

CapaCare is looking for an:

Admin Finance officer (20% position)

CapaCare provides medical education and training to increase the number of skilled staff at district hospitals.

CapaCare in cooperation with the Ministry of Health and Sanitation of Sierra Leone, has started a training program in Sierra Leone for doctors and Community Health Officers in basic live saving surgery and emergency obstetric care. The program is based on the experience from East-Africa in surgical task-shifting. The program started in January 2011 and has grown to a national program supported by 6 non-governmental hospitals and 9 governmental hospitals. Funding is received from the United Nation People Fund (UNFPA) and the Norwegian Agency for Development Cooperation (NORAD).

CapaCare supports the work done in Sierra Leone from its head office in Trondheim, Norway.

As an admin finance officer you will have the following responsibilities:

- First contact for members, trainers, donors and other third parties
- Financial administration
- Preparing, implementing and monitoring budgets
- Coordinating planning and selection of trainers
- Contribute to applying for grants and reporting to donors

What does CapaCare offer:

- An opportunity to contribute to improve health care in some of the worlds neediest places
- Work in a small highly motivated team
- Part time 20% position
- Flexible working hours
- Salary will be decided on based on qualifications and experience

What CapaCare requires:

- Language: Proficiency in English is required. Knowledge of Norwegian is desirable
- Working and planning in a structured and organized manner
- Able to work with MS Office, knowledge of Quick Books is desirable
- Degree in business administration or similar

Deadline for the application is the 30th of September. Starting date: to be discussed.

For more information visit www.capacare.org

Send your application to: post@capacare.org