



Darfur Peace & Development Organization
Enabling Peace, Justice and Sustainable Development

VACANCY ANNOUNCEMENT

Position Title: Operations Manager, Darfur

Location: El Fasher and Kutum

Duration: Minimum one year with option for 1 year extension

Salary: 2000 SDG per month – negotiable

Responsibilities:

- Coordinate with offices in Washington, DC and Khartoum to manage and develop operations in North Darfur including
 - *DPDO Schools of Peace*: delivery of teacher salary disbursements, classroom supplies, textbooks, water supply improvement technologies; and manage classroom rehabilitation projects;
 - *DPDO Women's Center* in Kassab camp: supervise program assistant; facilitate delivery of needed supplies and training;
 - *DPDO Solar Cooker Program*: facilitate training logistics, procurement of supplies for training and follow-up at three locations;
 - Serve as focal point for planned mobile health clinic;
- Manage salary and monthly expense disbursements;
- Submit monthly program narrative report and expense report to Khartoum and Washington offices;
- Liaise with State Ministries, UN agencies and NGOs to develop program collaborations; attend coordination meetings;
- Ensure maintenance of El Fasher office, office equipment, Internet service and vehicle.

Qualifications:

- Fluent written and spoken Arabic and English (Competency test required)
- At least 3 years experience with humanitarian relief / development organization in management position in Sudan;
- Excellent computer skills (Word, Excel, internet); (Competency test required)
- Excellent administrative skills and ability to unite staff in teamwork;
- Established ability to manage budgets and funds disbursements;
- Well-developed problem-solving skills and ability to be proactive in addressing changing operations environments;
- Availability to travel at least monthly to program sites in North Darfur; familiarity with Kutum and Um Baro localities;

To Apply:

Submit CV with three references including phone numbers and email addresses to:
Susan Burgess-Lent Susan@DarfurPeace.org

Closing date: Sept 15, 2009