

Job Vacancy

Regional Finance and Administration Manager (Albania and Kosovo)

Terre des hommes Mission in Albania and Kosovo is seeking to recruit a Regional Finance and Administrative Manager (Albania and Kosovo).

S/He will be in charge of the coordination and management of the Delegation's administration and finance (accounting, logistics, human resources) as well as specific responsibilities pertaining to administrative and financial oversight. S/He should play a role in the leadership of the delegation and contribute to the overall strategic plans of the organisation in the region and beyond.

General information about Terre des hommes, Albania and Kosovo

Terre des hommes Mission in Albania and Kosovo is a non-profit making organization that has been operating for over 15 years in the field of child rights and child protection, leading the establishment and strengthening of a national child protection system in Albania and Kosovo. Terre des hommes' area of expertise ranges from direct psycho-social interventions with vulnerable children and their family and community members, to empowerment of local, regional and national level governmental institutions and key stakeholders through capacity-building and on-the-job training in order to develop and implement proper child-sensitive structures, policies, standards and procedures. Terre des hommes has also worked to mainstream child rights and child protection issues in the social policies and strategies of the Central government through lobbying and advocacy work.

ESSENTIAL JOB FUNCTIONS:

- Direct responsibility for the day to day management of the finance and administration team and of upholding the procedural requirements of the organization in finance, administration and human resources;
- In charge of, keeping up to date the financial records of the organization, finalizing the financial donor records and keeping up to date information of the logistical requirements for the organization and other administrative matters;
- Working closely in a collaborative and transparent manner with the Country Representative and the Program Managers (in Albania and Kosovo) on all matters of handling finances of projects, contracts with the donors, administrative decisions and playing a key role in maintaining the human resources system for the organization;
- Reports to and advises the Country Representative in the budget management and reallocation as necessary;
- Oversees the maintenance of administrative files concerning employee contractual documents (contracts, internal regulations, leave forms, Child Protection Policy);
- Elaborates procedures for internal financial control and has full responsibility for their correct and full implementation;
- Assist the Country Representative in fund raising issues and financial presentations;
- Assist and advise the Country Representative and Program Managers in the on-going improvement of the internal organisation and the team structuring for better efficiency in the tasks.

Qualifications and experiences

- University Degree in Finance, Management, Office Administration or any other related field;
- At least 10 years of working experience in the related subject, desirable in an international setting ;
- Very good knowledge of English language is a must;
- Proven record of good knowledge of the laws of at least one country, Albania or Kosovo; while some knowledge of the other;



- Demonstrated ability to apply good judgment; be flexible and motivating to the team you manage and others in the office;
- Proven record of at least 5 (five) years of management experience.

The titular will conduct his/ her duties in respect of the Child Protection Policy and the Convention of the Rights of the Child subscribed by Terre des hommes.

CONTACT: Interested applicants should submit a CV and a cover letter by Thursday, 6th January 2016 to info@tdhalbania.org. Duration of the contract: open.

**** Please note only shortlisted candidates will be contacted**