

## **Manager of Finance and Administration Women's Initiatives for Gender Justice**

The Women's Initiatives for Gender Justice is an international women's human rights organisation that advocates for the prosecution of gender-based crimes through the International Criminal Court (ICC) and works with women most affected by armed conflict situations under investigation by the ICC.

The organisation currently has extensive country-based programmes in Uganda, the Democratic Republic of the Congo, Sudan and the Central African Republic, along with advocacy programmes on Kenya and Kyrgyzstan.

The Manager of Finance and Administration is a newly created position that will be responsible for the management and effective performance of the administrative and financial operations of the organisation in support of its policies, goals, and objectives. The Manager will oversee and provide strategic direction for the institutional operations of the organisation. The position will oversee the development and implementation of policies, procedures and systems for administration and financial support services and human resource management.

The Manager reports directly to the Executive Director and is a member of the Senior Management Team. This position will be located in The Hague, the Netherlands.

The following staff report directly to the Manager of Finance and Administration:

- Finance Officer
- Administration Officer
- Administration Intern

### **Primary Responsibilities:**

#### Financial Tasks

- Assist the Executive Director with fundraising, report writing and donor relations;
- Develop, implement and manage operational aspects of the annual budget, ensuring that the timing and cost of the planned work is accurately reflected while taking relevant donor requirements into consideration;
- Provide financial analysis, oversee financial performance and identify areas for greater efficiency;
- Provide day-to-day oversight of financial operations and the production of bi-monthly management reports and cash flow projections;
- Provide oversight of the preparation of financial reports for the Board as well as financial reports and related financial documents for donors;
- Oversee project and events-related budget development by staff along with managing the finances and quarterly reconciliation with our two regional offices;
- Coordinate the annual external audit;

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- Coordinate the work of direct reports, including annual work planning and performance monitoring;
- Support the ongoing development of sound financial and accounting practices and planning for the organisation.

#### Administration Tasks

- Develop and manage effective administrative operations and services for the achievement of the organisation's mandate and programmatic goals and plans;
- Coordinate the strategic and annual planning processes and ensure completion of staff implementation plans;
- Conduct regular meetings with staff to ensure compliance with administrative practices and successful completion of deadlines and progress markers as per the priorities of the annual and strategic plans of the organisation;
- Oversee contractual relationships and performance of external service providers;
- Facilitate administrative coordination between the three offices;
- Coordinate the internal monitoring and evaluation team and work with the Executive Director to oversee implementation of the M&E plan;
- Develop and install procedures to promote communication and adequate information flow within the organisation;
- Ensure that all organisation activities and operations are carried out in compliance with local and national regulations and laws governing operations.

#### Human Resources

- Oversee coordination of recruitment and orientation processes, and support for staff providing supervision to others;
- Oversee development and implementation of the performance appraisal system;
- Oversee compliance with employment standards and legal processes including residency permits for international staff;
- Oversee personnel records;
- Engage in team building activities and motivating teams to give quality performance;
- Ensure that the responsibilities, authorities, and accountability of all staff are defined and understood.

#### Requirements:

- Education: Bachelor's degree in business/finance/human resources. Master's degree is desirable.
- Strong operational experience: ideally has worked in a senior management role for 10+ years in a socially responsible organisation with progressive experience leading to at least five years experience in senior operational/administrative management.
- Demonstrated experience in financial planning and analysis with previous experience overseeing human resources and information technology.
- Skills should include organisational development, personnel management, budget and resource development, and strategic planning.

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- Demonstrated success developing and monitoring systems to manage operational work that involves high levels of collaboration in various country settings.
- Highly developed writing skills, experience preparing reports, analytical papers and succinct summaries.
- Excellent people skills, with an ability to partner with a dynamic leadership team.
- Personal qualities of integrity, credibility, and commitment to the mission of the Women's Initiatives for Gender Justice.
- Flexible and able to multi-task; can work within an ambiguous, fast-moving, multi-cultural environment, while also driving toward clarity and solutions.
- Demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
- High level of computer proficiency (MS Office suite); Accountview.

The working language of the organisation is English. We work in Francophone and Arabic-speaking countries, related language skills would be a strong asset but are not essential.

**Compensation:**

Salary will be commensurate with experience and include other benefits such as healthcare, contribution to Pension Plan and four weeks vacation. If relevant, contribution to relocation to The Netherlands as well as coordination and cost of work permit will also be provided.

**Please apply (in English) by 5 August 2011.**

**Please send:**

1. A curriculum vitae
2. A cover letter describing why you are interested in the position and summarising your relevant experience and suitability for the post (no more than 3 pages in length).
3. The names and contact details of three referees

Apply by email or fax to:

Human Resources  
Women's Initiatives for Gender Justice  
[hr@iccwomen.org](mailto:hr@iccwomen.org)  
Fax: +31 70 392 5270

**No phone calls please. Only those selected for an interview will be contacted.**

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