



The leading emergency agency devoted to reducing malaria death and suffering in humanitarian crises

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## **Position Announcement**

### **Deputy Country Director-Operations**

### **The MENTOR Initiative, Liberia**

The MENTOR Initiative is an international NGO devoted to reducing death and suffering from malaria and other vector borne diseases in humanitarian crises and post crisis reconstruction phases, and works in various countries throughout the world. It has provided malaria control support to partners and affected communities in Liberia since 2003. The MENTOR Initiative works to support the country partnerships (government, NGOs, UN and affected communities) to build their technical capacity, and supply essential materials to quickly establish and scale up effective malaria control interventions.

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#### **TERMS OF REFERENCE**

<b>Job Title:</b>	<b>Deputy Country Director-Operations (DCD-O)</b>
<b>Work Base:</b>	Monrovia, Liberia (Including travel to the field as necessary)
<b>Responsible to:</b>	The incumbent reports directly to the Country Director (CD).

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#### **Overall Task:**

Responsible for assisting with the implementation and support of The MENTOR Initiative Liberia Programme activities. Including, but not limited to co-ordination of all Operational Support functions (logistics/Security & Admin/Finance), while adhering to protocols and procedures, to ensure programme objectives are achieved in collaboration with the project team.

#### **Specific Tasks:**

##### **1. Administration/Finance**

- Responsible for budget management and timely financial reporting to HQ.
- Responsible for ensuring FREERS are updated accurately on a daily basis from all field sites
- Responsible for budget planning with Country Director, and Programme Managers / Project Directors.
- Responsible for the creation of annual, quarterly and monthly budgets.
- Provide useful and positive input and advice regarding all levels of financial and procedural operations.
- Assist in the creation of viable proposal budgets.
- Prepare monthly reports on expenditures against budget by project.
- Analyse and report on cost-effectiveness of projects.
- Work with the internal and statutory auditors to ensure maximum compliance and efficiency.
- Ensure compliance with all local government financial reporting, taxation and labour regulations.
- Liaise with consultants and contractors working for MENTOR to ensure that all local contracts are fulfilled with complete compliance.

- Manage all MENTOR premises together with Administration and Logistical Teams.
- Oversee HR policies and ensure they are in line with the local Labour Law
- Assess the continuing training needs of operational support staff and ensure training needs are appropriately met and within budget.

## **2. Logistics**

- Responsible for overseeing the logistical activities including local procurement, fleet and equipment maintenance and management
- Responsible for overseeing and monitoring asset management.
- Responsible for ensuring the warehouse and stock control are consistent with established protocols and procedures.
- Responsible for ensuring that efficient and appropriate logistical support is provided to programme activities.
- Monitoring and supporting the operational staff to carry out tasks related to the implementation of activities in the field.
- Oversee the logistical filing system to include all equipment manuals, maintenance schedules and logs documentation.
- Ensuring that all communication with field teams and base occurs daily.
- Oversight of logistic team with regard to fleet management and movement.

## **3. Security/Communication**

- Be the focal point of the day-to-day security.
- Participation in the on-going monitoring of the security situation.
- Implementation of security measures according to MENTOR security guidelines and monitoring of same.
- Monitoring security and safety of teams in the field.
- Responsible for Monitoring and maintaining all communication equipment. This includes: internet; HF; VHF; phones

## **4. Team Management**

- Manage the operational support teams, including recruitment, team building, and conducting appraisals.
- May be responsible for the management and overall supervision of the entire country programme as well as representation in the absence of the Country Director
- Assume responsibility for management of all financial, clerical, logistical, domestic and security staff, including recruitment, team building, and conducting appraisals.
- Build the capacity of the Admin/Finance and Logistical teams to carry out tasks independently.

## **5. Other**

- Backstop the CD to ensure that all donor regulations are adhered to.
- Oversee other The MENTOR Initiative activities as agreed with the Country Director

## **Essential Skills and Experience Required:**

- 3-5 years experience of working in Finance / Administration and/or grant management position
- Minimum 1 years experience within a humanitarian aid organisation in an insecure environment
- Minimum 3-5 years management and supervision experience
- Excellent organizational, administrative and teaching/training skills
- Ability to create realistic workplans and budgets
- Ability to supervise financial procedures
- Excellent communication skills, with good spoken and written English
- Excellent computer skills including excel and word
- Ability and flexibility to understand the cultural and political environment and to work well with the local authorities
- Self motivated and attention to detail essential

- Ability to remain calm and to be diplomatic
- Good team player; Able to work and live as part of a team

**Desirable**

- Previous experience in Liberia or West Africa
- Experience of project administration/management
- Problem solving ability with equipment ranging from PC's to vehicles and radios
- Previous responsibility for managing security
- Ability to chair meetings and provide succinct reports of meetings would be beneficial
- Technical background within transport, mechanics construction, warehousing and communications
- Malaria or health related experience/knowledge
- Previous experience with organizing and monitoring mobile field teams a plus

**Fees and benefits:**

Fees commensurate with experience. The MENTOR Initiative offers a competitive benefits package, including emergency medical, medical evacuation and general insurance.

**To apply:**

All applicants are requested to apply via e-mail attaching relevant documents. These should include a letter of application explaining why the applicant is suited for the position along with a current and up to date curriculum vitae. The aforementioned CV should list three references with contact information, one of which must be from the applicant's last place of employment.

Please send applications to [personnel@mentor-initiative.net](mailto:personnel@mentor-initiative.net). Applications will be reviewed as they are received. The final deadline for applications is **Friday 30<sup>th</sup> May, 2008**. All applications will be treated as strictly confidential. Only short-listed candidates will be contacted for interviews.

**This is an unaccompanied post and is pending donor funding.**