

## Basic informations about the position

<b>Title of Position</b>	<b>ADMINISTRATIVE &amp; FINANCIAL COORDINATOR</b>
<b>Country &amp; City Assignment</b>	<b>AFGHANISTAN, KABUL</b>
<b>Direct Link</b>	<b>HEAD OF MISSION</b>
<b>Creation / Replacement</b>	Replacement
<b>Duration of the Handover</b>	7 days
<b>Duration of the Mission</b>	6 months renewable

## General information about 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 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.

Afghan mission is the oldest PUI mission, with first medical intervention launched in 1979 just after the Soviet Invasion.

Since then, the country has mostly been in conflict, with national armed groups and international forces, causing mass casualties and massive movements of population, within or out of the countries. In 2017, 438 000 people have been internally displaced (bringing the total number of displaced people to 1.7 million) and there has been an influx of more than 550 000 afghan returnees from Iran and Pakistan. This high number of returns is putting pressure on host communities that are already strained by the conflict.

The achievements realized by the international community following the post-2001 intervention are now jeopardized by the intensification of conflict and violence and fragile governance. Indeed, due to the increase of the attacks, casualties, displacements and consequently, of the acute needs, the United Nations reclassified Afghanistan conflict from a protracted one to an active one. Many armed groups (mainly Taliban, Islamic State...) are threatening the Government of Afghanistan, struggling to impose its vision of development, despite continuous extended military, financial and political support, nationally and internationally.

Insecurity, economic concerns, governance issues and increased pressure on the delivery of services are pushing many Afghans to risk their lives fleeing to Europe, as they see no future in Afghanistan. Afghan refugees represent the third largest refugee group worldwide and the second largest contingent of asylum seekers to the EU.

In this scenario, with elevated pressure on aid actors, the capacity to deliver aid to the most in need in remote areas is jeopardized. Access on field remains one of the biggest challenges in Afghanistan, especially in some provinces, including Nangarhar and Kunar. The humanitarian crisis is looming as actors are overstretched and resources oriented to other crises. A high capacity to deliver aid is then required in such a complex environment where humanitarian needs are huge.

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

PUI strategy is to address the fundamental needs of the Afghan population in respect with all humanitarian principles. Indeed, neutrality and impartiality are key principles to respect in order to enable humanitarian access to the affected populations.

PUI has a strong health expertise in the country that can be used as an entry point to implement an integrated approach to support the population to regain their most basic needs and also to their self-sufficiency. Indeed, such problems as malnutrition and undernutrition request a multi sectoral and comprehensive response in order to decrease the prevalence of the phenomenon.

Since the beginning of 2013, PUI in Afghanistan started interventions on emergency preparedness and medical interventions for conflict-affected populations. With constant increasing of civilian casualties from January 2014 to December 2017 (around 10,000 documented during the year 2017), it is indeed crucial to have health staff prepared and equipped for mass casualties, and also to implement responses to population displacements.

Due to the violent recent history of the country and the constantly increasing number of security incidents in the country, PUI is

developing an advocacy plan for development of PFA in the country, in order to support the development of such activity countrywide.

**The main programmatic objectives of the mission for 2018 are:**

PUI will continue its emergency interventions in Kunar and Nangarhar provinces to procure live-saving assistance to people whose needs are the most urgent (ECHO and CHF funded projects). The reduction of the malnutrition in Kunar by the implementation of targeted supplementary feeding program still constitutes a priority for PUI teams. With the recruitment of a PFA advisor and the implementation of PFA and PSS interventions, mental health is a key matter for PUI, which will insist on it in its projects. Finally, PUI is BPHS implementer in Kunar until at least mid-2018 and aims at remaining the main implementer in this province for the coming years.

**History of the mission and current programs**

Prior to the Première Urgence Internationale (PUI) merger, AMI had been present among local populations in Afghanistan since 1980 for health programs. To be noted that PUI remains to be called PU-AMI in Afghanistan. Currently, the organization is running the following programs:

**BPHS Project in Kunar province:**

Since 2003, PUI has been implementing the Basic Package of Health Services (BPHS) and the Essential Package of Health Services (EPHS) in collaboration with the Afghan Ministry of Public Health, in different provinces. Currently, PUI implements the BPHS in Kunar, running in total 60 health facilities and employing more than 500 health and support staff.

**Emergency life-saving intervention in Kunar and Nangarhar provinces:**

This program funded by ECHO started in May 2013. Preparing for a possible escalation of the conflict in the province, senior medical staff are trained on emergency medical care and will replicate the trainings to the staff of selected BPHS health facilities. Specific operational plans with definition of early warning systems are developed. With the evolution of the context PUI is scaling-up its emergency activities in Nangarhar as well, extending the successful interventions in Kunar and with additional tailored activities in assistance to IDPs.

Although Afghanistan has been almost continuously at war for the last 3/4 decades (exception of the Taliban Regime 1995-2001) with high trauma caseload and indiscriminate targeting between civilians and fighters, Psychosocial First Aid is very little developed. This can be explained by the overall destruction of the Health system after soviet invasion, and the many challenges linked with the rebuilding enterprise throughout BPHS and EPHS services.

As BPHS implementer in Kunar Province, PUI is working with 60 health Facilities to provide Basic Primary Healthcare services. Linked with continuous fights in the areas and increasing pressure from AOGs on strategic axis and locations, trauma caseload has been increasing as well.

Integrated to health services developed at community or health facility level, PUI has been developing, first as a pilot project, the provision of Psycho-social First Aid/ psychosocial support.

Although Psychological trauma largely remains a taboo and resilience of population in Afghanistan seems quite high, it however highlights the need for PFA in order to decrease the risk of mental disorders and to document the causes of trauma.

**Nutrition programmes in Kunar province:**

While Chronic Malnutrition is a major health public issue at the national level, Global Acute Malnutrition also is a major challenge for health stakeholders. PUI then receives the support of WFP, UNICEF, and CHF for the implementation of an Integrated Management of Acute Malnutrition program covering the whole province of Kunar where SAM rate (6-59 months population considered) is constantly above 2% and GAM rate above the alert threshold

**Establishment of a Sub Health Center in Kunar Province:**

To balance the increasing issue of mobility of its teams, PUI is establishing a sub health center in Kunar province: after the rehabilitation of the building, the recruitment and the staff, essential primary health care services are being delivered.

**Fighting Malaria in Kunar Province:**

PUI is implementing a new project under UNDP's umbrella to fight Malaria in Afghanistan, by managing existing cases and by controlling the vector through mass campaign distribution of LLIN and continuous distribution to pregnant women.

**Configuration of the mission**

<b>BUDGET 2017</b>	7 million EUR
<b>BASES</b>	Kabul city, coordination office, Jalalabad (Nangarhar office), Assadabad (Kunar sub-office)
<b>NUMBER OF EXPATRIATES</b>	9
<b>NUMBER OF NATIONAL STAFF</b>	657
<b>NUMBER OF CURRENT PROJECTS</b>	8 (several additional grants are under negotiation)

<b>MAIN PARTNERS</b>	ECHO, MoPH/ WORLD BANK, CHF, UNDP, WFP, WHI, WHO
<b>ACTIVITY SECTORS</b>	Health Nutrition Health Emergency Response Mechanism Multi sectorial Emergency Response Mechanism / Cash-based assistance Protection
<b>EXPATRIATE TEAM ON-SITE</b>	<b>Kabul Country Management:</b> Head of Mission, Deputy HoM Programs, Grants Officer, Medical Coordinator, Pharmacist, Finance Coordinator, Logistics Coordinator <b>Jalalabad Management:</b> Field Coordinator, PFA / MHPSS Advisor

## Job description

### Overall objective

The Administrative and Financial Coordinator is accountable for the financial, accounting and budgetary management of the mission.

### Tasks and Responsibilities

- ▶ **Financial, budgetary and accounting management:** S/he is responsible for all aspects relating to finance, including budgetary and accounting elements, as well as the mission cash flow.
- ▶ **Relation with donors:** S/he is in charge of budgeting the proposal and doing the donor financial reports.
- ▶ **Relations with auditors :** S/he is supporting the Internal Auditor in case of audit at the field or HQ level
- ▶ **Representation:** S/he represents the association in its relations with partners, authorities and different local players for the financial, administrative, legal and human resources areas of the mission.
- ▶ **Coordination:** S/he centralizes and diffuses information within the mission and to headquarters for all financial, administrative, legal and human resources aspects of the mission, and consolidates the internal and external reporting for these domains.
- ▶ **HR supervision:** S/he is in charge of Expat HR management for all administrative subjects. Also in the absence of Head of mission, s/he is in charge of supervising the HR department functioning.

### Specific objectives and linked activities

#### 1. ENSURING SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT FOR THE MISSION

##### a. Financial

- ▶ S/he elaborates and updates monitoring charts to ensure the financial equilibrium of the mission and prevent risks. S/he analyses financial information, and shares his/her conclusions with the coordination team, the base managers and the appropriate technical managers, as well as with the team in headquarters.
- ▶ S/he ensures the implementation and correct use of financial, accounting and budgetary procedures and management tools throughout the mission. S/he is responsible for briefing new expatriates and local employees on these rules and organizes ad hoc training when necessary.
- ▶ S/he ensures, amongst other things, that contracts include payment schedules and taxes obligations; that procurement procedures are respected. S/he follows-up commitments and payments with Logistics team; ensures financial compliance and budget control during purchase committee meetings; reviews the coherence between orders, quotations, purchase orders, call for tender documentation, contract, invoices, receipts, GRN, and the suppliers ability to endorse payments..
- ▶ S/he supervises the internal auditor for financial audits on the mission and the transmission to headquarters of the necessary documents and information within the framework of headquarters' audits.

##### b. Budgetary

- ▶ S/he pilots the mission budgetary framework for the year, and monitors/revises it at regular intervals, such as defined with the headquarters, at least twice a year.
- ▶ S/he formulates project budgets within the framework of operations proposals (including budgetary narrative), respecting the procedures for each donor, in coordination with the coordination team and the appropriate field managers. S/he ensures therefore the cost coverage strictly linked to the proposed programs, but also to the fair distribution of mission operating costs throughout each project.
- ▶ S/he prepares each month the budgetary monitoring for each project, which s/he communicates to the appropriate players in the mission and headquarters within 15 days following the end of the month, and analyses with them any discrepancies between forecast and actual figures.
- ▶ S/he carries out budgetary projections at regular intervals in order to ensure the optimization of budgetary resources while respecting the eligibility and flexibility rules of each donor. S/he proposes where necessary budgetary adjustments, which could necessitate requests for contractual amendments. S/he takes into account the contractual timing required for presenting an amendment and ensures that all the documents are transmitted in due time to headquarters.
- ▶ S/he ensures, throughout each project, that funds are correctly attributed, respecting the contractual framework in terms of eligibility rules (date, nature and procurement procedures) and reporting intervals.
- ▶ S/he produces external financial reports for the donors that s/he transmits to the Head of Mission for transmission to

headquarters with all the documents constituting the contractual report.

**c. Accounting**

- ▶ S/he supervises the accounting assignment of transactions, ensures that expenditures are assigned correctly according to the allocation table and carries out the monthly accounting closure having carried out all the necessary controls following PUI financial manual. S/he then transmits the monthly accounts to headquarters in an electronic version within 10 days following the end of the month.
- ▶ S/he supervises the presentation, circulation, vouchers filing and archiving of accounting as well as financial documents in compliance with PUI procedures and manuals.
- ▶ S/he does a random review on the quality and compliance of documentation from other bases when sent to the Coordination office.
- ▶ Due to the fact that most of the projects are audited in the field, the paper accounting must be sent on regular basis to the HQ when audits are completed.

**d. Cash Flow**

- ▶ S/he establishes the provisional cash flow with the teams and transmits to headquarters requests for transfers. S/he ensures that the amount of cash flow for the mission is sufficient for the requirements in the field over the period, taking into account possible donor payments carried out locally in these transfer requests to headquarters.
- ▶ S/he is responsible for the management of the bank accounts and funds for which s/he regularly controls the balances, and s/he organizes fund movements to the mission permanently mindful of the security of the transferred and stocked funds.

**2. ENSURE THE FLOW OF INFORMATION, COORDINATION AND REPRESENTATION ON FINANCIAL ISSUES**

- ▶ S/he ensures efficient flow of information to field teams, the capital and headquarters.
- ▶ S/he drafts or participates in the drafting of reports on internal operations in all matters concerning financial, budgetary and accounting issues of the mission.
- ▶ S/he ensures administrative coordination at the mission level through regular visits to bases, controls, monitoring, training, etc.
- ▶ Externally, s/he represents PU-AMI with tax and administrative authorities (MTO, Ministry of Finance and Ministry of Economy).
- ▶ S/he also develops and maintains relationships with partner entities, particularly in the context of NGO coordination involving finance and donors.

**3. SUPERVISE AND MANAGE ADMIN TEAMS**

- ▶ S/he oversees the entire finance team, directly or indirectly. S/he updates the organization chart of the finance team and writes or validates job descriptions and performs or delegates assessment interviews.
- ▶ S/he leads working meetings, arbitrates conflicts, and determines priorities and timing of activities.
- ▶ S/he participates in the recruitment of finance team members.
- ▶ S/he ensures and/or supervises ongoing training in procedures and PU-AMI tools for national and international members of the admin/fin team, in the capital and on bases.
- ▶ S/he ensures that the updated tools approved by HQ are being used in the field and that trainings are conducted if needed.
- ▶ S/he supports the Field Coordinators and Admin/Log Manager in the performance of their finance activities, in a functional, not hierarchical, relationship.
- ▶ S/he develops the action plan for the finance department according to the objectives defined in the mission's annual program.

**4. ENSURING THE ADMINISTRATIVE MANAGEMENT OF INTERNATIONAL MISSION PERSONNAL**

- ▶ S/he ensures the constitution of administrative files for international personnel, their registration with local authorities and embassies, and monitors that expatriate documents are in accordance with working for PU-AMI in the country.
- ▶ S/he organizes and manages sanitary and medical repatriations with the field medical coordinator (if necessary) and the headquarters medical manager.
- ▶ S/he supervises the organization of mission arrivals and departures (bookings, travel documents, transit, vacation requests, return sheet...) in coordination with the Head of Mission and headquarters.
- ▶ S/he carries out the briefing for all expatriates arriving to the mission within his/her skill areas.
- ▶ S/he manages and/or delegates the per diem allocation and eventually salary advances in collaboration with headquarters.

**5. ENSURING THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION**

- ▶ S/he ensures the registration of PU-AMI in the country and with the different State departments (Tax office, Immigration Authorities, National Insurance society, Planning Ministry...) respecting current administrative procedures, legal and fiscal requirements.
- ▶ S/he, with the HoM support, organizes the legal protection for the mission, in particular by identifying one or more local partners capable of providing the necessary advice (lawyer for example).
- ▶ S/he participates in the drafting of contractual documents for the mission (with the authorities, NGO partners, suppliers, insurers, vehicle and rented property owners...) and ensures their monitoring.
- ▶ S/he participates in the administrative and legal monitoring of projects, in particular the implementation of the supply chain.

**TEAM SUPERVISION**

- ▶ Coordination team: National Finance Manager (direct link), Accounting Officer, Finance Assistant (indirect link)
- ▶ Field team: 1 Deputy Finance PM, 1 Area Finance Manager

## Desired Profile

### Knowledge and Expertise sought

	ESSENTIAL	APPRECIATED
<b>EDUCATION</b>	➤ Financial management / Accounting	➤ Project management ➤ Human Resource Management ➤ Legal knowledge (contracts, HR...)
<b>PROFESSIONAL EXPERIENCE</b> ▶ Humanitarian ▶ International ▶ Technical	<b>X (Mandatory)</b> X X	
<b>KNOWLEDGE &amp; SKILLS</b>	➤ Donors guidelines (ECHO, UNs) ➤ Accounting	➤ Audit ➤ HR
<b>LANGUAGES</b> ▶ French ▶ English ▶ Other (specify)	<b>X (Mandatory)</b>	Dari/Pashto
<b>COMPUTING</b> ▶ Office Pack (Including Excel) ▶ SAGA	<b>X (Mandatory)</b> X	

### Personal characteristics expected (team player, match for the position and the mission)

- **Great capacity in capacity building/training national staff**
- Resistance to pressure
- Good Stress Management
- Analytical
- Organization and method
- Reliability
- Sense of responsibility
- Great listening skills, empathy
- Adaptability, priority management, practicality
- Diplomacy and ability to negotiate
- Good communication
- Honesty and thoroughness

## 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** : Break every 2 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months