

## Vacancy Announcement

### Head of support services – Maputo Mozambique

#### Presentation of Nitidæ

Nitidæ is a French non-profit organization whose main objective is to design, develop, and implement projects that combine **environmental preservation with the strengthening of local economies in rural areas of Southern countries**. Its initiatives focus on forest and ecosystem conservation, strengthening agricultural value chains, and improving the energy efficiency of processing activities. Nitidæ also provides **technical expertise to agri-food and cosmetics companies seeking to improve the performance of agricultural value chains, reduce their environmental impact, and promote local economic development** in collaboration with producer organizations.

Nitidæ is currently running around thirty projects, mainly in Madagascar, Burkina Faso, Mozambique, Côte d'Ivoire, Senegal, Cameroon, Tanzania and Uganda. Its team consists of more than 200 staff members (economists, engineers, agronomists, foresters, geographers, soil carbon specialists, and GIS and remote sensing experts) based both in the countries of operation and at its headquarters in France.

In 2025, the organization's budget was €10.2 million and continues to grow.

#### Nitidæ in Mozambique

Nitidæ has been working in Mozambique since 2013. Currently, both Nitidæ globally and in Mozambique are in a significant expansion phase, with several large-scale projects coming up. At present, Nitidæ in Mozambique is implementing the following projects:

- **The ACAMAZ II project (June 2023 – June 2027)**, which aims to contribute to improving the competitiveness of the cashew and macadamia value chains in Mozambique, in partnership with the Institute of Almonds of Mozambique (IAM, IP), in Zambézia (Gilé, Pebane, Gurué), Niassa, and Maputo (for the institutional component), funded by the French Development Agency.
- **The NAMULI project (January 2024 – December 2026)**, whose objective is to establish a Community Conservation Area to reconcile biodiversity conservation in Namuli with rural development in the Gurué district, in Zambézia, funded by LED and Linsi.
- **The PROCAE project (September 2025 – August 2027)**, which aims to improve the energy valorization of cashew by-products for clean energy production, in order to reduce deforestation and support local economic opportunities in Nampula, funded by ENABEL.
- **The SATAF Program (November 2025 – 2028)**, dedicated to the "agroecologization" of coffee, cocoa, and cashew value chains in Côte d'Ivoire, Mozambique, Tanzania, and Uganda, funded by the European Union.



## General objectives of the mission

The Head of Support Services will be based in Maputo. The role involves supporting the development of project support departments, managing finance, accounting, human resources, and logistics, while strengthening the skills of the existing team. He/She will be the main point of contact for the headquarters team in France (a financial controller, the HR manager, the logistics manager, and the CFO) from a technical and functional perspective.

You will be responsible for developing the structure of administrative, financial, HR, and logistics services, as well as the associated tools, in order to ensure compliance with donor regulations in the use of funds entrusted to the organization.

## Position within the Organization

Under the hierarchical supervision of the Country Representative and with functional reporting to headquarters, you will be responsible for the support team in Mozambique. You will work in collaboration with technical focal points at Nitidæ's headquarters, as well as with the Country Representative and the program teams, with currently 40 staffs in Mozambique and a prevision of growth up to 50 staffs in 2026 and close to 60 in 2027.

The support team in Mozambique currently consists of three people based in Maputo and four staff members located at project sites in Zambezia (Gilé and Gurué) and Nampula.

## Responsibilities

### Financial, Budgetary, and Accounting Oversight:

- ✓ **Implement, supervise, and update management procedures and tools:**
  - Develop a tracking tool for financial reports and audits
  - Review payroll tools and ensure alignment with financial systems
  - Implement the SAGA software
  - Train teams and provide follow-up/support in implementing procedures
  - Act as focal point with technical and financial partners during contracting and administrative/financial monitoring
- ✓ **Financial management:**
  - Update budget tracking for projects in Mozambique as well as budget forecasts
  - Produce interim and final financial reports for projects
  - Coordinate audit missions
  - Prepare project budgets for submission to donors when needed
  - Support technical teams in preparing financial proposals
- ✓ **Accounting management:**
  - Support the rollout and use of the SAGA software in Maputo
  - Verify and validate accounting entries for all project-related operations
  - Supervise bank book management, reconciliations, and cross-checks



- Review monthly accounting packages and ensure submission to headquarters
- Prepare cash-flow forecasts

### Human Resources Management:

- Train administrative staff and project managers in the proper implementation of mandatory procedures
- Supervise the support team by developing individual action plans and conducting annual performance reviews
- Support the country office in implementing HR policies, compensation frameworks, and legal compliance (including coordination with labor authorities and salary grid implementation)
- Adapt internal regulations and employee status agreements to national legal requirements, in collaboration with a local lawyer/legal advisor, and ensure official registration with relevant authorities
- Negotiate contracts with consultants and legal representatives
- Ensure all HR documents with potential legal or financial risks are reviewed and validated
- Oversee payroll and HR administration, and ensure proper archiving of all staff records
- Monitor registration and payment of social contributions with relevant institutions
- Participate in recruitment processes, ensuring transparency and proper onboarding of new staff
- Draft and/or update internal service notes
- Ensure work visas are obtained for expatriate staff

### Logistics and General Services Management:

- ✓ Supply chain:
  - Define approval workflows and spending thresholds, and ensure proper use of procurement request processes (EDB)
  - Implement and coordinate the mission's procurement strategy, ensuring that purchasing, transport, and storage processes are compliant and effective
- ✓ Support logistics and asset management:
  - Ensure teams have the resources, equipment, and services needed to operate effectively
  - Contribute to structuring operational capacity in terms of facilities, equipment, and services
- ✓ Security:
  - Ensure appropriate systems and frameworks are in place for communication, movement, and facility management in line with security rules
- ✓ Coordination:
  - Centralize and share logistics information within the mission and with headquarters
  - Consolidate internal and external logistics reporting



- Ensure the acquisition and/or renewal of all required authorizations at central and provincial levels, enabling Nitidæ to operate legally in Mozambique.

### Candidate Profile

- ✓ **Motivation:** Strong commitment to the objectives and projects of Nitidæ
- ✓ **Education:** Minimum Master's degree (Bac+5) in Finance, Accounting, or Management. Additional knowledge or experience in Procurement and Human Resources is highly desirable.
- ✓ **Experience:** At least 3–5 years of professional experience in a Head of Support Services or similar role within an international NGO with institutional funding
- ✓ **Languages:** Portuguese, and English required; proficiency in French would be an asset
- ✓ **Required skills:** The candidate must have solid experience in administrative and financial management of field missions, as well as in the logistics aspects of an international NGO, with a strong command of related tools and requirements. **Knowledge of the NGO sector and international public development aid is essential**
- ✓ **Donor knowledge:** Familiarity with donor regulations and requirements (AFD, EFI, Enabel, and the European Union)
- ✓ **Desired qualities:** Honesty and integrity, rigor, strong interpersonal skills, autonomy, adaptability, teaching ability, ability to work in an intercultural environment, capacity to work remotely, and to propose methods and procedures that support continuous improvement of working practices

### Employment conditions

**Contract type:** This position is open in a dual to either a fixed-term contract (CDD) or a permanent contract (CDI), depending on the candidate's profile. The contract may be issued under Mozambican or French terms.

**Desired start date:** As soon as possible, depending on the candidate's availability

**Salary and status:** Based on profile, experience in NGOs and in similar positions, as well as educational background.

*If Nitidæ's mission resonates with you and you are passionate about sustainability, forest conservation, and agricultural value chains, and eager to apply your skills in finance, HR, logistics, or administration to create meaningful impact for rural communities, this role is for you!*



### How to apply ?

*Interested candidates are invited to apply by sending their CV and cover letter in English (mandatory), clearly indicating the subject line: "Head of Support Services – Mozambique", to:*

*[jobs@nitidae.org](mailto:jobs@nitidae.org)*

⇒ Applications must be submitted **by June 5th, 2026, at midnight.**

### Selection process

- Only complete applications will be reviewed.
- Incomplete or irrelevant applications will not be considered.
- Shortlisted candidates will be contacted for a technical test and interview
- If you do not receive a response within three weeks after the application deadline, please consider that your application was not successful.