

 <b>ACTED</b> <small>Agency for technical cooperation and development.</small>	Job profile	ACTED Paris HR Department	Last Update <i>November</i> <i>2011</i>	
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**Department:** Finance  
**Position:** Finance intern  
**Contract duration:** 6 months  
**Location:** Osh Kyrgyzstan  
**Starting Date** ASAP

## I. Background on ACTED

ACTED is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non discrimination.

ACTED was created in 1993 to support populations affected by the conflict in Afghanistan. Based in Paris, France, ACTED now operates in 28 countries worldwide, with over 190 international and 2700 national staff. ACTED has a 62 million € budget for over 240 projects spanning 8 sectors of intervention; including emergency relief, food security, health promotion, economic development, education & training, microfinance, local governance & institutional support, and cultural promotion. For more information, please visit our website at [www.acted.org](http://www.acted.org)

## II. Program Information

**Capital Office : Bishkek**  
**National Staff : 155**  
**Areas : 3**  
**On-going programmes : 20**  
**Budget : 4.3 M**

ACTED has been in Kyrgyzstan since 2000, and operates in the Jalalabat, Osh, Batken, and Naryn regions with a staff of over 150 people. ACTED in Kyrgyzstan contributes to poverty reduction by decreasing the impact of the world recession through adding value to labour migration, improving the food security of vulnerable people, supporting local initiatives for development, reducing the risks to natural disasters to decrease socio-economic damage and resolving cross border conflicts for stable socio-economic development.

ACTED was one of the first NGOs to respond to the humanitarian crisis in 2010 in south Kyrgyzstan, and took on a leading role in addressing the consequences of the June emergency through the provision of mapping and coordination services, as well as the implementation of projects in the fields of shelter, education, water and sanitation, early recovery and livelihoods, non-food items, protection and food security.

Meeting immediate humanitarian needs of crisis-affected populations remains one of ACTED's focuses, as well as medium-term recovery of livelihoods in Osh and Jalalabad, particularly through support to youth and small and medium businesses. In parallel, ACTED and its partners are working on a long term strategy to support the peaceful development of vulnerable communities throughout rural areas in the south of Kyrgyzstan, with the aim of building confidence, promoting reconciliation and mitigating the risk of further conflicts. In addition, ACTED also aims at helping revitalize the economy of the Ferghana Valley and at enhancing inter-cultural dialogue and culture promotion in south Kyrgyzstan.

## III. Position Profile

The finance intern works under the supervision of the Finance Officer and/or Country Finance Manager

His/Her responsibilities will be has followed:

- Control that operations respect existing financial procedures and manage accounting files for the Country Office;
- Analyze financial data and create management indicators ;

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- Support Country Coordination through analysis of project running costs, follow-up on resource allocation, and finance training

#### **IV. Qualifications:**

- Msc in Administration, Business Management or equivalent.
- Finance and accounting skills required
- Willingness to undertake serious responsibility and manage stress efficiently
- Excellent communication skills, including advanced written and oral English

#### **V. Conditions:**

Field Intern benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical, repatriation, and life insurance.

#### **VI. Submission of applications:**

Please send, **in English**, your cover letter, CV, and three references to [stages@acted.org](mailto:stages@acted.org)  
 Ref : FI/KYRG/SA

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For more information, visit us at <http://www.acted.org>