

## Afghanistan Deputy Country Representative Samuel Hall

Samuel Hall is seeking a professional and motivated Deputy Country Representative to join its Afghanistan office for a full-time position based in Kabul. The Deputy Country Representative (DCR) is SH's representative in its assigned Country / Area of Operations (AoR) in the absence of the CR. The DCR reports directly to the CR. The DCR is responsible for all SH operations and staff within their AoR in the absence of the CR an/or if authority has been delegated accordingly. All management roles within Samuel Hall require flexibility of working hours and the DCR will be required to be mainly present in countries of operation and supervision.



### Who We Are: Objectives and Ethos

Samuel Hall is an independent think tank specialised in field research and social impact. We provide practicable insights to challenging issues in the developing world by providing academic-standard research through primary data collection in areas where researchers do not commonly go. Samuel Hall works with governments, donors, multilateral organisations and INGOs, as well public and private sector entities. We have worked with more than sixty-five organisations worldwide since 2010 through our offices in Afghanistan, Kenya and Somalia covering Asia and Africa.

**WORK ENVIRONMENT:** We are a rapidly growing research organisation: you will be expected to grow with us and carve out your own spot in the team. We look for pro-active, creative individuals who can identify opportunities to make their mark, and identify solutions to problems. We believe in hiring people who can show their ability to be both strong leaders and reliable followers, who have skills that our team currently lacks and who join us to add value from the very start. We hire people who can expand our knowledge, and help us reach our social impact objective in their field of expertise. We work in a fast-paced, demanding and challenging environment: you will need a thick skin, passion and dedication!

### Vacancy Requirements

Applicants will need to possess and demonstrate the following qualifications and transferable skills:

- Master's degree
- At least 3 years of proven organisational management experience, preferably in fragile contexts
- Complete written and oral fluency in English: Exceptional English writing skills; French, Dari or Pashto a plus
- Proven knowledge of conducting analysis with financial and management software
- Experience of working with multi-cultural teams
- Proven experience of working with or in liaison with government counterparts (regional, national, local)
- Keen attention to detail; pro-active
- Ability to adapt and work well within a team
- Ability to cope well under pressure, work irregular hours and meet tight deadlines
- Patience

## Tasks to be Performed under the Contract

### 1. Office, Admin and Financial Management

- Monitors the implementation of AoR wide procedures and processes
- Supervises the performance of the admin, finance and logistics team
- Advises CR on budget strategy and cost effectiveness
- Oversees Critical Information Requirement flows and internal knowledge management
- Leads on legal compliance measures
  - Supports the team on organisational legal compliance
  - Leads legal compliance and registration requirements in AoR
- Manages human resources
  - Responsible for the recruitment and induction process
  - Responsible for the implementation of the HR Manual
  - Responsible for managing all staff for whom SH holds a duty of care within the AoR
  - Leads staff capacity building and training cycles in the AoR

### 2. Project Coordination and Backstopping

- Supports and operationalises Research and Planning Teams
- Manages the operations teams' input
- Leads outreach in AoR to facilitate projects and access
- Maintains a database of contacts

### 3. Strategic Planning and Reporting

- Advises the CR on the country strategy and implementation plan
- Reports on monthly objectives, achievements and gaps
- Reports and ensures follow-up on stakeholder meetings
- Responsible for ensuring the reporting on implementation of policies and processes
- Represents the organisation in external meetings

### 4. Security (only in the absence of the CR)

- Implements the security requirements of the global and country level CPPs ©
- Reports all security information to Senior Management Team
- Supports the operationalising of security information
- Responsible for approving staff travel, movements and accommodation in AoR
- Responsible to decide on increasing the threat level in country (decreasing of the security threat level needs approval of the SMT): While it is the CRs responsibility to take any necessary immediate action needed to ensure safety of staff and property, the CR should immediately inform the OD and Directors according to the thresholds outlined in the CPPs ©
- Supports and participates in any crisis management team

## Summary of Job Description

<b>Employer</b>	Samuel Hall
<b>Location</b>	Kabul, Afghanistan
<b>Position</b>	Deputy Country Representative
<b>Contract Duration</b>	Two years with a three-month trial period (renewable)
<b>Gender</b>	Any
<b>Salary</b>	Commensurate on experience and fitting to the Samuel Hall salary grid standards (maximum 4,000 USD net)
<b>Vacancy Closure</b>	30 November 2017
<b>Preferred Background</b>	Candidates with degrees in the following fields are encouraged to apply: finance, economics, accounting, business, management, law, international relations, history, etc.
<b>Minimum Qualifications</b>	Masters' Degree
<b>E-mail for submission</b>	<a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a>

**Submission Guidelines**

All applicants should send their cover letter and CV in separate PDF files, each labelled: 'CL/CV – Full name of Applicant' with the e-mail subject line clearly expressed, using the following format: 'Name – Afghanistan DCR.' Three samples of relevant work should also be included.

Samuel Hall is an equal opportunities employer. Applications who do not follow the required format will not be considered. Only selected applicants will be notified and interviews will be conducted on a rolling basis.