

## Preliminary job information

<b>Job Title</b>	<b>DEPUTY FINANCE COORDINATOR</b>
<b>Country &amp; Base of posting</b>	<b>TUNIS - TUNISIA</b>
<b>Reports to</b>	<b>FINANCE COORDINATOR</b>
<b>Creation / Replacement (incl. name)</b>	Creation
<b>Duration of Mission</b>	3 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 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 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

### Crisis context

After an armed and civil uprising ended Muammar al Qadhafi'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 and East Libya.

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 and East Libya. PUI is recreating an access to health care, via Mobile Health Teams and psychosocial support intervention. In addition, 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. Finally, PUI developed a multi sectorial program aiming to cover the "basic needs" of the targeted population in east Libya. As part of this program, distribution of Hygiene Kit and rehabilitation of public facilities (health facilities, hospital emergency room, water supply facilities...) has been done. PUI is also intervening in Migrant's Detention Center where Rehabilitation (WASH) and health activities are implemented.

Thus, PUI has been implementing five Mobile Health Teams, regular Hygiene Kit distribution and six infrastructure rehabilitations. PUI is now working to scale up its intervention with the deployment of the operations in the South East of Libya (Al Kufra district). This area is particularly isolated and suffer from a very volatile security environment. PUI has conducted an exploratory mission (multi sectorial assessment) in the area where no humanitarian actors are present despite the serious humanitarian needs that remain uncovered.

## Configuration of the mission

BUDGET FORECAST 2018	4 700 000 €
BASES	COORDINATION IN TUNIS & OPERATIONAL BASE IN BENGHAZI
NUMBER OF EXPATRIATES	10
NUMBER OF NATIONAL STAFF	60
NUMBER OF CURRENT PROJECTS	4
MAIN PARTNERS	ECHO, CDCS, UNHCR, Mairie de Paris
ACTIVITY SECTORS	Health and Psychosocial support, Rehabilitation & Early Recovery

## Job Description

### Overall objective

The Deputy Finance coordinator will assist the Finance Coordinator on the good financial management of the mission, and provide a technical support in Benghazi base management and supervision.

### Tasks and responsibilities

- ▶ **Financial and HR management:** He/she will monitor under the supervision of the Finance Coordinator all aspects of financial management of the Benghazi base, in terms of accountancy, budgets follow-up. He/she will also monitor the HR management of Benghazi base.
- ▶ **Coordination:** under the supervision of the Finance Coordinator he/she centralizes and diffuses information within the mission for financial aspects, ensures a smooth and efficient collaboration with the other departments to respect internal process and deadlines.
- ▶ **Technical supervision:** He/she will ensure the technical and the daily management of the admin field team in Benghazi

### Specific objectives and linked activities

#### 1. FINANCE AND ACCOUNTANCY:

- ▶ He/she will monitor the monthly budget follow-up process at base level, under the supervision of the FAC.
- ▶ He/she will ensure that all Managers manage their budgets correctly, that the budget forecasts are up-to-date and donor rules respected.
- ▶ He/she will participate at the monthly FFU update on the field and give support to the Finance team.
- ▶ He/she will provide advice and technical assistance in cost analysis and budget preparation.
- ▶ Based on the analysis he/she will suggest adjustments to the budgets as needed, in order to meet the procedures of each donors and implementation partners
- ▶ He/She will ensure throughout each project that funds are allocated correctly and in respect of the contractual framework as regards rules of eligibility (date, purchasing procedures, etc.).
- ▶ He/ She will be in charge of updating the monthly allocation table for the bases
- ▶ He/She will be in charge of the financial follow-up of the purchase file under the supervision of the FAC and of the update of the planned follow-up in the FFU.
- ▶ He/She will supervise the accountancy at the base level. He/She is in charge of the monthly closure
- ▶ He/She ensures the sound respect of PUI accounting procedures, and the quality of the accounting files.

#### 2. CASH FLOW

- ▶ He/She establishes the provisional cash flow with the teams and transmits the requests to the FAC. He/She 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.
- ▶ He/She checks all the documentation required to proceed to the invoices payments at HQ level, in collaboration with admin and logistic department in Benghazi and Tunis.

#### 3. HUMAN RESSOURCES

- ▶ He/She ensures the HR follow-up of the Bengazi base
- ▶ He/She supervises recruitments processes and plans, appraisal plans and leave plans
- ▶ He/she is in charge of the supervision of the Libyan HR Data

<ul style="list-style-type: none"> <li>▶ He/She drafts or participates in the drafting of internal activity reports for everything dealing with financial, budgetary, issues for the mission.</li> <li>▶ He/She ensures the finance coordination at mission level by regular visits to the bases, controls, monitoring, training, etc...</li> </ul>
<b>4. COORDINATION</b> <ul style="list-style-type: none"> <li>▶ He/She acts as an autonomous Admin/HR/Finance technical referent at the base level on the daily management</li> <li>▶ He/She refers directly to the FAC for more complex and specific situations</li> <li>▶ He/She ensures a smooth and efficient collaboration with the others departments to respect internal process and guidelines</li> </ul>
<b>5. TECHNICAL SUPERVISION</b> <ul style="list-style-type: none"> <li>▶ He/She ensures a close follow-up of the admin/fin field team on regular manners</li> <li>▶ He/She defines the department plans and organizes daily, weekly and monthly priorities</li> <li>▶ He/She ensures that all deliverables are sent in due time, according to internal deadlines</li> </ul>
<b>Focus on the 3 priority activities relative to the context of the mission</b>
<ul style="list-style-type: none"> <li>▶ The Admin /Fin team in Benghazi is supervised, and priorities are fixed and followed</li> <li>▶ The coordination with the others departments is ensured on a smooth way</li> <li>▶ The daily routine of the admin/Fin department in Benghazi is managed, while ensuring sound respect of internal/donors procedures</li> </ul>
<b>Team management</b>
<ul style="list-style-type: none"> <li>▶ No Hierarchical and direct management.</li> <li>▶ Technical Support and follow-up of the Admin/Fin/HR team (3 persons) on daily and regular manners, in remote control</li> </ul>

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ Master's degree in Finance management or Accounting</li> </ul>	
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	<ul style="list-style-type: none"> <li>▶ Minimum 2 years of experience as a Base finance manager or Base administrator (NGOs/private companies)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Experience with PUI</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Good writing skills</li> <li>▶ Good analytical skills</li> <li>▶ Good management capacities and team leadership spirit</li> <li>▶ Good pedagogical skills</li> </ul>	
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>	X	Arabic
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Saga</li> <li>▶ Excel</li> </ul>	X X X	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> <li>▶ Well organized</li> <li>▶ Strong donor knowledge</li> <li>▶ Strong training skills</li> <li>▶ Strong analysis skills</li> <li>▶ Ability to take initiative to deal with difficulties encountered in daily work and suggest improvement</li> <li>▶ Ability to adapt or change priorities according to the changing situation within a mission or the organization itself</li> <li>▶ Autonomy, neutrality, hard worker</li> <li>▶ Able to manage stress and pressure</li> </ul>		

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