

## Administration Manager - Ukraine

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia, Europe, and the Middle East, we support people in need – regardless of their religion, origin, or political convictions.

Since the start of the war in eastern Ukraine in 2014, Malteser International has been working with three local partner organizations in the sector of mental health and psycho-social support (MHPSS). As a result of the Russian attack in February 2022, Malteser International has expanded its humanitarian activities in Ukraine with a strong partner focus to include relief distributions in war-affected areas – winterization – a scale-up of Mental Health and Psycho-social support – as well as social support and cohesion.

**In support of the current and envisioned program implementation and to reinforce the capacities of our local partners in Ukraine, Malteser International is looking for an experienced Administration Manager.**

As Administration Manager, you will lead and be responsible for the financial and administrative management of the Ukraine response, ensuring and maintaining compliance with Malteser International and donor procedures, standards as well as rules & regulations. You will support the local partner organisations and take over responsibility for capacity building measures in the sector of finance and administration. The Administration Manager reports to the Country Coordinator in Ukraine.

### Your responsibilities:

- Ensure the sound administrative set-up and management of the MI office in Ukraine as well as preparation of budgets, amendments, and forecasts jointly with responsible programmatic staff and partner organizations
- Prepare, check and evaluate up-to-date internal and partner budget controls and cash requests, financial analyses and required monthly reporting
- Provide financial planning and analysis of the program's expenditures, including the production of monthly, quarterly, and yearly budgets and forecasts, highlighting risks and opportunities in the financial plan to ensure readiness in risk mitigation
- Prepare internal and external audits, act as focal point and ensure timely response and appropriate follow-up on audit recommendations
- Provide training and advice to local partner organizations and administrative staff supporting the organizational development with capacity-building measures and SOP development
- Assist the Country Coordinator in legal matters as well as human resource management, establishing and enforcing compliance with national law and procedures
- Support the Country Coordinator to put in place risk assessments and internal controls to mitigate risks, and implement global MI policies

## Your profile:

- University degree in a relevant field with at least 5 years of experience in operations management in international INGOs and minimum of 3 years in managing acute emergency crisis
- In depth knowledge of financial control systems, accounting, budget planning, financial reporting in humanitarian aid projects including proven experience in administrative standards and requirements of donors
- Proven hands-on experience in partner capacity strengthening, staff development, training, and team building as well as the ability to effectively motivate people
- Fully computer literate (Microsoft Office, accounting software)
- Context experience in Ukraine is desired as well as stress resilience and readiness to live and work in a challenging security context
- Fluency in English (written and spoken); knowledge of German and/or Ukrainian is an asset

## What we offer:

- Start Date: June or July 2024
- Duty Station: Lviv / Ukraine (possible relocation to Kyiv) with duty trips to other parts of Ukraine following the safety and security framework
- Duration of contract: 1 year (with possibility to extend)
- Salary according to qualification and experience, insurance package, R&R, 1 annual flight to home country

## Working for Malteser International

Malteser is an equal opportunity employer and welcomes applications from all people, regardless of gender, confession or origin.

Malteser International is committed to safeguarding people within our programmes from exploitation, abuse and sexual harassment and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants and other organisational representatives. Malteser International conducts reference and background checks for all staff (including criminal records check for specific roles). Any candidate offered a job with Malteser International will be expected to sign MI's [Code of Conduct](#) as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Whether you work as a specialist on overseas service or in one of our regional offices - we offer you a challenging working environment in an experienced international team. More than 1,000 national and international staff are currently deployed in various crisis and disaster areas around the world as well as in our regional offices in Cologne and New York City. For more information, please have a look [here](#).

## How to apply:

If you are interested in this position, kindly submit your extensive application (CV, letter of motivation, copies of diplomas and three professional references) online at our job portal until **19.05.2024**:

<https://jobs.malteser-international.org/de/job-offer-list/bewerbung/Administration-Manager-Ukraine-515.html>

Applications will be reviewed on a rolling basis.