

## Preliminary Job Information

<b>Job Title</b>	<b>ADMIN/LOG COORDINATOR</b>
<b>Country &amp; Base of posting</b>	<b>JORDAN - AMMAN</b>
<b>Reports to</b>	HEAD OF MISSION
<b>Creation/Replacement</b>	replacement
<b>Expected Date Of Arrival</b>	December 2016
<b>Duration of Handover</b>	1 week
<b>Duration of Mission</b>	8 months

## General Information on the Mission

### Context

**Première Urgence Internationale (PUI)** is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 190 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

As of July 2016, Jordan is the country hosting the third largest number of Syrian refugees with 657,433 registered with UNHCR. In Jordan, the first response to the needs of the refugees was carried out by the host communities alongside Jordan civil society and charity organizations. However, the constant influx of people put significant strains on the already weak economic situation of the Jordanian population in the areas of refuge, with around 79% of the refugees living outside of camps.

Refugees struggle to meet their basic needs, relying on dwindling savings, growing loans, humanitarian assistance and resorting to negative coping mechanisms. 2/3 of the Syrian refugees live below the poverty line, with rent being their major expenditure.

Addressing fundamental needs of the most vulnerable refugees and restoring dignity is a priority to be achieved through improved access to health for most vulnerable groups, psycho-social support for the most affected population, proposing alternative education for children out of school, improve living conditions for households and supporting access to legal documentation (and thus to services).

With the conflict in Syria being nowhere near a political solution, refugees and host communities will continue to co-exist and while tensions are raising in the communities, it is paramount to empower the communities to bounce back ensuring i) social cohesion, ii) development of sustainable economic opportunities and iii) support to public services.

### PUI's strategy in the country/ position in the country

Since 2013, PUI has been responding to the needs of most vulnerable populations affected by the Syria crisis in host communities. Through a community-based approach, the objectives of PUI in Jordan are the following:

- Provide emergency/life-saving cash assistance to the most vulnerable population to meet their basic needs
- Improve access to services for most vulnerable populations in host communities
- Support initiatives at community level to ensure social cohesion and economic empowerment opportunities for most vulnerable populations.

The three pillars of PUI's strategy to encourage social change include a) **Knowledge and awareness raising** of women, girls, boys, men and community influential related to health, importance of education, prevention of early marriage and child labour/abuse, rights and promotion of services uptake, b) **provision of services (informal education, PSS, life-skills activities, health education sessions and counselling, case management including referral and follow-up)** and alleviating measures such as **cash transfers** for reproductive health or education c) strengthen the capacities of **community and local actors**.

### Configuration of the mission

<b>BUDGET FORECAST 2016</b>	3 M EUR
<b>BASES</b>	1
<b>NUMBER OF EXPATRIATES</b>	4
<b>NUMBER OF NATIONAL STAFF</b>	30 to 35

NUMBER OF CURRENT PROJECTS	5
MAIN PARTNERS	AFD, ECHO, OCHA
ACTIVITY SECTORS	Cash Assistance & Protection, Health, Education & Livelihoods

## Job Description

### Overall objective

The Admin/Log Coordinator actively supports the development and growth of PUI mission in Jordan. She/he is accountable for the sound financial, accounting and budgetary management in compliance with donors' regulations. She/he ensures the supervision of the logistics aspects of the mission as well as the management of human resources, administrative and legal records.

### Tasks and Responsibilities

- ▶ **Finance/Budget/Accountancy:** She/he ensures the close financial management of the mission, she/he will be able to manage, follow-up and provide specific information on the financial situation, including budgetary elements, accounting elements and mission cash flow position. She/he actively participates in drafting the budgets on new proposals and the financial reporting of projects. She/he is responsible for the monthly accountancy and annual closure.
- ▶ **Human Resources:** She/he is responsible for the administrative management of the local and international teams, for the definition/updates of procedures and HR management tools in accordance with labor regulations and PUI's HR policies. She/he monitors risks linked to HR matters with the help PUI's legal counsellor and by participating in Jordan monthly HR meetings.
- ▶ **Administrative/Legal Management:** She/he supervises administrative matters in link with Jordan administrations and governmental bodies. She/he ensures the legal status and functioning of the mission are compliant with Jordan's law.
- ▶ **Logistics:** She/he ensures compliance with PUI and donors' logistics procedures. She/he validates the procurement plans for each project and according to PUI's internal procedures. She/he ensures the sound management of assets and more globally supervises the office functioning.
- ▶ **Coordination:** She/he participates in the coordination of the mission. She/he supports the Head of Mission and headquarters in decision making by providing all information on the mission financial, administrative, legal, HR and logistics aspects.
- ▶ **Administrative support to the regional office:** She/he will support the administrator of the regional office on administrative tasks by regularly reviewing the regional accounting, financial management tools and the application of administrative and logistics procedures.

### Specific objectives and related activities

#### 1. ENSURING SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT

##### a. Finance

- ▶ She/he elaborates and updates monitoring tools (Allocation table, BFU, etc.) to ensure a strict and close financial follow up of the mission and mitigates financial risks. She/he is in charge of financial analysis and shares her/his conclusions with the mission coordination team, relevant mission managers and the mission's desk in HQ.
- ▶ She/he ensures the implementation of financial, accounting and budgetary procedures in line with PUI and donors' requirements.
- ▶ She/he ensures expenditure procedures are respected and implements an internal control system. He/She also participates in the validation of procurement files.
- ▶ She/he is responsible for financial audits on the mission and supervises the transmission of the necessary documents and information for audits made in HQ.
- ▶ She/he is responsible for briefing new expatriates and local employees on these rules and organizes ad hoc training when necessary.

##### b. Budget

- ▶ She/he handles, in coordination with the HoM, the yearly budget development, and makes sure it is regularly updated.
- ▶ She/he is responsible of building new budgets in link with the Programme Coordinator and the HoM. She/he ensures the budget respects the donors' requirements/procedures and ensures the fair financial coverage of the mission among projects based on the mission allocation table.
- ▶ She/he prepares each month the budget follow-up of each project and prepares a monthly analysis of the situations (forecast/actual expenses, discrepancies, budget flexibility, etc). She/he communicates her/his conclusions to the coordination team, the project managers and HQ.
- ▶ She/he ensures funds are correctly allocated for each project, respecting the contractual framework in terms of eligibility rules (date, nature and procurement procedures) and reporting intervals. She/he pays special attention to the respect of donor's requirement/procedures.
- ▶ She/he prepares projects financial reports to donors and ministries; he/she sends them to the Head of Mission for prior validation and transmission to headquarters.

##### c. Accounting

- ▶ She/he supervises the expenses allocation in the cash/bank books ensuring quality through regular checks and controls. She/he supervises the accountancy integration in SAGA and the monthly closure. She/he crosschecks the monthly audit files and exchange rate calculation. She/he sends the monthly accounts by email to HQ and makes sure paper accountancy is sent

as well on a regular basis.

- ▶ She/he is responsible for the correct archiving of accounting documents according to the rules established by HQ.

#### **d. Cash Management**

- ▶ She/he monitors on a regular basis the mission cash flow situation.
- ▶ She/he prepares the monthly cash request to HQ based on the the forecasted expenses needed by the programme and support teams. She/he ensures the amount requested will cover the mission needs over the period, taking into account possible donor payments carried out locally.
- ▶ She/he is responsible for the bank accounts and the safe/cashbox management. She/he is charge of the cash transfers and payments in strict respect of the cash management security rules.

## **2. MANAGING THE MISSION LOCAL AND EXPAT HUMAN RESOURCES**

### **a. HR Policy**

- ▶ He/she ensures HR policies and internal rules and regulations are regularly updated, known by the teams and followed properly. She/he provides managers with all the necessary support for the proper implementation of those rules.
- ▶ She/he keeps up to date with legal rules and regulations and makes sure PUI's procedures abide by them.
- ▶ She/he creates and updates procedures and tools in relation with recruitment, remuneration, administrative management, disciplinary aspects and the management of individual career within the organization.

### **b. Administrative management**

- ▶ She/he participates and validates recruitment requests, contractual amendments, disciplinary sanctions and end of contract decisions.
- ▶ She/he supervises the recruitments process (offer, candidates, and interviews), validates local staff work contracts and organizes new staff integration.
- ▶ She/he supervises the mission arrivals and departures of expat staff (bookings, travel documents, transit, vacation requests, return sheet...) in coordination with the Head of Mission and headquarters.
- ▶ She/he ensures the constitution of administrative files for the personnel, and monitors that employee documents are in line with the country' labour law for both expat and local staff (registration with local authorities and embassies, etc)
- ▶ She/he updates the local staff remuneration grids (fixed and variable elements), defines the complementary advantage packages (compulsory or not: medical cover, per diem, insurance, travel expenses...) and ensures their implementation, once validated by the Head of Mission and Headquarters.
- ▶ She/he supervises monthly pay operations for local staff, monitors absences and leaves, validates tax and social security calculations and ensures their timely payment
- ▶ She/he prepares the mission evaluation plan and make sure it is implemented by team managers.
- ▶ She/he identifies training needs with team managers and ensures the implementation of the training plan, in accordance with the mission's capacities.
- ▶ She/he is responsible for defining and implementing appropriate work conditions, in particular concerning health and safety rules.
- ▶ She/he anticipates and prevents social conflicts and participates in crisis management where necessary. Conflict prevention may require the organization of a personnel representation system, if inexistent.
- ▶ He/She is attentive to the risk of abuses of authority (between local employees or from expatriates towards local employees, in whatever form) and reports all inappropriate behavior to the Head of Mission.
- ▶ She/he organizes and manages sanitary and medical repatriations in case of work related accidents with the field medical coordinator (if necessary) and the headquarters medical manager.

### **c. Organization of work**

- ▶ She/he participates in the elaboration of the mission organization chart, is attentive to the coherence of team composition, in terms of task sharing and responsibilities, definition of hierarchical and functional links and job titles.
- ▶ She/he participates in the elaboration or revision of job descriptions and validates them according to the classification grid.

## **3. ENSURING THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION**

- ▶ She/he ensures the registration of PUI in Jordan and with the different State departments (Tax office, Immigration Authorities, Social Security, Ministries, etc.) respecting administrative procedures, legal and fiscal requirements.
- ▶ She/he organizes the legal protection for the mission, in particular by identifying one or more local partners capable of providing the necessary advice (lawyer, NGO network, etc.).
- ▶ She/he supervises and validates the contractual documents for the mission (with the authorities, NGO partners, suppliers, insurers, vehicle and rented property owners...) and ensures their monitoring.
- ▶ She/he monitors administrative and legal changes which could impact the mission and/or the project implementation.
- ▶ She/he is responsible for the good relations with PUI Jordan's legal counsellor and obtains advice and support on all legal matters (changes in law, relations with authorities, validation of contractual documents, etc.)

## **4. ENSURING THE SOUND APPLICATION OF THE LOGISTICS PROCEDURES**

- ▶ She/he supervises the work of the Logistics Manager and the logistics staff, including the service staff.
- ▶ She/he participates and validates tenders, procurement plans, bid analysis and the selection of preferred providers, ensuring the quality of the files and the fair procurement choices.
- ▶ She/he supervises the correct implementation of the logistics procedures, with a particular attention to the procurement process.
- ▶ She/he controls the presence of an updated inventory lists, the quality of the fleet management and the provision of quality support services in PUI's premises.

## **5. ADMINISTRATIVE SUPPORT TO THE REGIONAL OFFICE**



## Proposed terms

### Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

### Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

### Benefits

- ▶ **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY**: 5 working days at 3 and 9 months.
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months