



International Union Against  
Tuberculosis and Lung Disease  
*Health solutions for the poor*

## **Senior Administrator - The Union Zimbabwe 6-month contract**

The International Union against Tuberculosis and Lung Disease (The Union) is a network of members, including over 850 staff based in 10 offices, 25,000 rural health care providers, 15,000 community volunteers and thousands of partner organizations worldwide. We are a global scientific organization with a mandate to improve health among communities in low and middle income countries. For more information visit our web site: [www.theunion.org](http://www.theunion.org).

***Our Mission:*** To promote national autonomy within the framework of country priorities.

***Our Vision:*** Innovative health solutions for the poor.

***Our Values:***

*Quality...*we deliver our services to the highest possible standards.

*Accountability...*we are responsible stewards of resources and deliver on our commitments.

*Independence...*we maintain the freedom to pursue innovation and are guided by the best evidence to improve health outcomes.

*Solidarity...*we stand together as one Union to overcome the greatest challenges to improve health outcomes among the communities we serve.

***Organizational Position:***

The Union office in Zimbabwe with support from the United States Agency for International Development seeks to fill the position of Senior Administrator, who will report to the Country Director.

***Principal Responsibilities:***

Under the guidance of the Country Director, the incumbent will assume the following core responsibilities;

### **1. Coordination**

- Act as the responsible planning, finance and logistics manager of the local Union project office;
- Develop and institute efficient and effective systems of internal checks and controls over all Union supported projects in Zimbabwe
- Coordinate and ensure timely payments to suppliers and service providers and administration of salaries, taxes, insurances and other employee benefits according to local requirements and in line with The Union's international and local protocols and policies;



## **2. Administrative support**

- Maintain inventory of all fixed assets and equipment;
- Ensure proper use, maintenance and repair of equipment and/or project assets
- Oversee timely preparation of annual work plans and budgets for all projects in consultation with the key stakeholders and in particular the Ministry of Health and Child Care (MoHCC);
- Provide managerial support to the health program managers at various levels during implementation of Union-supported work plans;
- Oversee the generation of monthly, quarterly and annual reports, as required, and timely submission as appropriate for review and approval;

## **3. Other Responsibilities**

- Assist in all activities that are directly or indirectly related to achievement of The Union's objectives in Zimbabwe;
- Participate in relevant meetings at the request of the MoHCC, Union donors, and collaborating partners.

## **Qualifications & Preferences**

- Advanced degree in Accounting, Finance or Business Administration
- Mission-driven, articulate professional with substantial finance and administrative management experience.
- Proven strengths in building and sustaining supportive relationships and persuasively communicating institutional goals and needs
- A minimum of 10 years in financial administration with progressive growth in responsibility
- Prior responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Experience working in Africa and Western world highly preferred
- A successful track record in setting priorities and a multi-tasker with the ability to wear many hats
- Keen analytic, organization and problem-solving skills which support and enable sound decision-making
- Able to work extended hours, some weekends, and travel in and out of the country as needed
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders in a multi-cultural environment
- Excellent written and oral communication, presentation and negotiation skills
- Interpersonal qualities necessary to generate enthusiasm, integrity and build consensus with direct reports and staff members

### **How to Apply:**

Please send your CV and a cover letter in English, including your salary expectations to [hr@theunion.org](mailto:hr@theunion.org) with SAZ-TU in the object line of your email.