Medical Care Development
International Division
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Position Announcement

Administrative Officer, Malabo-Equatorial Guinea

Begin a rewarding career with the international division of Medical Care Development (MCDI). MCDI was founded in 1977 with the belief that MCD's successful approach to health systems development in the rural United States could be adapted to meet the needs of developing nations. A global non-profit organization, MCDI uses practical, evidence-based and high-impact approaches to strengthen health systems in developing countries. For almost 40 years, MCDI has implemented public health programs in over 40 countries aimed at targeting the world's most vulnerable populations. MCDI collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholders to improve health and save lives in the following areas: malaria control; maternal, neonatal and child health; water, sanitation and hygiene; tuberculosis; HIV/AIDS; and other communicable diseases.

We are currently looking for an Administrative Officer to join MCDI's team. The Administrative Officer (AO) will be responsible for the overall administrative management of project activities in Equatorial Guinea, to include the implementation of all services required to administratively support field office operations. Much of such work is guided by the framework provided by the Field Financial and Administrative Procedures Manuals. Ongoing projects include the Bioko Island Malaria Control Project (BIMCP III), the Equatorial Guinea Malaria Vaccine Initiative (EGMVI) and the Equatorial Guinea Cervical Cancer Screening and Treatment Project. All projects are executed under a common management, administrative and finance structure under the direction of a Country Director. The BIMCP III, EGMVI Stage 3 and Cervical Cancer activities together will hereafter be referred to as the Project.

Qualifications, Skills and Experience:

- BS/BA in Business Administration, Supply Chain, Logistics, Operations Management, Human Resources, or a related field required. Advanced degree preferred.
- Relevant experience in human resources, logistics, and/or inventory management in an international setting.
- Highly computer literate, highly skilled in the use of MS Excel, and proficient in the use of Windows® programs for word processing, database management, presentations, and electronic communication.
- Experience with logistics management, procurement (purchase requests, tracking procurement).
- Good interpersonal skills, team player, highly adaptable and able to remain calm under stress.

- Sensitivity to the concerns of the developing world and able to work with community-based providers from different cultural backgrounds.
- Excellent command of both Spanish and English (French also desirable). Good oral and written communication skills.
- Work experience in a developing country context is required; work in African countries is preferred.
- Demonstrated ability to interact appropriately and effectively with host country governments is preferred.
- Spanish language is required.

Roles and Responsibilities:

The Administrative Officer (AO) will directly supervise an MCDI staff of approximately 30. The MCDI expatriate technical and management team, including the AO, will provide training to the national counterpart team, with the objective of enabling them to assume increasing responsibility for the activities within the program areas in which they have been trained.

Essential Job Functions:

Some of the Administrative Officer's key responsibilities include:

- Keep administrative portion of the Field Financial and Administrative Procedures Manual up-to-date;
- Track and oversee 1) time and attendance reporting; 2) vacation and leave management; 3) overtime approval, and 4) personnel recordkeeping;
- Draft labor contracts including deliverables or performance indicators, ensure that staff evaluations are done regularly, adjudicate merit pay;
- Recruit, train and supervise local administrative staff and assist in the recruitment of finance staff;
- Ensure that recruitment for all positions is conducted in a transparent manner and follows MCDI policies and procedures;
- Prepares all contracts for local hire and ensure that they are fully compliant with national labor laws;
- Coordinate project-related logistics activities with relevant Marathon/AMPCO staff;
- Manage procurement of local goods and services in accordance with the BIMCP/EGMVI Field Financial and Administrative Procedures Manual, to include obtaining quotes and spot checks for verification of market prices and confirmation that goods and services were provided at the rates quoted;
- Maintain inventory records based on MCDI Inventory management systems;
- Secure official documentation for transportation, visa, and registration requirements;
- Ship materials (quality control samples for insecticides and RDTs, for example);
- Oversee the maintenance of the physical plant and vehicle fleet, vehicle safety, as well as oversee the development and execution of weekly and monthly transport plans and advise the MCDI Country Director and project component managers on the rational use of the fleet;
- Coordinate housing for long-term staff; oversee contracting of rental housing and provision of utilities, internet services and furnishing; together with the MCDI Country Director, allocate available housing among the expatriate project team members;
- Support short-term consultants as required (lodging, airport pickups, etc.)
- Maintain donor and external relations by participating in presentations, preparation of reports for public dissemination, and organization of on-the-job trainings;
- Perform other activities as determined by the MCDI Country Director, Senior Project Manager or International Division Director.

Projected start date: Immediately
Location: Malabo, Equatorial Guinea

Application Requirements

To apply, please submit:

1. an updated CV,
2. a cover letter, and
3. a completed USAID Biodata Form (1420)
4. a list of 3 references that we may contact
5. your salary expectations

to mcdijobs@mcd.org or mail to MCDI, 8401 Colesville Road, Suite 425, Silver Spring, MD 20910, attention HR**. Position is open until filled**

Short listed applicants will be required to take tests to assess writing abilities, computer proficiency, and suitability for the job.