

**INTERNAL & EXTERNAL
JOB VACANCY**

GIZ SOMALI REINTEGRATION PROGRAMME & FISH FOR NUTRITION PROJECT

Salary band: 3	Administration and Finance Assistant
Choose title of salary band 3A	Fish for Nutrition Project/ Somali Reintegration Programme
Reports to:	Finance and Administration Officer
Duty Station:	Kismayo, Somalia

Brief introduction of the project:

GIZ is implementing the project Somali Reintegration Programme (SRP) in Kismaayo Urban in Lower Juba region of Southern Somalia. The project's objective is to improve the livelihoods of returning refugees, internally displaced persons and the local population in selected host communities.

The project has the following fields of activity

1) Construction and repair of social infrastructure 2) Strengthening income generating competencies of returnees, internally displaced persons and the local population 3) Strengthening capacity of selected partner institutions.

In addition, GIZ is also implementing a Fish for Nutrition Project to improve Food and Nutrition Security of Vulnerable Population in Kismayo, Somalia through Access to Fishery Products – is being implemented in the Lower Juba Region of Somalia. GIZ's political partner is the Ministry of Interior and Federal Affairs in Mogadishu. In Kismayo different line ministries, the district commission, non-governmental organizations and community based organizations are partners. The project's objective is to improve the food and nutrition security of voluntary returnees, internally displaced persons and vulnerable residents in Kismayo, Somalia. The project operates in the following fields of activities:

- 1), Better information for food insecure people in Kismayo about the nutritional-physiological benefit of fish consumption.
- 2) Increase of availability of high quality fishery products for the vulnerable population groups of Kismayo through promotion of fish and fish product consumption
- 3) Rehabilitation of social and productive infrastructure (e.g. health care facilities, market structures) for improved availability and use of nutritionally relevant foods.

A. Responsibilities

The Finance and Administration Assistant is responsible for

- Assist in overall smooth and correct functioning of the administration processes and financial accounting systems in the office in line with GIZ standard procedures and in support of the technical staff.
- Providing general administrative support to colleagues
- Handling routine administration correspondence, filing according to GIZ filing structure, recording incoming and outgoing correspondence
- Ensuring that financial administration functions well in accordance with GIZ standard procedures
- Effective coordination with colleagues in the office
- Taking up Office management tasks when necessary (calendar, minutes, schedules and appointments' management)
- Support in preparation of Internal control

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B. Tasks

Accounting

- Prepare vouchers for inventory file
- Clear and make follow up on receivables for the Programme
- Use GIZ checklist to prepare vouchers in readiness for internal control
- Support in making copies and finalizing payments
- Prepare monthly vouchers for all projects
- Support in preparation and controlling monthly project journal/financial report;
- Prepares vouchers for book-keeping, as per GIZ regulations
- Verifies correctness of vouchers, including supporting documents.
- Perform any other roles assigned by the Programme Coordinator

Administration

- Create a proper filing management system for all projects
- Follow up with staff pending Travel claims
- Prepares travel claims of staff for approval by the superior
- Organises administrative and logistical aspects of the projects activities (meetings, workshops etc.)
- Filing documents in reference files or in DMS in line with GIZ's filing rules
- Prepares inventory list of all assets
- Maintains proper and confidential filing of financial related documents, office asset register and project inventory list;

Procurement

- Support the Finance and Administration Officer with Procurement of material and goods and event bookings for the programme and components according to GIZ Rules and regulations
- Participates in the tender process.
- Keeps database on suppliers and submits supplier details for blacklist checks;
- Receives and checks delivered materials
- Files documents with completed transactions.

General Duties

- Immediately reports all problems involving finance and regulations;

Other Duties/Additional Tasks

- Assists in and/or carries out other project activities and any other tasks according to needs, as assigned;

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C. Required qualifications, competences and experience

Formal Education

- Bachelor of Business Administration/ Commerce or similar field
- Tertiary qualifications in Accounting and Computer packages.

Professional Experience

- Working experience with GIZ in a similar position is an added advantage

Further Knowledge

- Excellent command of MS-Office;
- Good working knowledge of modern telecommunication systems;
- Fluency in written and spoken English.
- The position is open to Somali Nationals only

Other Qualifications

- Thorough knowledge of GIZ instruments and procedures;
Professional experience
- At least 3 years professional experience in a similar position

D. Contract Details

Duration: one-year renewable

Applications should be done through email to: application-gizsom@giz.de

All applications **MUST** bear **Reference Number: SRPFNP/AFA/123/2018** in the subject of the email.

Deadline: By **Thursday 21st June 2018** 16:00 HRS

If you do not receive any correspondence within 30 days after the closing date, consider your application as having been unsuccessful. Only shortlisted candidates will be contacted.

Candidates with disabilities are encouraged to apply