- Proven knowledge on grant accounting and sound experience with donors funding regulations, procedures and reporting requirements (in particular: EU, ECHO, UN Agencies, Italian Cooperation)
- Demonstrated capacity to supervise a complex financial management
- Ability to process, analyse and summarize quality financial management information, identify solutions and recommend suitable courses of action
- Ability to lead and manage a financial team and to delegate; proven ability to provide support, guidance and training to financial and non-financial teams; ability to work as part of a team, adopt a consensus based approach and work effectively through others
- Excellent interpersonal skills with ability to communicate accounting concepts and principles to people with limited accounting knowledge. Ability to operate effectively in complex and highly networked working environments and to understand perspectives, pressures and challenges faced by colleagues and partners. Ability to work with discretion regarding confidential information, possession of sound judgment and attention to detail.

Interested candidates are invited to submit their CV and an introduction letter describing how her/his qualifications and experience are a good fit for this position. Only e-mail transmissions to [cisp@cisp-ngo.org](mailto:cisp@cisp-ngo.org) will be considered. In the email subject has to be indicated: **CISP Niger Vacancy + Candidate name**, no later than **October 31th 2017**.

Only pre-selected candidates will be contacted.