Vétérinaires Sans Frontières Suisse
De la santé animale à la santé publique

Vétérinaires Sans Frontières Suisse (VSF-Suisse) is a humanitarian, politically and religiously neutral organization with headquarters in Bern, Switzerland. VSF-Suisse implements both development and emergency relief programmes related to the livestock sector, where livestock is a factor in the improvement of food security and/or livelihood.

For its programmes in the Greater Horn of Africa, VSF-Suisse is looking for a

Finance and Administration Manager

Duty station:

Nairobi, Kenya
with short missions to VSF-Suisse project locations in the Horn of Africa

Profile:

- Strong accounting background and qualifications.
- Experience with financial administration of a large organization;
- Three years of management experience with International NGOs;
- A minimum of two years overseas living experience
- Proven supervisory skills with an ability to lead and motivate a well qualified and highly competent team.
- Excellent computer skills, including for example Microsoft Excel and Quickbooks.
- Experience in developing, monitoring and refining programme budgets.
- Strong interpersonal and representational skills, intercultural sensitivity.
- Fluency in written and spoken English and French.

Tasks:

- Overall accountability for the accurate and timely reporting of donor programmes, both internally & externally.
- Overall accountability for compliance with donor's financial requirements and accounting controls & procedures in the field
- Joint overall accountability for the integration between HQ & field
- The role will initially include a significant amount of work for the development and implementation of new finance systems.
- Line management of three finance staff.
- Liaison between finance, operations and logistics departments on all financial, budget and reporting issues.

Starting date*:*

July 15 2006 or earlier

Duration of contract:

Two years (renewable)

Applications and Deadline:

Deadline for applications: 21 May 2006
CV and cover letter should be sent to:
Vétérinaires Sans Frontières Suisse, "Application F&A Manager"
Optingenstrasse 14 , CP 479, CH-3000 Bern 25, Switzerland
or
by email at info@vsf-suisse.ch with "Application F&A Manager" in the subject line.
Only short-listed applicants will be contacted. Due to the urgency of this position, applications will be short-listed on a regular basis and we may offer this post before the closing date.

Website:

www.vsf-suisse.ch