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Fajara F Section
P.O. Box 339 Banjul
The Gambia
www.mgf.uab.cat

POSITION: GENERAL MANAGER

LOCATION: THE GAMBIA BEGINNING: April 2018

Wassu Gambia Kafo (WGK) is a scientific based initiative, established in The Gambia, as one of the two research and training field stations of the *Transnational Observatory for the study, management and prevention of female genital mutilation*, hosted by the Wassu-UAB Foundation at the Universitat Autònoma of Barcelona in Spain.

WGK's main objective is to foster cooperation for development between The Gambia and Spain, in the field of health, gender and human rights, through an innovative methodology of applied research and transfer of knowledge, in cascade.

The organization is recruiting a **GENERAL MANAGER** for the management of the organization in The Gambia.

SPECIFIC DUTIES: *Be responsible for the financial management, human resources management, logistic and technical administration.*

- ✓ Supervise the work and outputs of the Financial & Administrative Department.
- ✓ Ensure that funds related to the project are used judiciously and accounted for, and develop and submit financial reporting to donors.
- ✓ Be responsible for Human Resources Management: administrative issues, hiring, and performance management (Supervise WGK staff and ensure their motivation to implement activities with efficiency, quality and timely).
- ✓ Be responsible for execution and supervision of daily operations.
- ✓ Participate in project proposals writing for fundraising through budget development.
- ✓ Collaborate in the implementation of the WASSU strategic plan and vision.
- ✓ Be involved in institutional relations with key NGOs, academic institutions, private-public partnerships, funding agencies and other organizations.
- ✓ Carry out other duties assigned by the Executive Director.



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KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES

- ✓ Master's degree in Business Administration, International Cooperation, Development Studies, Gender studies or Management of non-profit organizations.
- ✓ At least 5 years of working experience in management position or development projects implementation. Experience in Africa will be an advantage.
- ✓ Must-have: course and/or experience in accounting.
- ✓ Experience in working/volunteering in NGO.
- ✓ Experience in organizational management and team-leading.
- ✓ Wide knowledge on methodologies and working tools linked with coordination tasks.
- ✓ Knowledge of cooperation policies, Project Cycle Management and accountability mechanisms.
- ✓ Excellent communication skills in English and Spanish. French will be an advantage.
- ✓ Ability to manage multiple tasks/responsibilities independently, with initiative and strategic vision, and in a fast-paced environment.
- ✓ Strong interpersonal skill, team player with leadership.
- ✓ Respectful and ability to handle culturally sensitive issues in a tactful way.
- ✓ Experience in working in management of non-profit organizations is a plus.

Wassu-UAB Foundation is managing the hiring process on behalf of WGK. If you are a strong motivated person, interested in this challenging position based in The Gambia, please send your CV and cover letter to fundacion.wassu@uab.cat by **February 28th 2018**. Only shortlisted candidates will be contacted for interview.