

FHI 360 is a global development organization, with a rigorous, evidence-based approach to human development. Our team of professionals includes experts in health, nutrition, education, economic development, civil society, environment and research. FHI 360 operates from 70 offices with 4,400 employees in the United States and around the world. Our commitment to partnerships at all levels and our multi-disciplinary approach allows us to have a lasting impact on the people, communities and countries we serve by improving the lives of millions of them. We are currently seeking qualified candidates for the position of Administrative Manager for health project funded by the National Institutes of Health (NIH). This position will be based in Monrovia, Liberia.

### **Job Summary:**

The Administrative Manager will support FHI 360 in management of its National Institutes of Health, Division of Clinical Research (DCR) in health financial management in Support of DCR Special Project in Liberia.

Responsible for routine administrative activities and coordinating in-country travel for Research Collaborators' representatives, including negotiating competitive rates with hotels, booking rooms and organizing transportation. Responsible for supporting the development of procurement plans and processing all Service Center procurements. Advise on all administrative management matters associated with project and center operations. Also coordinates with the Contract Project Lead and staffing subcontractor.

### **Key Roles/Responsibilities:**

- Develop standard protocols for essential administrative matters, logistic processes, including procurement requisition, center management, and commodity dispatch. Special emphasis to be placed on establishing international and in-country pharmaceutical and medical equipment supply-chains, including importation, handling, and dispatch to field.
- Act as security focal point as required, including management of staff safety and movement protocols, management of 3rd party security providers, and development of security standard operating procedures for crisis operations.
- Ensure logistic and procurement activities are properly documented and fully adhere to United States Government (USG) export compliance as well as destination country importation & customs regulations and relevant protocols.
- Prepares and maintains documentation, plans, reports, schedules, databases, spreadsheets, logs, etc. to support functions.
- Performs other duties as assigned.

### **Qualifications:**

Requirements for the following knowledge, skills, and abilities:

- Bachelor's Degree or its International Equivalent - Accounting, Business Administration,
- Solid experience using office application products software
- Extensive knowledge of accounting principles and U.S.
- Must demonstrate excellent organizational skills.
- Must be able to read, write and speak fluent English.
- Prior work experience in a non-governmental organization (NGO).
- Only nationals are allowed to apply.
- **Resume submission: Interested candidates should submit their resume and cover letter to David Gak at [dgak@fh360.org](mailto:dgak@fh360.org)**