

Advertisement

The Charles Darwin Foundation on the Galapagos Islands wants to hire a Financial Administrative Director.

Application deadline: Until filling the vacancy

Start date: Negotiable date

Duration: 12 months (Renewable)

Introduction

The mission of the Charles Darwin Foundation (CDF) and its Research Station (CDRS) is to provide knowledge and assistance through scientific research and complementary actions to ensure the conservation of the environment and biodiversity in the Galapagos Archipelago. In order to comply with the stated purpose, CDF seeks to incorporate to its work team a Financial Administrative Director

Required Profile

- Bachelor's or preferably a Master's degree in Business Administration, Finance, Economics or related.
- Minimum five (5) years of experience doing similar activities as a Director or Manager
- Ability to interact with government agencies of Galapagos and other sectors of the Galapagos Province.
- Solid knowledge of finance, tax laws, occupational health and safety, operations and logistics, development and implementation of processes.
- Fluent in Spanish and English.

Scope of Work

Plan, organize and control administrative and financial activities of CDF aimed to improve efficiency and effectiveness in processes. Design control, analysis, financial and policy's accomplishment guidelines. Develop synergies with all areas of CDF and CDRS, with emphasis on Science in order to facilitate the mission of CDF.

Activities

General Activities

1. Coordinate and strengthen procedures of all administrative areas under her/ his responsibility.
2. Plan and implement budgets of her/ his area.

3. Control and monitor filing procedures of processes under her/ his responsibility.
4. Keep contact with the administrative links of the different government agencies.
5. Guarantee the continuous improvement of the processes under her/ his responsibility.
- Operations**
6. Ensure the maintenance of the physical infrastructure of CDRS.
7. Supervise and control the correct implementation of the maintenance plan of CDRS.
- Purchases**
8. Control/Manage and monitor purchases.
9. Rate providers, and manage the providers' data base.
10. Design, approve and monitor contracts with providers and services provided to the CDF.
- Warehouse**
11. Supervise and audit warehouse procedures.
12. Control assignment and delivery of goods.
- Hosting and cleaning**
13. Control/Manage and monitor activities of Hosting and cleaning
- Finance**
14. Design the plan and assign de financial department budget.
15. Control/Manage and monitor the financial processes (payment flow, financial reports to other areas, approval and review of national and international financial information, requirement of authorized funds, tax reports, accounting procedures.)
- Information Technology**
16. Ensure the maintenance of the technological infrastructure of CDRS.
17. Manage the IT department, and guarantee delivery of quality of services to all areas of CDF.

Conditions of the employee

The Financial Administrative Director reports directly to the Executive Director of the CDF, and will be based at the Charles Darwin Research Station Office in Santa Cruz Island, Galapagos Archipelago, Ecuador.

The Financial Administrative Director will comply with CDF's rules, regulations and procedures. In addition, she/he will observe and comply with all the rules and regulations of the Galapagos National Park Directorate.

The professional fees will be set according to the qualifications of the applicant. Benefits include private health insurance and 30 calendar days of (annual) paid leave.

How to apply

Those interested in this position should send by e-mail to (adminfin@fcdarwin.org.ec) the following information:

- Updated curriculum vitae.
- Cover letter in English describing her/his competencies according to the minimum requirements for this position, addressed to the Executive Director of CDF.

- Three professional letters of recommendation that include names, addresses and e-mail addresses of the issuers.
- Two personal recommendation letters that include names and e-mail addresses of the issuers.

Please send all the required documents in one PDF file. If further information is required contact the same e-mail.