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Operations and Administrative Officer

Background

SAC serves as the executing agency for Landmine Impact Surveys. The Survey Action Center is an international organization with headquarters in Washington, D.C. It is registered in the US as a non-profit organization. The SAC Board of Directors consists of the leading NGOs in the mine action field: Handicap International (France), Mine Clearance Planning Agency (Afghanistan), Danish Demining Group (Denmark) and Norwegian People's Aid (Norway). Jean Baptiste Richardier is the President; Bob Eaton is the Executive Director and Sue Eitel is the Secretary/Treasurer.

Following the signing of the Mine Ban Treaty in Ottawa in December 1997, it became clear that a definition of the scope and impact of the worldwide landmine problem needed to be defined and quantified. To meet this need, the Survey Working Group (SWG), which consists of the lead international NGOs and UN agencies in mine action and the Geneva International Centre for Humanitarian Demining created the Survey Action Center in 1998. The SWG asked one of its members, the Vietnam Veterans of America Foundation (VVAFA), to serve as fiduciary and management body for the SAC. At the end of 2001 the SWG authorized the creation of an independent SAC with its own legal framework and Board of Directors.

The SWG remains as the advisory body for SAC. The SWG is responsible for the protocols that have been established through the SAC that define and maintain the high international standards of the Landmine Impact Survey.

Landmine Impact Surveys provide information to improve priority setting by donors and mine action agencies in the international effort to eliminate or control the threat of mines by the year 2010. Landmine Impact Surveys have been completed in Chad, Mozambique, Thailand, Yemen, Cambodia, Somaliland, Lebanon and Azerbaijan. Surveys are underway in Angola, Afghanistan, Eritrea and Ethiopia.

Job Title:	Operations and Administrative Officer
Reports To:	Team Leader
Location:	Garowe, Somalia
Duration:	9 months

Purpose of the Job

The Operations and Administrative Officer (OAP) will have the responsibility for supervising the administration unit of the survey field teams and the quality control unit in the Landmine Impact Survey (LIS) in northeastern Somalia; the OAP will also be responsible for administrative matters, including financial, in the execution of the LIS in Bari, Nagaal and Muduug regions.

Main Tasks Related to the Job

Primary Tasks

Administration

- Establish financial, procurement and administration systems for the survey HQ office in Garowe;
- Assist in recruiting national senior staff and interviewer teams;
- Oversee national staff contract administration and maintain personnel files;
- Maintain the inventory list and track survey equipment;
- Ensure compliance with SAC and donors policies and regulations;
- Prepare and submit by the 8th day of the month, all required financial reports and supporting documentation to the Survey Action Center;

Program

- Supervise logistics of field survey teams;
- Supervise Quality Control Unit;

Secondary Duties

- Carry out any other tasks assigned by the Team Leader.

Skills/ Experience

The incumbent should have a bachelor degrees and a minimum of two years experience in international development or humanitarian relief or experience in a management position in a Landmine Impact Survey project. Logistics, Administration, Finance, Accounting, Business Administration or Commerce, or equivalent experience in the field of finance and administration, is desirable. The incumbent shall be a self-starter who has the ability and skills to work independently and structure day-to-day functions. Excellent organizational skills are essential.

The position will require high flexibility and time management ability in difficult conditions. An understanding of the issues pertaining to development, humanitarian relief, mine action and surveying is essential. Experience in Somalia is desirable. The incumbent must be fluent in written and spoken English. Knowledge of Somali or Arabic is an advantage.