

Country Administrator

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Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

Job Summary

Contract Type:

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Requirements

Essentials:

University Degree in relevant subjects

A minimum of five years of relevant working experience is required

At least three years of demonstrated successful experience in international relief and development in a similar position is required

Demonstrated effective verbal and written communication, negotiation skills, multi-tasking and organizational skills

Experience in liaising with governmental/local authorities, IOs and NGOs

Demonstrated ability to work in stressful environments and under pressure

Experience in working in conflict-prone environments a plus

Proven capacity in managing a team is essential

Fluency in English language

Computer literate

Plus:

Experience in logistics, procurement and security matters is a strong advantage

Previous work experience in Nigeria is a plus

Experience in managing complex consortium/partnerships is an advantage

Responsibilities

Budget Planning and Monitoring:

Planning and Coordination budget control: preparation and regular verification of the trend of the general coordination and any area coordination's budget; monitoring of the sustainability of all coordination's and field offices under the country coordination responsibility

Budget Preparation and Projects' Economic-financial control for new projects

Goods Management: sustainability and correct management verification, assuring the correct application of the organization's procedures in relation to purchases and goods management

Financial Management and Control:

Financial Management: supervision and control of the cash management (coordination and field offices/safe and bank accounts), and the cash flow to the projects

Projects' Economic-financial Monitoring: regularly checks the economic-financial performance of projects (, expenditure projections, financial forecast and final balance)

Financial Reporting and Audit: finalizes and controls all intermediate and final financial reports to be transmitted to the donors, responsible for the correct financial reporting; responsible for the preparation and execution of audits conducted in the country, and for the transmission to the headquarters of all project documents to be audited in the HQ; responsible for the preparation of annual audits for headquarters and local authorities

Liaison with local authorities: ensure that all administrative and financial procedures in relation with local authorities are timely and properly executed, from the visas of the staff to the registration and financial reporting processes

Human Resources:

Local staff management and local and expatriate staff administration

Logistics:

Supervise preparation of contracts with suppliers and any other contract issued by the coordination office. Ensure that contractual commitments are accurately tracked

Provide assistance to project managers and logistics team in procurement process and ensure that all procurements are done according to COOPI and Donor Procedures Ensure budget availability of expenditures and that appropriate authorizations are in place

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