

Preliminary Job Information

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| Job Title | ADMINISTRATIVE MANAGER |
| Country and Base of posting | IRAQ, MOSUL |
| Reports to | FIELD COORDINATOR |
| Expected Date of Arrival | May 2018 |
| Duration of Handover | 1 week |

General Information on the Mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organisation. Our teams are committed to supporting civilian victims of marginalisation and exclusion, or hit by natural disasters, wars and economic collapses, by answering to 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. PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programmes to each context and to the real needs of the most vulnerable populations.

The association implements an average of 200 projects per year in the following sectors of intervention: Food Security, Health, Nutrition, Construction and Rehabilitation of Infrastructure, Water, Sanitation, Hygiene and Economic Recovery. PUI is providing assistance to around 7 million people in 21 countries in Africa, Asia, the Middle East, Eastern Europe, the Caucasus and France.

Iraq is characterized by multifaceted crises, with the political crisis resulting in a prolonged and bloody conflict with ethno-sectarian divisions which has significantly damaged the socio-economic fabric of the country and created one of the most severe, large-scale humanitarian emergencies in the world.

Since 2014, the armed conflict in Iraq has generated massive internal displacement from densely populated areas and major cities of Anbar, Ninewa and Salah Al Din amongst other governorates, interrupted access to basic services across the country, and put a severe strain on host communities. As a result, in 2018, over 8 million people remain in need of humanitarian assistance including an estimated 2.6 million Internally Displaced Persons (IDPs) and 3.2 million Returnees, alongside approximately 250,000 Syrian refugees currently hosted in Iraq., with the acute phase of the current armed conflict drawing to a close, national and international focus will shift towards Early Recovery, Resilience, and Development. However, Iraq is perhaps best characterised as an acute Protection crisis, with the impact of armed conflict on civilians being enormous. As a single example, the battle for Mosul displaced over 1 million people and resulted in untold numbers of civilian casualties. Displacement is likely to be protracted, though also affected by forced returns to unsafe areas for political purposes. Healthcare including Mental Health, WASH, Shelter and Livelihoods will continue to be enormous needs for the population of Iraq.

As of December 2017, 247,057 Syrian refugees, or 97% of all Syrian refugees in Iraq, reside in the northern Kurdistan Region of Iraq (KRI). In addition, the situation in KRI has been worsened by the combination of fallen oil prices, the large-scale national IDP crisis, and sanctions imposed by the Government of Iraq (GoI) following referendum on Kurdish independence. This economic deterioration combined with the stress placed on KRI basic services by overwhelming IDP and refugee populations has impacted Syrian refugees' ability to attain and maintain self-reliance. 63% of this population live outside of camps, with little access to essential services and remain therefore highly vulnerable. Ostracization and discrimination further compound the situation.

PUI's strategy/position in the country

PUI's presence in Iraq since 1983 has spanned the sectors of Health, WASH, Protection, Education, Shelter, Food Security and Livelihoods, through an integrated approach in both urban and rural areas. Since 2009, the approach in Baghdad has been to improve access to water and sanitation, agricultural activities and livelihoods, improving social cohesion by also considering host population needs. With UNHCR, PUI has worked on improving living conditions of urban households implementing community quick impact projects and creating job opportunities (training centres and Professional Tool Kits). In Najaf, PUI currently conducts Health interventions for IDPs living along the Najaf-Karbala pilgrimage route. In depth assessments of this community have been conducted and PUI seeks to address some of the key problems found in Protection, Livelihoods and community cohesion, building on PUI's experience in Baghdad through BPRM and UNHCR funded livelihoods and agricultural projects, with strong expertise having been built in vulnerability scoring and selection of beneficiary households.

In November 2013, PUI began providing health and WASH services in two Syrian refugee camps in northern Iraq. In August 2014, PUI launched an emergency Health, WASH and NFI response to the IDP crisis in Dohuk, both in and outside of camps. PUI is

working in IDP camps across the country as well as implementing health responses for non-camp populations of IDPs (mobile health teams) and refugees (outreach and educational services).

PUI scaled up its response to the massive displacements caused by large-scale military operations in Ninewa and Anbar governorates especially in 2016 and 2017. Programming now spans Health with both mobile and fixed support in the form of primary healthcare centres, maternal, child, and reproductive health, and nutrition services. PUI seeks to integrate Mental Health and Psychosocial Support (MHPSS) activities with its own Health interventions, whilst also implementing stand-alone MHPSS programming in Mosul city and elsewhere. Furthermore, WASH, Shelter, and infrastructure rehabilitation and revitalisation activities have been incorporated in areas devastated by armed conflict. The Country Strategy for 2018 includes the following;

- To maintain a multi-sectoral emergency response capacity (Health, MHPSS, WASH, Shelter, NFI)
- To access populations most in need in areas where little or no humanitarian assistance has been given
- To develop Early Recovery programming, especially in support of returnees (Health, WASH, Shelter, Education)
- To continue the provision of essential services in Bajet Kandala and Salamiyah IDP camps
- Develop needs-based second line response to Syrian refugees in Dohuk governorate (Education, MHPSS)
- Develop needs-based second line response to Iraqi IDPs in Baghdad, Karbala, and Najaf (incl. Education)
- Multi-year funding for programmes in support of governmental systems and institutions (MHPSS, Health)
- To ensure integration of Protection prevention/mitigation strategies into all projects - mainstreaming

PUI currently has operational bases in Baghdad, Dohuk, Haditha, Mosul, Najaf, and Ramadi and a coordination office in Erbil.

| Configuration of the mission | |
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| BUDGET FORECAST 2018 | 12,000,000 USD |
| BASES | SEVEN BASES Baghdad, Dohuk, Haditha, Mosul, Najaf and Ramadi and a coordination office in Erbil. |
| NUMBER OF EXPATRIATES | 25 |
| NUMBER OF NATIONAL STAFF | 450 |
| NUMBER OF CURRENT PROJECTS | 8 |
| MAIN PARTNERS | OFDA, CDC, UNHCR, BPRM, ECHO, AFD, IHF |
| ACTIVITY SECTORS | Health, WASH, Shelter, Education, Livelihoods |
| EXPATRIATE TEAM ON-SITE | Erbil coordination: Head of Mission, Deputy Head of Mission Support, Deputy Head of Mission Programmes, Log Co, Finance Co, HR Co, Grants Officer, Security Co, Health Coordinator, Deputy Health Coordinator, Pharmacist, MEAL Coordinator Dohuk base: Area Coordinator, Field Coordinator, 2 Project Managers Baghdad base: Area Coordinator, two Field Coordinators, MEAL Manager Mosul base: Field Coordinator, 2 Project Managers, Base Admin |

Job Description

Overall objective

The Mosul Administrative Manager is responsible for the management of Mosul base administration department under the direct supervision of the Mosul Field Coordinator and with the technical support of both the Finance Coordinator and the HR coordinator. He/She is responsible for the proper functioning of the administrative services of the base, in compliance with the procedures of PUI and donors.

He/She contributes to the sound financial management, accounting/budgeting and Human Resources management in the base.

Tasks and Responsibilities

- ▶ **Human Resources:** He/She supervises the on-site activities related to 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 HR and Financial Coordinators.

Specific objectives and linked activities

1. ENSURE HUMAN RESOURCES MANAGEMENT OF THE BASE

- ▶ He/She works in collaboration with the HR coordinator to set up Human resources (HR) procedures and management tools in compliance with the labour regulations of the country of intervention and the HR policy of PUI, and monitors risks associated with HR issues in Mosul base.
- ▶ He/She implements HR rules, procedures and tools in Mosul base regarding: new HR regulations, local staff contracts, procedures of recruitment, payroll operations, implementation of appropriate working conditions, HR records electronic and physical records.

- ▶ He/She ensures the administrative management of national staff, in particular, payroll operations, monitoring absences, the construction, updating and archiving of personnel files.
- ▶ He/She assumes or delegates responsibility for the integration of any new employees at the site, and ensures, in particular, that logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.
- ▶ He/She suggests possible updates to HR policy in terms of rules, procedures and tools relating to recruitment, remuneration, administrative management, disciplinary aspects and management of individual career development within the organisation.
- ▶ 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 organisation of recruitment (provisional planning, 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 national employees are subject to a written evaluation at least once per contract period and per year.
- ▶ He/She completes training programmes for the national staff (administrative aspects, logistical regarding procedures) on an as needs basis.
- ▶ He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to the field coordinator, in the event that he/she is not able to resolve dispute.
- ▶ He/She ensures a follow up of employees careers for the national staff, in collaboration with the project managers, Logistician and Field Coordinator
- ▶ He/She is the guardian of the image of PUI in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, and with full respect for the local culture

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

- ▶ He/She works in collaboration with the Financial Coordinator to set up aspects related to finance, including budgetary, accounting and treasury elements in Bagdad base and subbases.
- ▶ He/She ensures the setting up and proper use of tools and procedures for financial, accounting and budget management in Mosul base: accounting procedures, accounting records, SAGA, budgets follow up, allocation tables, budget projections, cash forecasts, cash management and cash security.
- ▶ He/She is responsible for cost optimisation; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the site.
- ▶ As regards with 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 Financial coordinator.
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the Financial Coordinator according to the agreed calendar, after endorsement by the field coordinator.
- ▶ Together with the Financial coordinator and the field coordinator, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ Together with the Financial coordinator 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 is the guardian of the bookkeeping, and in that capacity makes sure that cash balances and bank accounts (if applicable) are absolutely and permanently backed up by appropriate accounting documents.
- ▶ He/She organises and provides training to the administrative national staff in Mosul on these tools and procedures
- ▶ He/she makes sure that these tools and procedures are understood and applied by the national staff.
- ▶ 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 Mosul base regarding financial tools.
- ▶ He/she develops tools to perform the administrative service in Mosul base.
- ▶ He/she organises the preparation of audits at base level, under supervision of the financial coordinator.
- ▶ He/She contributes to the preparation of proposals and drafts the budgets for the base.

3. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She ensures efficient flow of information to the HR coordinator and Finance coordinator, and, if necessary, to the programme team, to the logistics team, and to the head of mission.

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| <ul style="list-style-type: none"> ▶ He/She drafts or participates in the drafting of reports on internal operations in all matters concerning his field of action in financial, budgetary, accounting and HR management of the mission. ▶ He/She supports the base manager(s) in the performance of their administrative activities, in a functional, not hierarchical, relationship (if applicable). ▶ He/She sends the internal and external reports to the immediate supervisor, while meeting internal deadlines for endorsement (monthly logistical reports / accountancy/ returns on budgetary monitoring / cash flow estimates). ▶ He/She attends internal coordination meetings, and participates actively. ▶ If necessary, he/she represents the association with partners, local authorities and various actors involved in the financial, administrative, legal and human resource aspects of the mission. |
| <p>4. ENSURE THE MANAGEMENT OF THE ADMINISTRATIVE DEPARTMENT</p> <ul style="list-style-type: none"> ▶ He/She ensures the direct supervision and management of HR and finance assistant, and indirect supervision of the cook and cleaner. ▶ He/She ensures the setting of objectives to be achieved by the administrative department and tracks their realization, and leads the mid-term and final staff appraisal. ▶ He/She contributes to the decision making process regarding any termination of employment contracts. ▶ He/She ensures or delegates responsibility for the integration of new staff within Mosul administrative department, ensuring the relevant tools and procedures, and PUI policies are well understood. ▶ He/She prepares the job profiles of local staff under his/her immediate supervision. |
| <p>Prioritization of 3 activities relative to mission environment</p> <ul style="list-style-type: none"> ▶ Direct involvement in the HR upsizing of the base in support to the new projects implementation (recruitment campaign essentially). ▶ Strengthening of the Admin Department of the base. ▶ Reinforcement of coordination mechanism with Mosul Logistics Department and programs. |
| <p>Team supervision</p> <p>Number of persons to manage and their position (expatriate personnel / national):</p> <ul style="list-style-type: none"> ▶ Direct management: 2 National Staff (HR assistant and Finance assistant) ▶ Indirect management: 2 National Staff under management of HR assistant (cook and cleaner) <p>This position is managed by:</p> <ul style="list-style-type: none"> ▶ Line management: Mosul Field coordinator ▶ Additional Functional Management: HR coordinator and Financial coordinator |

| Required Profile | | |
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| Required knowledge and skills | | |
| | REQUIRED | DESIRABLE |
| TRAINING | Bachelor/Master in Financial/accounting management or related field | Project management Human resources management |
| PROFESSIONAL EXPERIENCE | Min. 1 year X | 1 year |
| KNOWLEDGE AND SKILLS | <ul style="list-style-type: none"> ▶ Team management ▶ Logistical skills ▶ Administrative and management skills | <ul style="list-style-type: none"> ▶ Knowledge of procedures: institutional donors (UE, OFDA, ECHO, AAP, UN agencies ...); iNGOs. |
| LANGUAGES | <ul style="list-style-type: none"> ▶ English ▶ Arabic | X |
| SOFTWARE | <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) | X (Excel proficiency is compulsory) SAGA |

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| Required Personal Characteristics (fitting into the team, suitability for the job and assignment) | | |
| <ul style="list-style-type: none"> ▶ Good stress management ▶ Resistance to pressure ▶ Analytical capability ▶ Organised 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 | | |
| Other | | |
| <ul style="list-style-type: none"> ▶ Understanding of the political situation in the area ▶ Strong motivation to help people in need | | |

| Proposed terms | |
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| Status | |
| <ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract | |
| Compensation | |
| <ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 1 815 up to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI | |
| Benefits | |
| <ul style="list-style-type: none"> ▶ 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 | |