

LVIA

COUNTRY ADMINISTRATOR in ETHIOPIA

1. DESCRIPTION OF THE POST

<u>Country:</u>	Ethiopia
<u>Area of intervention:</u>	Based in Addis Ababa, at LVIA's representative office, with periodic missions to field offices in the Oromia and Afar Regions
<u>Donors:</u>	Projects funded by AICS, Presidency of the Council of Ministers and other donors.
<u>Sectors:</u>	Agropastoral development, environment and energy
<u>Role:</u>	Country Administrator Ethiopia
<u>Refers to:</u>	Country Representative in Ethiopia, Administrative Desk in Italy
<u>Duration:</u>	12 months, renewable
<u>Expected availability:</u>	November 1, 2024
<u>Salary:</u>	In line with the selected profile

2. CANDIDATE PROFILE:

Requirements:

Qualification: Bachelor's degree in economics, certificate in accounting or related field preferred

Previous experience: At least 5 years of experience in the management/administration of NGOs (headquarters and/or local offices), enterprises and/or cooperation projects, including at least 3 years inherent to the management/administration of EU and/or AICS co-funded projects.

Knowledge: Excellent knowledge of administrative and accounting management, preparation of first note accounts and cash-bank reconciliations, as well as AICS procedures. Mastery of computer tools (Office package, internet, e-mail, accounting software, etc.). Excellent knowledge in tender management.

Languages: Excellent knowledge of English and, preferably, of Italian

Skills:

- Ability to manage, train and coordinate local administrative staff
- Management and administrative/procedural skills.
- Knowledge of cash accounting.
- Preparation and management of audits.

Preferred:

- Previous experience in management/administration (auditor, performance audit, personnel management, tender management, etc.).

- Previous experience in East Africa, preferably in Ethiopia.
- Theoretical insights on cooperation (master's degree, graduate courses, etc.).
- Previous cooperation with other NGOs.
- Previous collaborations with L.V.I.A.

Interested candidates can submit their application by sending proof of knowledge of Italian language, motivation letter and Curriculum Vitae with the authorization to process personal data (EU Reg. 2016/679 - GDPR) by 11th October 2024 to: formazione@lvia.it and a.bessone@lvia.it (please indicate in the subject: "Call Project Administrator Ethiopia").