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Médecins du Monde is an international humanitarian organisation providing medical care to vulnerable populations affected by war, natural disasters, disease, famine, poverty or exclusion. Although Médecins du Monde’s primary aim is to provide medical care, our work goes further to ensure long-lasting effectiveness. We draw our experience on the ground to bear witness to obstacles to healthcare and to advocate for change. MdM has been working in Pakistan since 1996.

We seek:

**BASE MANAGER- KOHAT**

**FULL TIME POSITION, KPK PROVINCE PAKISTAN**

**Start period per direct**

**Main responsibilities:**

* Represent MDM at the Field level in coordination with the Regional Coordinator
* Supervise and manage all staff working in his area in coordination with the Medical Coordinator for programme related issues
* Supervise all logistic and administrative issues at the field level including the logistic and administrative teams which fall under his direct supervision
* Actively participate on the HR, administrative and logistic side of assessment conducted in KPK to identify gaps and needs.
* Make a proper security context follow up and report adequately to the Regional Coordinator

**Main activities:**

**Management of staff working in his area**

* He manages the field team for all non medical issues and ensures adequate feedback to the coordination team in capital through the Regional Coordinator.
* He ensures that ethical principles are shared and respected par every team member (respect of people, money, legislations, etc
* He organises and animates regular meetings with the field team
* He closely collaborates with Admin/HR Department on all HR & staff management related issues (recruitment, staff appraisals, dismissals, etc.)

**Reporting and coordination**

* He follows the operations of other partners in his area of intervention
* He participates in the preparation of new projects and activities in his area of intervention
* He participates in coordination meeting in ISL on a monthly basis , in the extended coordination meeting.
* He proposes improvements strategies and actions in his area of intervention.
* He ensures that relevant coordinators (regional, logistics, admin) are regularly and consistently informed of specific developments and/or issues in the specific area of work; He collaborates with department head/coordinators on finding and implementing appropriate solutions.

**Team safety and security**

* He: Continuously analyses the situation in his area of intervention . Centralizes collected information from the team and his network.
* He decides on movement clearance upon every departure
* He is responsible for security issues at field level under the authority of the Regional Coordinator and GenCo
* He relay security related information from the Regional Coordinator to the field team.
* He encourages the information collection by team members as well as individual thinking on this matter.
* He develops and maintains his own contact network including authorities, operational partners, local sources and reacts on context changes (feedback to Regional Coordinator,...).
* He ensures that security policies, procedure and tools are (1) properly introduced and explained to the staff, (2) followed and implemented accordingly.

**Financial and Administrative and Human Resources Management**

Supervise the work carried out by the Base Administrator in his base in close cooperation with the Administrative Coordinator in Islamabad.

* General administration
* Weekly and Monthly accounting
* Weekly Cash forecast
* Human resources
* Training

**Logistic**

In coordination with the Logistic Coordinator of Islamabad and in close relation with the logistic assistant of the base, he ensures that all logistic-related tasks are carried out following the logistic procedures and the good implementation of tools. He ensures a good communication with the logistic coordinator in Islamabad about logistic issues in general and especially:

* Supply chain management (e.g. mission orders, quotations, purchase, delivery)
* Fleet management
* Equipment management (incl. IT)
* Logistics HR management (e.g. organisation, recruitment, training…)
* Logistic reporting (e.g. car running, stock report…)
* (Logistic) archiving at base level

**AOB as requested by the programme**

**Requested Competences**

* Good correspondence writing skills
* Team management skills
* Security management skills
* Computer literacy (Windows, Word, Excel)
* Languages : Fluent English, Urdu, Pashto
* Seriousness, honesty, punctuality, organisation, flexibility
* Understanding and adherence to NGOs principles

**Application**

MDM will offer monthly salary from PKR 115, 392 to PKR 121, 162 as per candidate’s experience and qualification included benefits of lunch allowance, life and medical insurances, 13th month salary, gratuity according MdM HR Policies.

* If you are interested, please send your CV and motivation letter to MdM at [hrpakistan51@gmail.com](mailto:hrpakistan51@gmail.com) before April 28, 2014, mentioning the position you are applying for.