

## VACANCY ANNOUNCEMENT:

### Country Manager, Afghanistan

We are seeking an experienced and professional Country Manager to join the team for a full-time contract position to be based in Kabul, Afghanistan. The CM is responsible for SH Afghanistan operations and staff within the Area of Operation (AoR). All management roles within Samuel Hall require flexibility of working hours as well as travel being a central part of the role. The CM will be required to be mainly present in countries of operation and supervision.

#### Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programs, and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience in complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia, and the United Arab Emirates, we are based in the regions we study.

We have over ten years of experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations, and NGOs, as well as public and private sector entities. It's an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South's high-potential, fast-growth social enterprises. For more information, please visit [www.samuelhall.org](http://www.samuelhall.org).

**WORK ENVIRONMENT:** We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team players who can add value from the very start, expand our knowledge, and help us to maximise our social impact.

#### Tasks & Responsibilities

##### Objective 1 - Country Office Management

- Lead, monitor and evaluate the work of the HR, finance and programmes units
- Ensure proper processes and systems are in place, aligned with SH international standards, and audited regularly
- Support organisational and research legal compliance
- Operationalise security information with the team
- Lead on security matters and duty of care of staff in area of operations in line with SH standards and processes
- Advise on staffing and personnel at all country office level
- Hold weekly meetings with the country team

##### Objective 2 - Financial oversight

- Oversee the finance manager's country budget, (cash flow) forecasting, and accounting
- Advise the Finance Lead on budget strategy, refining budgets, cost effectiveness and project allocations.
- Approve all office expenditures within the pre-approved country budget
- Participate in weekly meetings with the global team (finance and HR)

##### Objective 3 - Stakeholder Management

- Network and develop relations to position Samuel Hall as a key player in the field of research in Afghanistan
- Contribute to the effective dissemination of materials and communications outputs in key forums within the continent
- Leverage the work of the researchers for impact, visibility and sustainability.
- Supports in the drafting of project proposals and oversees their submission.

#### Opportunity to make an impact

This position calls for an individual who wants to make a real difference around the world, who believes and is passionate about our company's ethos, which is working with marginalised populations and connecting communities with changemakers for more inclusive societies. Our organisation was selected as part of Stanford University's Seed Transformation Program as a social enterprise of the Global South working towards scaling and sustaining its social impact in the world.

## Vacancy Requirements

### Required

- Masters degree in Operations Management, Business Management, Finance, Economics, Accounting or a related field.
- A minimum of 6 years of relevant experience in organisational management experience, preferably in fragile contexts
- Proven experience in project management, financial management, office and fieldwork budget planning, human resource/ administration, security and leading teams.
- Previous relevant experience in Afghanistan
- Knowledge of key institutional frameworks and stakeholder management.
- Ability to cope well under pressure, occasionally work irregular hours and meet tight deadlines.
- Strong presentation skills and ability to build professional relationships.
- Experience working in diverse and inclusive environments, promoting cultural sensitivity and awareness.
- Keen attention to detail and proactiveness
- Ability to adapt and work well within a team.
- Excellent verbal and written skills in English, Dari and/or Pashto

### Desirable

- A PhD degree in a relevant field
- Past experience specific to the East and Horn of Africa, Central/South Asia, and/or the Middle East and North Africa

Location	Kabul, Afghanistan (Position is open to Afghanistan nationals or bi-nationals only).
Position	Country Manager, Afghanistan
Contract duration	24 months, renewable with a 3 month trial period
Vacancy closure	Open until filled
How to apply	All applicants should follow this link to apply: <a href="https://app.testgorilla.com/s/m1t0w01m">https://app.testgorilla.com/s/m1t0w01m</a>
Samuel Hall is an equal opportunities employer. Applicants 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.	