

Job Advert – Operations Officer (Somalia)

arche noVa – Initiative for People in Need e.V. is seeking an experienced, detail-oriented **Operations Officer – Somalia** to coordinate project logistics, procurement, HR administration, and operational reporting. The position is based in **Mogadishu, Somalia**, with possible field missions to country areas of operation. This is an officer-level role under a **7-month contract** running from August 1, 2026, to February 28, 2027, with the possibility of renewal based on performance and funding.

Line Management: The role reports directly to the Head of Mission – Kenya/Somalia and has functional reporting relationship with arche noVa Programme Manager, Project Officer, Desk Manager, HQ Procurement & Logistics and HQ Finance offices.

Key Responsibilities

Project Operations & Strategy

- **Assist in daily operational planning**, resource management, and budgeting
- **Formulate operational strategies** to increase the quality of service, minimize delays, and fulfill project deadlines
- **Deliver capacity-building support** on operational guidelines and procedures to the program team
- **Provide operational support to field implementation**, including logistics, procurement, travel, supplies and documentation

Logistics & Procurement

- **Enforce donor compliance** and proper tender procedures across all institutional funding brackets
- **Collect and verify quotations**, manage purchase requests, and maintain market price surveys
- **Maintain digital records** for procurement and logistics support files to guarantee audit-ready archives
- **Manage vendor interactions**, establish service contracts, and verify supplier credentials and invoice authenticity
- **Coordinate staff travel** logistics, vehicle compliance documentation, and stock/asset accounting

HR Administration & Compliance

- **Manage payroll structures** and securely handle localized human resource files
- **Draft staff contracts** and job descriptions in compliance with senior leadership and budget parameters
- **Track project deadlines** and verify monthly staff timesheets for correct budget allocation
- **Calculate and complete** timely payments of all office-related tax obligations

Monitoring & Reporting

- **Submit operational reports** detailing ongoing field challenges, quality checks, and key recommendations
 - **Maintain active communication** lines with the Head of Mission (HoM) and technical supervisors at HQ (Procurement & Logistics and Finance offices)
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Position Requirements

Qualifications

- **Bachelor's Degree** in Procurement and Logistics, Business Administration & HR Management, Operations Management, or a related field from a recognized university
- **Professional proficiency** in localized logistical setups, procurement streams, and HR documentation frameworks

Experience & Skills

- **Minimum 5 years** of hands-on experience managing operations, administration, HR, and logistics
 - **Fluency in written and spoken English** is strictly required (Somali fluency is an added advantage)
 - **Expertise with MS Excel and Word** alongside strong general computer literacy
 - **Strong understanding** of procurement and finance procedures tied to German donor funding
 - **Prior organizational experience** within international or local NGOs (INGOs/LNGOs) is highly preferred
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How to Apply

Interested candidates who meet the requirements should send their comprehensive application (including a Cover Letter and CV) via email to: **kenya.somalia.procurement@arche-nova.org**

- **Application Deadline:** July 14, 2026.
- **Important Note:** Please state "**Operations Officer - Somalia**" clearly in the email subject line. Qualified female candidates are encouraged to apply. Late applications will not be processed. Learn more about our global humanitarian initiatives on the official [arche noVa Website](#).

This role is open to Somali nationals only.