

WOULD YOU LIKE TO EXPAND YOUR HORIZON WITH A FULFILLING TASK ABROAD?

INTERTEAM is a Swiss Organisation of Personnel Development Cooperation. We place and support qualified professionals who will carry out development work in Africa or Latin America. Together with local partner organisations, INTERTEAM strives for better living conditions and poverty alleviation. We offer you the opportunity to share your experience and knowledge and to place a unique milestone in your biography.

ADMINISTRATION AND FINANCE MANAGER

Country, Place of work:	Namibia, Katima Mulilo
Work quota:	100%
Duration:	2-3 years
Start of work:	according to the arrangement

Partner organisation:

The Ministry of Education, Arts and Culture, Namibia is a longstanding partner organisation of INTERTEAM and is committed to deliver an equitable and inclusive education for all children and youth. In addition, the Ministry promotes Namibian art and culture in favour of national unity and in consideration of its diversity.

Tasks:

The INTERTEAM Country Programme Namibia contributes significantly to a better education for all children and youth. To achieve this goal, we collaborate with the regional Directorates of Education, for this assignment in the Zambezi Region in north-eastern Namibia. Our task is to capacitate the regional management on goal-oriented planning, implementation and monitoring as well as on budgeting and controlling in Finance. Further goals are to increase efficiency of the human resource section as well as to improve communication and teamwork within the organisation. That is why we are looking for a professional who is able to conduct the following tasks:

- Capacity building on annual work planning, process review and development, capital project planning as well as financial management and administration.
- Provide advisory to an efficient and effective resource management.
- Plan, organize and conduct trainings where suitable.

General requirements:

- Successfully completed studies
- Min. 2 years of professional working experience
- Minimum age of 26 years
- Domicile in Switzerland
- Good physical and mental health
- High level of social and self-competence
- Intercultural sensitivity
- Interest in development policy and social conditions
- Willingness to an adapted life style

Specific requirements:

- Degree in business administration or equivalent
- Work experience in financial and human resources administration and management as well as strategic planning
- Experience in training of trainers, workshop facilitation, monitoring and evaluation
- Excellent computer literacy
- Good interpersonal and communication skills
- Good analytical and organisational skills
- Very good knowledge of written and oral English

We offer:

- Unique chance to work abroad for a meaningful purpose
- Cultural exchange and expansion of personal horizon
- Enhancement of competences through intercultural learning
- Careful aptitude test and preparation for deployment
- Professional support during deployment
- Extensive service package (see website)

Application process:

Before you apply for this job, please visit first one of our information meetings. These meetings take place on a regular basis in Lucerne. You will gain information about our way of working, the conditions of the deployment, our service package and receive the questionnaire for your application. You will find the respective dates of the information meetings on our website.

Address:

INTERTEAM, Unter-Geissenstein 10/12, 6005 Luzern
Tel. 041 360 67 22, Fax 041 361 05 80
E-Mail: info@interteam.ch
Website: www.interteam.ch