



Head of Administration

The Coordination Office for Development Cooperation of the Austrian Embassy Addis Ababa in Kampala is locally recruiting a

Head of Administration with the following duties:

Main tasks:

- General office and personnel management
- Financial management
- Facilities and logistics management
- Financial control of programme and project accountabilities

The complete terms of reference are available on this website:

<http://www.entwicklung.at/en/ada/career/>

The successful candidate will work under the supervision of the Head of Office to whom she/he will directly report

Work station is **Kampala**

Qualifications and experience required:

- Bachelor's degree in Business Administration or equivalent relevant educational background
- Minimum of 5 years of professional experience in public administration,

accounting or other relevant areas

- Fluency in written and spoken English, knowledge of German is desirable and an advantage
- Excellent organizational abilities
- Excellent IT skills
- Excellent communication skills, particularly in an intercultural environment
- Understanding of basic principles of development and development cooperation
- Ability to work in a team
- Professional independence

In case of equal qualifications, preference will be given to female applicants.

Your application should include:

- An application letter detailing your motivation to apply for this position and your key qualifications,
- an updated and signed CV,
- three professional references,
- certified copies of academic certificates and testimonials to: kampala@ada.gv.at

Only applications submitted to this email address will be accepted.

The deadline for submission of applications is **12th of January, 2018**.

Only shortlisted candidates will be contacted. Any form of lobbying will lead to disqualification.