

**JOB OPPORTUNITY**

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization, engaged in the field of veterinary relief and development work providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, marketing, and food safety, VSF Germany works towards food security, resilience building, strengthened livelihoods as well as respond to different Emergences. VSF Germany is registered and licensed in Ethiopia by Authority for Civil Society Organization since March 2010 and latest re-registration as per 2019 Civil Society Organization proclamation no 1113/2019 on May 23, 2019 with License no 1662. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Somalia and Uganda.

VSF Germany anticipates emergency response project from USAID-BHA for drought affected communities in Afar, Borana (Oromia), South Omo zone of SNNPR and Somali region and seeks to recruit qualified and well experienced staff for project entitled; "Integrated Response to Complex Emergency (IRCE) in Afar, Somali, Borana (Oromia) and South Omo (SNNPR)." The intervention in Somali region is implemented through our Partner VSF Suisse. The positions to be filled are listed below and details of each position requirements are accessible from VSF Germany website [www.vsf.org](http://www.vsf.org). Note also that all these positions to be filled will be pending until final approval of the proposal and grant agreement is signed with the donor USAID-BHA. In all listed position women are highly encouraged to apply and priority will be given to competent women applicants.

**Job title:** Filed Admin Officer

**Line manager:** Project Manager

**Place of work:** Turmi, South OMO, SNNPR

**Donor:** USAID-BHA

**Monthly salary:** As per VSF Germany salary scale

**No. Of positions:** One (1)

**Length of Contract:** One year with possible extension based on available funding

**Job Summary:**

**Key areas of responsibility:**

- Coordinate logistics for VSF Germany operations in South Omo, SNNPR, (meetings, trainings, workshop, field visits, bookings, arrange accommodation, etc.
- Ensure that organizational assets and supplies are used and maintained in accordance with VSF Germany assets management manual.
- Ensure that procurement guidelines/requirements and all procedures related to procurement are adhered at all times.

- Ensure that all procurements are carried out promptly and with the objective of obtaining the best value for money.
- Make sure that items received are properly reviewed and in line with the LPO(s) issued.
- Ensure that the transport requirement of the projects is properly planned and fulfilled at all time.
- Maintain fleet operation information, such as vehicle log sheet, provide fleet management report of all vehicle on monthly bases.
- Keep staffs records and track employee annual leave and alert project manager to act in case of accumulated annual leaves.
- Review and Keep updated records of vehicle movement (log sheet) and fuel consumption report on regular basis.
- Follow up on staff entry and exit incidents, compile, clearance for leaving staff and send to Country Office on timely basis.
- Prepare monthly area office HR reports and submit to country office monthly.
- Ensure Compilation of field-based staff time sheet for the area office and submit to Country Office on timely manner.
- Review all financial documents of the field area office and ensure completeness for submitting to Area office on timely manner.
- Review all area office data on Microsoft Dynamics for accuracy and completeness before it is reviewed by country office.
- Plan cash flow regularly and follow up on timely requests sent to country Office.
- Involve in the disbursement process of the area office and ensure completeness and accuracy of documents before payment is made.
- Support the field area office coordinator on administrative matters that could be required.
- Ensure timely registration and updating of fixed assets.
- Ensure reconciliation of field office accounts such as bank accounts, customer accounts and petty cash accounts on a timely manner and submit to Country Office monthly.
- Support on review of quarterly cash forecast for the area office projects for which the Project Manger prepares before submission to Country Office.
- Ensure donor rules and regulations are adhered to all the time before affecting any payment.
- Ensure proper filling of Employees personal file and update the record on regular basis.
- Ensure all VAT refund requirements are addressed for BHA projects before the payment is processed.
- Supervise accountants of the area office and mentor them on their capacity gap.

**Job Requirement:**

- Minimum Bachler degree in HR Management, Economics, business administration or related studies
- Minimum of 7 years of professional experience post qualification and experience in NGO environment is desirable



- Strong ability to manage and prioritize multiple tasks
- Basic computer skill
- Good interpersonal skill
- Person with good attention to details
- Experience in logistic and HR is advantageous

### **How to apply**

Interested and qualified candidates meeting the minimum requirements should send application comprising of the following documents to [Ethiopia@vsfg.org](mailto:Ethiopia@vsfg.org) within 10 working days post advert, on or before **July 15 ,2022** indicating the **title of the position** on the subject line.

1. Updated CV not more than 3 pages
2. Cover letter for application only One (1) page
3. One-page summary table of educational background, work experience, skill, competence and current or last salary.

**DON'T SUBMIT** copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position and location in your email or on the cover of envelop and or application letter.

**Due to the urgency of some position we shall conduct assessments on an ongoing basis as applications are received.**

### **Disclaimer:**

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.