

VACANCY ANNOUNCEMENT

ICIMOD is a regional knowledge development and learning centre serving the eight regional member countries of the Hindu Kush-Himalayas – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. We're working to develop an economically and environmentally sound mountain ecosystem to improve the living standards of mountain populations — now, and for the future.

After serving our institution for more than 25 our Director of administration and finance will retire. We therefore look for an equally devoted and competent successor who will help us to further develop our institution and to meet the growing challenges in the region posed by climate change and globalisation.

We are seeking to recruit a highly experienced person with leadership capacity and strategic vision to oversee the Administration, Finance and Human Resource functions as

Director of Administration and Finance (DAF)

The DAF is member of the Directorate and reports to the Director General (DG). He/she is responsible for the administrative and financial management of the Centre, and ensures the smooth management of all central administrative and financial functions and directly supervises the heads of the different administrative sections. Responsibilities include:

- Organisation and implementation of sound and efficient financial management of the Centre, including budgeting, accounting and auditing.
- Financial reporting to the board and to the donors, and acting as secretary to the Finance committee of the Board
- Overall head and supervisor of all administrative units including personnel administration, procurement, equipment and maintenance, housekeeping, travel and hospitality section, motorpool, and security.
- Implementing an efficient policy for the procurement of equipment and services and, together with the DPO, ensure an optimal use of resources.
- Ensuring phase-wise implementation of ERP (enterprise resource planning) across the organisation
- Ensuring financial compliance to IFRS (International Financial Reporting Standard) by 2011
- Maintaining the Secretariat and accounts of the ICIMOD Foundation.

The person we are looking for is an experienced Chartered Accountant or MBA with Finance Major with at least 10 years of work experience in comparable institution in responsible position equivalent to Director/Manager of Finance and Administration. The person should be well conversant in current financial management practices, ERP environment and should have a background of working in multi-cultural environment in this region. Experience in legal and contractual issues will be an added advantage. The person must be able to tackle and attend to day-to-day managerial issues of a multi-disciplinary team of more than 100 professionals and deal with more than 50 programme and project donors ranging from Governments, Foundations to multilateral agencies.

Applications together with a complete curriculum vitae and the names and contact addresses of three referees should be sent to **HRD Officer, ICIMOD, GPO Box 3226, Kathmandu, Nepal, hrd@icimod.org**, not later than **28 February 2010**. Further information including a detailed terms of reference is available at www.icimod.org under 'Vacancies' or call (977-1) 5003222.

ICIMOD is committed to gender equity and has a strong interest in recruiting women. Only short-listed candidates will be notified.