



*Vivre debout*

We are searching for an  
**ADMINISTRATION AND FINANCIAL SERVICES COORDINATOR**

Country: Afghanistan

City: Kabul

Starting Date: ASAP

Length of the assignment: 12 months

Closing date for application: 30/12//11

Advertisement reference: **A&FCoor1111**

Handicap International is an independent and impartial international aid organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights.

Handicap International is a not-for-profit organisation with no religious or political affiliation. It operates as a federation made up of a network of associations that provide it with human and financial resources, manage its projects and implement its actions and social mission.

For more details on the association: <http://www.handicap-international.fr/>

**JOB CONTEXT:**

HI has been working with Afghan people since the 1980's, initially in the refugee camps in Pakistan and establishing a national program in Afghanistan in 1996. Today, Handicap International Afghanistan works in the Southern (Kandahar), Western (Herat) and Central (Kabul) regions of Afghanistan in four main sectors:

- Disability advocacy and awareness
- Physical rehabilitation
- Socio-economic inclusion
- Mine Risk Education

**JOB DESCRIPTION:**

Our current team in Afghanistan is made of 200 national staff and 10 expatriates working in 3 sites: Kabul, Herat and Kandahar.

As the **ADMINISTRATION AND FINANCE COORDINATOR**, you will ensure the coherency and relevancy of Administrative, Finance, Human Resources and Logistic processes and organization and ensure that Administrative, finance, Human Resources and logistic support is given to team in the field including Kandahar teams which are in remote control.

**Good manager**, you will invest yourself in the efficient management of your team, and their capacity building.

As the **ADMINISTRATION AND FINANCE COORDINATOR** your main responsibilities are:

- Supervise and manage the support services (finance, Administration, HR and logistics) in terms of process development, improvement, and implementation
- Participate on the establishment of the strategic orientations of the Program, and leads the drafting of the funding, HR, Administrative and logistics strategies
- Ensure that HI Afghanistan management process and regulation relating to administrative, finance, HR and logistic issues are well written in the Manual of Operation (MoP), up dated, followed and respected
- Ensure a capacity building process is developed for the programme (policy and tools)
- Support the Country Director in the implementation of appropriate coordination mechanisms
- Work in direct and close collaboration with the Country Director
- Ensure the interim of the Administrative, HR and or Logistic coordinators during their absence

**CANDIDATE PROFILE:**

You will have:

- Management degree with major in finance and/or HR and/or business and administration degree...
- Excellent skills in **coordinating, managing** and training a team of multicultural staff
- **Relevant experience as an administrator and in finance and/or HR management**
- Experience **of expatriation and within an NGO** in a developing country

**REQUIRED LANGUAGE SKILLS:** FLUENT ENGLISH IS MANDATORY

**JOB ENVIRONMENT:**

- The position is based in Kabul with travels to the field
- The climate is continental in Kabul, hot, dry summers, cold winters, and high altitude of 1,800 meters.
- Kabul offers extremely limited recreational and leisure activities due to the deteriorating security context.
- Comfortable accommodation in a secure guest house, close to the office, with other expatriates

**EMPLOYMENT CONDITIONS** (depending on experience):

This is an **unaccompanied** position

**Salary:** 2000 to 2500 € gross salary/month + **457 Euros net** expatriation allowance/month + 50% of the medical cover taken in charge by HI + repatriation insurance + indemnity for partner and children + **RnR approximately every 2 months** outside of the country with some flight tickets paid

**Volunteer:** 750 or 850 Euros monthly indemnity + living allowance paid on the field + accommodation + 100% of the medical cover taken in charge by HI + repatriation insurance + indemnity for partner and children+ **RnR approximately every 2 months** outside of the country with some flight tickets paid

To Apply, Please send resume and covering letter with the reference **A&FCoor1111**  
to: [recrut14@handicap-international.org](mailto:recrut14@handicap-international.org)

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[www.handicap-international.fr](http://www.handicap-international.fr)