Mali(/country/mli)

Head of Mission Mali (f/m/d)

Organization: arche noVa(/organization/arche-nova)

Posted: 2 Nov 2026

Closing date: 15 Dec 2026

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arche nova - initiative for people in need (AN) is an independent, non-religious, non-profit and non-governmental organisation (NGO) from Germany working in the fields of humanitarian aid, rehabilitation and development. The primary focus of our activities lies in Water, Sanitation and Hygiene (WaSH).

Since 2013, AN has been working in Mali, implementing humanitarian and transitional aid projects in the sectors of WaSH, Food Security & Livelihoods (FSL) and DRR. The activities in Mali are managed through the AN Bamako office in close collaboration with the arche nova's headquarters in Germany.

We are currently looking for a

Head of Mission Mali (f/m/d)

Position to be filled: 15thof December 2026

Duty station: Bamako, Mali with travels to the project locations in Gao (Mali) and Niamey (Niger)

Duration: initial 12 months contract (extension desired) with 6 months' probation period

Note: This position is only filled locally with a local contract (Mali). Applicants must hold a valid work permit.

Overall Purpose of the Position

The responsibilities of the **Head of Mission (HoM) Mali** include the overall operational, human resources and financial management of the mission Mali, ensuring programme quality, compliance, staff wellbeing, and the implementation of the country strategy. The responsibility also includes fundraising as well as communication and representation of arche nova e.V. towards relevant authorities and stakeholders.

Key Responsibilities

1. General

- Coordinate the general management of the AN Mali office and, in close coordination with headquarters (HQ), the further adjustment of the organisational structure.
- Ensure the strict application of arche nova's policies and procedures.
- Ensure all relevant and required reporting for authorities in Mali.
- Ensure that all operations are in line with laws of Mali.

- Implementation of AN Mali mission strategy in collaboration with the HQ in Germany and Senior Management Team.
- Ensure AN is represented in technical working groups in relevant sector clusters, ensure meaningful participation in advisory boards, steering committees, NGO consortia and other relevant meetings for Mali.
- Maintain strong relationships with authorities, donors, UN agencies, INGOs, and local partners.
- Ensure quality and timely communication and reporting with all relevant stakeholders.
- Close collaboration with and regular reporting to the different relevant departments at HQ level.
- Identify new funding opportunities and develop donor engagement plans.
- Ensure the promotion and visibility of AN through presentations, reports, and external communication.
- Fostering a positive and accountable work environment, as well as empowering and encouraging staff to take initiative
- Ensure safeguarding of AN’s assets and interests and protect from loss arising from fraud, waste, weak administration and poor value for money.
- Guarantee the correct, efficient, and effective use of logistical, financial and human resources.

2. Programme & Grants Management

- Oversee the management and quality assurance of all programmes and grants, ensuring compliance with AN policies and donor regulations in close cooperation with the Head of Programmes.
- Ensure that programme design reflects innovation, community participation, sustainability, and humanitarian principles.
- Supervise project implementation and provide regular support to programme staff and partners.
- Ensure MEAL systems, accountability mechanisms, learning processes, and safeguarding standards are implemented in close collaboration with the MEAL Officer.
- Lead and coordinate proposal development, ensuring strong technical input and alignment with donor priorities.
- Lead and strengthen existing consortia relations in close cooperation with the Desk Manager and the Head of Programmes.
- Approve and oversee external research, evaluations, audits, and rapid assessments of emerging crises.

3. Human Resources, Administration & Capacity Building

- Overseeing the HR management: development of programme staff structures, recruitment, performance monitoring, capacity building (including being the lead for any disciplinary procedures of AN staff, e.g. issuing warnings, terminations, suspensions, etc.)
- Promote staff wellbeing and duty of care, ensuring safe and enabling working conditions.
- Identify and support capacity-building needs for staff and partners.
- Ensure compliance with national labour laws, AN HR policies, safeguarding, Code of Conduct, and anti-fraud measures.

- Ensure harmonised and compliant administrative, procurement, and financial procedures.
- Ensure that internal review and exchange meetings are regularly conducted and documented

4. Finance Management & Compliance

- Oversee financial planning, budget management, expenditure monitoring, and forecasting.
- Ensure compliance with AN's authority matrix, procurement rules, and donor financial regulations.
- Signatory of all contracts (i.e. employment, consultancies, contractors, PAs, etc.).
- Ensure compliance with AN, donor and governmental rules and regulations
- Support internal and external audits and ensure follow-up on audit recommendations.
- Monitor financial risks and advise HQ on sustainability and growth.

5. Security Management

- In collaboration with the HQ Global Security Advisor and the Security Focal Point, monitor the programme implementation environment, including security, political, development and personnel issues that may affect implementation of the projects, and provide updates to the Desk Manager (DM) and Team Lead Africa in a timely manner
- Ensure all security protocols, SOPs, contingency plans, and risk mitigation measures are up to date.
- Provide regular security briefings to HQ and ensure staff receive security training.
- Ensure appropriate response to political, operational, or natural crisis developments affecting programming.

6. Operations, Logistics

- Oversee logistics, procurement, fleet, warehousing, and asset management.
- Ensure transparent and efficient procurement in line with AN and donor standards.
- Oversee office registrations, legal compliance, and adherence to national regulations.
- Manage risk, prevent fraud, and safeguard AN's assets and reputation.

7. Partnership Management & Localisation

- Strengthen partnerships with national NGOs, community-based organisations, and technical institutions.
- Lead due diligence processes, capacity-strengthening plans, and partnership compliance.
- Promote equitable partnerships and localisation principles.
- Where appropriate and feasible visit to project sites for monitoring purposes.

8. Safeguarding (PSEA & Child Protection)

- Ensure that safeguarding and PSEA policies are implemented across all offices and programmes.
- Deliver and monitor mandatory staff training on PSEA and child protection.
- Ensure there are confidential, safe, and efficient reporting mechanisms for safeguarding concerns.

- Promote a culture of protection, equality, and accountability among the staff and affected populations.

Required Qualifications & Experience

- Master's degree (or BA with substantial experience): in development and cooperation, humanitarian and international affairs, management of non-profits or other relevant fields.
- Minimum **5 years' experience** in senior management roles in humanitarian or development settings.
- Strong experience in programme management, strategic leadership, HR oversight, and financial management.
- Firm understanding of donor compliance, reporting and proposal development (especially BMZ, German Federal Foreign Office, Europe Aid, ECHO)
- A broad understanding of the roles and responsibilities of international cooperation and humanitarian architecture including key actors, standards, clusters, donors
- Strong understanding of and experience in security management in complex environments.
- Excellent team leader skills, guidance and support to the team
- Fluency in written and spoken French; Excellent communication skills in written and spoken English. Knowledge of Bambara, is a strong asset.
- Sensitivity to cultural differences and the ability to work in a culturally diverse team
- High degree of intercultural competences and conflict-sensitivity, strong sense of integrity and sensitivity towards the needs of vulnerable groups
- Having the ability to work under pressure and changing project environment.
- Experience in West Africa, particularly Mali.
- Commitment to gender equality, safeguarding, and localisation.

Note: This position is only filled locally with a local contract (Mali). Applicants must hold a valid work permit.

We would like to encourage people with similar CVs, and especially women to apply.

We offer:

- Competitive salary
- 30 days of annual leave + public holidays
- Professional development and training
- An inclusive, respectful, and diversity-positive organisational culture

Attention: this is not a family duty station

However, arche nova is a family-friendly employer and allows for flexibility regarding children or care work.

AN is an equal opportunity employer. We are committed to creating an inclusive and positive work environment based on mutual respect for all employees. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor. At AN we celebrate diversity and appreciate our employees for the people they are and their unique skills, backgrounds, and perspectives. We encourage all interested candidates to apply!

Deadline for application: 15.11.2026

How to apply

Applications are screened continuously and interviews can already take place before the deadline.

Please send your application documents (cover/ motivation letter, CV and references) as well as your salary expectations and earliest possible starting date by e-mail to Mr. Heinrich von der Gönna: bewerbung@arche-nova.org**.**

Subject of email: Head of Mission Mali

Further information: www.arche-nova.org

Country:

Mali(/country/mli)

Source:

arche noVa(/organization/arche-nova)

Type:

Job(/jobs?list=Job%20Jobs&advanced-search=%28TY263%29)

Career category:

Program/Project Management(/jobs?list=Program/Project%20Management%20Jobs&advanced-search=%28CC6867%29)

Years of experience:

5-9 years(/jobs?list=5-9%20years%20Jobs&advanced-search=%28E260%29)

Theme:

Water Sanitation Hygiene(/jobs?list=Water%20Sanitation%20Hygiene%20Jobs&advanced-search=%28T4604%29)

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Mali(/country/mli) **Mali: Compte-Rendu Cluster Éducation, d'octobre 2026 [Meeting Minutes](https://reliefweb.int/report/mali/mali-compte-rendu-cluster-education-doctobre-2026-meeting-minutes)**

Other

Sources: Education Cluster(/organization/education-cluster), Govt. Mali(/organization/govt-mali), Save the Children(/organization/save-children), + 1 more

Posted: 4 Nov 2026

Originally published: 4 Nov 2026

Chad(/country/tcd) **Apercu sur les realisations WASH d'oxfam au tchad (Janvier à Juillet 2026)(https://reliefweb.int/report/chad/apercu-sur-les-realisations-wash-doxfam-au-tchad-janvier-juillet-2026)**

News and Press Release

Source: Oxfam(/organization/oxfam)

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Timor-Leste(/country/tls) **Timor-Leste: Food Security Risks from the 2026/27 El Niño (October 2026)(https://reliefweb.int/report/timor-leste/timor-leste-food-security-risks-202627-el-nino-october-2026)**

Analysis

Source: WFP(/organization/wfp)

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World(/country/wld) **Regional Outlook: Caribbean El Niño Agrifood Systems and Food Security Outlook (October 2026)(https://reliefweb.int/report/world/regional-outlook-caribbean-el-nino-agrifood-systems-and-food-security-outlook-october-2026)**

Analysis

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