



TIS

## Seeking: Operations Coordinator

Do you want to make a difference in Somalia?

### **USAID Transition Initiatives for Stabilization (TIS) program**

The Transition Initiatives for Stabilization (TIS) program is funded by USAID and responds to the complex crisis that has evolved in Somalia. The overall program goal is to mitigate conflict; to promote stability and community cohesion, and to strengthen citizens' relationships with government officials. TIS implements quick impact activities linked to longer-term stabilization goals.

The TIS program is currently seeking a skilled, diplomatic, effective, and highly motivated **Operations Coordinator**. As our Operations Coordinator, you will coordinate and monitor activities planned and implemented by TIS at the designated regional and district levels in and around the Hiraan region. The Coordinator will work closely with the Program Coordinator and the Senior Project Advisor on ensuring that all planned activities are adequately documented, that all the necessary technical and financial approvals are received, and that the activities are implemented in a coordinated way. The Coordinator will also assist the Program Coordinator and the Senior Project Advisor in the overall planning and implementation of the Project, and provide assistance on project reporting to USAID

### **Qualifications and skills sought**

- An educational background in business management, at least at the Bachelor's degree level. An advanced degree is preferred.
- Prior experience with USAID funded development projects, and in particular experience with the implementation of project activities (seminars, STTAs, study tours, etc).
- Work experience in a technical professional environment, and specifically the management and coordination of the activities of a diverse team of professional staff.
- Excellent English language skills (both verbal and written), with strong skills in writing and Preparing written documents and reports for donor organizations.
- Excellent computer skills, with knowledge of Microsoft Office and Lotus Notes.
- Fluency in written and spoken English.
- Previous experience working in Somalia highly sought.
- In addition, must be flexible, willing to perform assigned and additional duties and work irregular hours under unpredictable conditions.
- Demonstrated expertise working in Somalia on socio-political and cultural issues.
- Excellent interpersonal skills and an ability to manage a diverse range of professional relationships essential.
- Outstanding writing and communication skills.
- English and Somali language fluency required.

Do you have the above qualifications and skills? Please send 1) a CV 2) current position and salary history and 3) three professional references to [TIS@dai.com](mailto:TIS@dai.com).

Closing date: **Saturday, June 01, 2012.**

***Please note only short listed candidates will be contacted.***