

JOB DESCRIPTION

Preliminary job information

Job Title	Administrative and Finance Advisor
Country and Base of posting	Libya - Benghazi
Reports to	Field Coordinator
Reports to (technical link)	Admin & Finance coordinator
Duration of Mission	6 months

General Information on the Mission

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 200 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 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Crisis context

After an armed and civil uprising ended Muammar al Gadhafi's regime in late 2011, the authorities have had difficulties to address pressing security issues, reshape the country's public finances, or create a viable framework for post-conflict justice and reconciliation. Thus, since 2014, non-state armed groups have disrupted Libya's political transition. In 2017, continued political instability, ongoing-armed conflict in Libya, particularly internal struggles between local militias, and the collapse of economy, have led to deteriorating living conditions and reduced access to essential services in most of the country. Civilians continue to suffer from unsafe living conditions, with little or no access to health care services, essential medicines, safe drinking water, shelter and education.

By today, the whole population is affected by the armed conflict and the lack of a functioning government, and 1.1 million people in Libya will still need humanitarian assistance in 2018. The complex humanitarian crisis is primarily driven by the absence of the rule of law, lack of access to basic services, displacement of population, the collapse of the economic system and the financial crisis.

In late 2017, suffering from armed combats for several years, Benghazi area was hosting about 45.000 internally displaced people (IDP) coming from different areas in Libya, and 147.000 returnees. Benghazi appears to be, with Tripoli, one of the two main cities to host the more IDPs. Otherwise, while the political situation in Libya remains tumultuous, new patterns of displacement are occurring, with a growing trend of returns reported in the East, and especially in Benghazi. Benghazi and its surroundings appear to be particularly vulnerable locations due to the high damage inflicted by three years of heavy clashes.

The violation of human rights and humanitarian law, including violations of the right to life, and of children and women's rights, are widespread, including of Gender-based Violence. There are alarming levels of gender-based violence and grave violations of child and women's rights in the current context.

In the Southeast of the country, the tensions between the Tebu and the Zway tribes seriously affects the health system and the access to basic services. Tribe communities, when they are a minority in the area, are suffering from segregation in most of Al kufra's institutions, including health care facilities. This occurs in a context of underdevelopment and poverty that exacerbates the impact of the conflict on the population in the region. Indeed, this area has been suffering, even before the conflict, from a poor investment from the central government. However, few information are available on this area and its humanitarian needs due to a poor, if not almost inexistent, presence of NGOs.

Première Urgence Internationale positioning

Since May 2016 and the beginning of the exploratory mission, PUI is developing an emergency health and psychosocial response that aims to meet the most urgent needs in health care of the most vulnerable populations in Benghazi area.

So far, PUI has been focusing on the health care issue, by providing medical treatments and primary health care to internal displaced

populations and their host communities in Benghazi city. PUI is recreating an access to health care, via Mobile Health Teams and psychosocial support intervention. Finally, PUI is working on the reinforcement of the local emergency response capacity through the participation in the development and the implementation of a Health Rapid Response Capacities in Benghazi city, including passive monitoring (EWARS) and deployment of PUI teams for rapid assessments and to support the national emergency response in case of confirmed alert.

Thus, PUI has been implementing three Mobile Health Teams providing primary health care and psychosocial support in Benghazi city and performed rehabilitation and restoration of 1 health care clinic.

PUI is now scaling up its intervention with the deployment of a new MHT in Great Benghazi. PUI will also start an exploratory mission (multi sectorial assessment) in Southeast of Libya where only few humanitarian actors are present while serious humanitarian needs remain uncovered. In addition, PUI is starting to intervene in Migrant's Detention Center where Rehabilitation (WASH) and health activities will be implemented. Finally, PUI planned 10 small rehabilitation projects in Benghazi area in 2018.

Configuration of the mission

BUDGET FORECAST 2018-19	4 700 000 euros
BASES	Benghazi, Tunis (coordination only)
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	24
MAIN PARTNERS	UNHCR, ECHO, CDC
ACTIVITY SECTORS	Health, WASH/Rehabilitation

Job Description

Overall objective

The Administrative and Finance Advisor will be in charge of providing support and guidance to ensure the correct functioning of the Admin/Finance/HR department in the mission. He/she will ensure that all PUI administrative and finance procedures and policies are well implemented and followed at the field level, in order to provide optimum program support.

He/she ensures a strong focus on the capacity building on his base, stepping back when relevant. At the end of her/his mission, the objective is for the national admin team to be autonomous and fully in charge of the department with a deep knowledge of all Admin procedures and with a strong capacity to implement them on daily basis.

Tasks and Responsibilities

- ▶ **Human Resources:** He/She supervises the on-site activities related to administrative and human resource management.
- ▶ **Administrative and Financial Support:** He/She oversees administrative and financial questions at the site, and ensures compliance with relevant procedures, with substantive support from the mission's Administrative and Financial Coordinator (AFC).
- ▶ **Capacity Building:** He/She ensures a technical support to Admin/Fin/HR team in the base. He/she provides on regular basis technical trainings, and technical advises on his daily management in order to increase capacities of the teams

Specific Goals and Related Activities

1. SUPERVISE HUMAN RESOURCE MANAGEMENT OF THE BASE

He/She works in collaboration with the Administrative and Financial Coordinator to set up HR procedures and management tools in compliance with the labor regulations of the country of intervention and the HR policy of PUI, and monitors risks associated with HR issues in the base.

- ▶ He/She supervises the implementation of HR rules, procedures and tools in the base regarding: HR regulations, local staff contracts, procedures of recruitment, payroll operations, implementation of appropriate working conditions, HR records electronic and physical records.
- ▶ He/She supervises the administrative management of local staff, in particular, payroll operations, monitoring absences, the construction, updating and archiving of personnel files.
- ▶ He/She assumes responsibility for the integration of any new employees at the site, and ensures, in particular, that administrative, HR and financial procedures transportation are explained and understood.
- ▶ He/She controls and monitors the implementation of the tools and procedures and provides the necessary support to perform the service.
- ▶ He/She contributes to the organization of recruitment (advertisement, applications, and interviews) for all departments.
- ▶ He/She participates in the hiring process, as well as in any decisions related to the termination of employment contracts of local personnel at the site.
- ▶ He/She ensures compliance with PUI's Internal Rules of Procedure at the site.
- ▶ He/She ensures that all local employees are subject to a written evaluation at least once per contract period and per year.

2. SUPERVISION OF FINANCIAL, BUDGETARY, ACCOUNTING AND ADMINISTRATIVE MANAGEMENT OF THE BASE

He/She works in collaboration with the Administrative and Financial Coordinator to set up aspects relative to finances, including budgetary, accounting and treasury elements in the base.

- ▶ He/She ensures the setting up and proper use of tools and procedures for financial, accounting and budget management in the base: accounting procedures, accounting records, SAGA, budget follow up, budget projections, cash forecasts, cash management and cash security.
- ▶ He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the site.
- ▶ As regards budgetary monitoring, He/She participates in team-based analysis (along with technical, administrative and logistics management) and is responsible for detecting anomalies and proposing adjustments to the Field coordinator and to the Admin and Finance Coordinator (AFC),
- ▶ Together with the AFC and the Field coordinator, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ Together with the AFC and the Field coordinator, he/she ensures that a system of internal oversight is in place at the site. He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.
- ▶ He/She ensures the supervision of the bookkeeping, and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents. He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the AFC according to the agreed calendar, after endorsement by the Field coordinator.
- ▶ Under the supervision of the Administrative and Financial Coordinator, he/she organizes the preparation of the audits.

3. ENSURE THE SUPPORT OF THE BASES, CAPACITY BUILDING, TRAINING

- ▶ He/She assess needs for Admin/Fin/HR staff capacity building. He/She defines capacity building strategy and an action plan in coordination with FAC, for the capacity building of the teams.
- ▶ He/She controls and monitors the implementation of the tools and procedures and provides the necessary support to perform the service.
- ▶ He/She provides a technical support to the base regarding Administrative, financial and Human resources tools.
- ▶ He/She organizes and provides training to the admin national staff on these tools and procedures. He/she makes sure that these tools and procedures are well understood and applied, by conducting capacity building session, workshops and trainings
- ▶ He/She develops tools to perform the administrative service in the base.
- ▶ He/She assesses the needs for awareness raising on Admin/fin process to all departments, and conducts training/Awareness sessions.

Focus on priority activities relating to the context of the mission

- ▶ Implementation and monitoring of PUI Admin/Fin/HR process, tools, procedures and policies
- ▶ National Staff training and capacity building
- ▶ Technical support regarding Finance Admin and HR

Team Management

Number of people to manage and their position (expatriate/local staff)

- ▶ Direct management: 1 Fin/Admin Manger, 1 Fin Officer, 1 HR Officer
- ▶ Indirect management: -NA

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Financial/accounting management	Project management Human Resources Management
PROFESSIONAL EXPERIENCE		
▶ Humanitarian	X	
▶ International	X	
▶ Technical	X	
KNOWLEDGE AND SKILLS	Knowledge of PUI procedures	Knowledge of institutional donor procedures

LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	X	X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X (Excel compulsory)	Saga

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ Good stress management
- ▶ Resistance to pressure
- ▶ Analytical capability
- ▶ Organized and methodical
- ▶ Reliable
- ▶ Strong sense of responsibilities
- ▶ Strong listening and empathy skills
- ▶ Ability to adapt, manage priorities and be pragmatic
- ▶ Diplomatic and with a sense of negotiation
- ▶ Good communication skills
- ▶ Honesty and rigor

Proposed terms

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME:** from 1 980 up to 2 310 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 + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months