



**INTER SOS** is an independent non-profit humanitarian organization committed to assist the victims of natural disasters and armed conflicts.

**INTER SOS** first started to work in Somalia in 1992. It immediately assisted 37,000 refugees that in the previous months had left their land in search of food and a safe living environment. From that point forth, Intersos has operated in various regions in central-southern Somalia (Bay-Bakol, Ghedo, Lower and Middle Shebelle, Lower Giuba, Benadir) principally with activities focusing on reconstruction or reactivation of health and sanitation structures, locating drinking water, and agricultural development. **INTER SOS** has launched a new intervention in response to the emergency situation in the Horn of Africa. The famine has led to a crisis situation as populations flee the worst drought in almost six decades.

**INTER SOS**, in the framework of its activities in Somalia and Kenya, is currently selecting candidates for the following position.

**JOB TITLE:** Head of Mission

**DUTY STATION:** Nairobi

**STARTING DATE:** ASAP

**DURATION OF THE ASSIGNMENT:** 2 years

#### **ROLE, TASK AND RESPONSIBILITIES**

The Head of Mission is the organisation's official representative in the country and is responsible for the planning, management and implementation of the country program on the basis of defined strategies.

He/she Manage and coordinate operations and human resources in the country. Specifically he/she is responsible to:

- establish and maintain relations with local institutions, donors, NGOs, International Agencies and other stakeholders.
- Monitor donor intervention strategies and priorities in the country.
- evaluate, promote and elaborate new projects.
- define programming and planning of mission activities and check implementation
- define mission's economic and financial planning, guaranteeing self-sufficiency and consistency of expenses against budget constraints

#### **JOB REQUIREMENTS**

- At least 3 year experience as Programme Coordinator or Head of Mission, preferably in the region.
- Good knowledge of the procedure of international donors (mainly UNHCR and UNICEF).
- Perfect knowledge of spoken and written English is necessary.
- Proven capabilities of personnel management and financial resources management in multicultural and complex environments.
- comfortable with computer use.
- leadership attitude.
- problem solving and strategic planning capabilities.
- Availability to move often through the Area of competence.

**Application should be submitted to:**

[massimo.dallolio@intersos.org](mailto:massimo.dallolio@intersos.org)

**Deadline for application: 3<sup>rd</sup> June, 2012**