

INTERSOS is an independent non-profit humanitarian organization committed to assist the victims of natural disasters and armed conflicts. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people.

The programs of **INTERSOS** in Sudan followed two essential directions. Primarily the movements of population between Chad and Darfur started with the crisis of 2004. On the other hand, the displacement that followed a North-South pattern during the crisis in South Sudan and the period post CPA
INTERSOS is now implementing in Sudan several humanitarian projects in partnership with UNHCR and UNICEF. Intersos' intervention deals with IDP Camps Management, Hygiene, Water & Sanitation, Education and Profiling in favour of the Sudanese population in a wide area of interventions where the mobility conditions are often difficult and uncomfortable. The projects carried out by Intersos in these areas are founded on a community based approach. From the very beginning the targeted population was involved with direct participation in the process of rehabilitation. This approach aimed to facilitate and increase the sense of ownership by the population of the projects promoted by Intersos.

INTERSOS, in the framework of its activities in **Sudan**, is currently selecting candidates for the following position.

JOB TITLE: Country Administrator

DUTY STATION: Khartoum

DURATION OF THE ASSIGNMENT: one year

STARTING DATE: ASAP

ROLE, TASK AND RESPONSIBILITIES

The Country Administrator is responsible for the administration and financial management of the country and its projects. He/she ensures the correct and effective management of financial resources, in accordance with the organisation procedures and Administrative Director guidelines. Specifically he/she is responsible to:

- Correct accounting and administration of funds.
- Ensure the proper execution of goods, work and services procurement processes and conformity to Intersos and donor procedures
- Support the Head of Mission in the elaboration of new projects
- mission administration and accounting documents and all finished projects documentation

JOB REQUIREMENTS

- At least 3 year experience as administrator for an NGO.
- Educational background in finance and administration.
- Good knowledge of the administrative procedure of international donors - mainly UN System.
- Good knowledge of spoken and written English is necessary.
- Knowledge of Italian language will be considered a plus.
- comfortable with computer use and with the main software for administration system.
- problem solving and organizational capabilities.
- Availability to move often through the Area of competence.

Application should be submitted to:

massimo.dallolio@intersos.org

Deadline for application: 10.03.2009