

# JOB DESCRIPTION

## Preliminary Job Information

<b>Job Title</b>	<b>ADMINISTRATIVE &amp; FINANCIAL COORDINATOR</b>
<b>Reports to</b>	<b>Head Of Mission</b>
<b>Country &amp; Base of posting</b>	<b>MYANMAR, YANGON</b>

## General Information on the Mission

### Contexte

**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. 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 programs to each context and to the real needs of the most vulnerable populations. 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 22 countries – in Africa, Asia, Middle East, Caucasus and Europe.

Myanmar was ruled by a military junta for decades. The first general election in 20 years was held in 2010. This was hailed by the junta as an important step in the transition from military rule to a civilian democracy. A civilian government led by President Thein Sein was installed in March 2011. Despite this inauspicious start to Myanmar's new post-junta phase, a series of reforms in the months since the new government took up office has led to hopes that decades of international isolation could be coming to an end. Myanmar still remains one of the poorest country in the world, ranking 152 (1,272 USD per capita in 2017) in the GDP per capita worldwide and 145 in UNDP human development index (2016). Although there is a lack of reliable health data, it is commonly agreed that Myanmar has some of the worst health indicators in South-East Asia. The ethnic areas, that have been off-access for decades, are amongst the most vulnerable regions in Myanmar with a very low literacy rate resulting in various challenges such as education, health services, livelihood, and food insecurity. The largest ethnic group is the Bamar people. Bamar dominance over Karen, Shan, Rakhine, Mon, Rohyinga, Chin, Kachin and other minorities has been the source of considerable ethnic tensions and has fueled intermittent protests and separatist rebellions. Military offensives against insurgents have uprooted many thousands of civilians in the last decades. Ceasefire deals signed in late 2011 and early 2012 with rebels of the Karen and Shan ethnic groups suggested a new determination to end the long-running conflicts, as did Chinese-brokered talks with Kachin rebels in February 2013.

In 2015, a National Cease-fire Agreement (NCA) was signed with most of the ethnic organizations at the border of the country, leading to real opportunities to access Non State Actors (NSA) areas. The negotiations to broaden this NCA are still ongoing and represent a major challenge for the country and the stability of some border states. Indeed, since 2011, armed conflict between the Myanmar Armed Forces (Tatmadaw) and the Kachin Independence Army (KIA) has provoked the displacement of around 90,000 civilians to 136 camps across Kachin State.

The year 2017 has been marked by a radical deterioration of the northern Rakhine situation. A large number of people from all communities have been affected by the violence, burning of villages and massive displacement that resulted from the 25 August 2017 attacks and subsequent security operations in the northern part of the State. As of February 2018, a total of 688,000 people have been reported to have arrived in Bangladesh since the 25 August attacks.

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

PUI has worked for 30 years with various communities in Myanmar to improve access to primary healthcare and reproductive health services, as well as to promote appropriate practices for health and hygiene in remote areas and among vulnerable groups (mother and children, population at risk or with HIV/AIDS). In close collaboration with local health authorities, PUI contributes to develop community health networks, reinforce their capacities and strengthen their integration within the governmental health system. Innovative strategies such as m-Health (mobile health), as well as cultural and conflict-sensitive approaches are fostered to leverage the health services provided, overcome barriers that limit access and stimulate demand for services. While focusing mainly on health programmes in Myanmar, PUI's strategy for 2018-2020 is to focus its activities on emergency and to develop integrated approaches in order to respond to the most urgent needs of conflict affected population and people affected by natural disasters.

## History of the mission and current programs

### History of the mission

The mission's first intervention began in 1984 at the border with Thailand in Kayin State, with interventions primarily focusing on training ethnic health workers. When the population fled into Thailand, PUI followed and continued its services in the refugees' camp in Thailand. PUI extended its intervention inside Myanmar in 2001 through a memorandum of understanding with the ministry of health. It initially started in South Yangon with programs aiming to improve water and sanitation, while empowering communities and supporting a network for community health. The mission expanded later in various under-served areas (Wa special region 2, Northern Rakhine State, South-East Myanmar), with intervention focusing on supporting primary health care and building capacity of community health networks.

In 2007, PUI started a prevention, treatment and care program for HIV/AIDS, which supported for 10 years a cohort of approximately 900 PLHIV. The program has been complemented by activities aiming at strengthening the capacity of the civil society.

In addition, in 2013, PUI designed a four-year mother and child health program in South Yangon and Kayin State. The latter aimed at improving access to primary healthcare and raise awareness on health and hygiene issues through a comprehensive community empowerment (training of community health workers (CHW) and auxiliary midwives (AMW)) and the development of m-Health approaches to strengthen the health system, with the support of the Myanmar central and local authorities, and of the main Non State Actors.

In 2015, the mission responded to devastating cyclone Komen, with emergency health support and a food security project for early recovery in Sagaing Region (Kale Township).

Until March 2017, PUI had a base in Bhamo (Kachin State) to implement a comprehensive Food Security and Livelihood project (FSL) in Southern Kachin State, focusing on the needs of the conflict and flood-affected population (both with IDPs and hosts communities, in camps and villages) in Bhamo, Mansi and Momauk Townships.

Until September 2017, PUI implemented a four-year program in MNCH sector in Kawkaireik Township (Kayin State). PUI plans to start a new project during second semester covering three townships with FSL, WASH, and BHC activities.

### Current projects

PUI currently works in partnership with the Global Fund to provide prevention, care and treatment to high risks groups of population affected by HIV and Sexually Transmissible Infections (STI) in South Yangon townships and in Mandalay Region.

In 2019, PUI will be implementing a Pilot AFD funded project in the Kayin State. This project will look at sustainably integrated approach to improve resilience and access to basic services through the creation of a conducive environment and inclusive interventions. This project will be implemented with local partners.

### **Configuration of the mission**

<b>BUDGET FORECAST 2018</b>	<b>650 000 USD</b>
<b>BASES</b>	<b>YANGON, DALA</b>
<b>NUMBER OF EXPATRIATES</b>	1
<b>NUMBER OF NATIONAL STAFF</b>	45 national staff
<b>NUMBER OF CURRENT PROJECTS</b>	1
<b>MAIN PARTNERS</b>	Global Fund
<b>ACTIVITY SECTORS</b>	Health
<b>EXPATRIATE TEAM ON-SITE</b>	Head of Mission

## Job Description

### **Overall objective**

The Administrative and Financial Coordinator is accountable for the sound financial, accounting and budgetary management of the mission as well as the management of human resources and the administrative and legal records.

### **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.
- ▶ **Management of human resources:** S/he is responsible for the administrative management of the local and international teams, for the definition/updating of procedures and HR management tools in accordance with labor regulations in the intervention

country and the HR policies of PUI, and for the monitoring of risks linked to HR questions.

- ▶ **Administrative and legal management:** S/he supervises administrative records and guarantees that the status and functioning of the mission are in legal accordance with the requirements of the intervention country.
- ▶ **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 disseminates 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 them.

## 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 audit manager at 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 expenditure procedures are respected and implements an internal control system. S/he also participates in the validation of procurement files.
- ▶ S/he is responsible for financial audits on the mission and supervises the transmission to headquarters of the necessary documents and information within the framework of headquarters' audits.

#### b. **Budgetary**

- ▶ S/he pilots the development of the mission budgetary framework for the year, and monitors/revises it at regular intervals, such as defined with the audit manager at headquarters.
- ▶ 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 expenditure is correctly assigned and carries out the monthly accounting closure having carried out all the necessary controls. S/he then transmits the monthly accounts to headquarters in an electronic version as well as the paper accounting returns within 8 days following the end of the month.
- ▶ S/he is responsible for the correct archiving of accounting documents according to the rules established by headquarters.

#### 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 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. ENSURING THE GOOD MANAGEMENT OF LOCAL HUMAN RESOURCES FOR THE MISSION

#### a. **HR Policy**

- ▶ S/he produces and proposes possible updates to the HR policy in terms of rules, procedures and tools, relating to recruitment, remuneration, administrative management, disciplinary aspects and the management of individual career paths within the organization.
- ▶ S/he guarantees the application of this policy, once validated by the Head of Mission and Headquarters, and consequently monitors that the rules and procedures are known, understood and applied by all team leaders, and that the team leaders have all the tools required for their application.
- ▶ In particular, S/he participates in the production and/or updating of the internal rules of procedure and is responsible for their correct application.

#### b. **Administrative management, management of career paths**

- ▶ S/he participates in the validation of recruitment requests, contractual amendments (whatever the object: function, remuneration, hours, end date...), disciplinary sanctions and dismissal decisions.
- ▶ S/he supervises the organization of recruitments (offer, candidates, and interviews) for his teams and can be called upon to participate for other departments.

- ▶ S/he ensures the constitution of administrative files for the personnel, and monitors that employee documents are in accordance with working for PUI in the country.
  - ▶ S/he defines the procedures and produces necessary integration supports for new employees.
  - ▶ S/he supervises pay operations.
  - ▶ S/he monitors absences and particularly vacations.
  - ▶ S/he monitors the smooth running of the evaluation process for all the employees of the mission.
  - ▶ S/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.
  - ▶ S/he responds to requests from team leaders, advises them and accompanies them where necessary.
- c. Organization of work**
- ▶ S/he participates in the elaboration of staffing organization charts, is attentive to the coherence of team composition, in terms of task sharing and responsibilities, definition of hierarchical and functional links, job titles.
  - ▶ S/he participates in the elaboration of job descriptions and validates them according to the classification grid.
  - ▶ S/he participates in the definition of Human Resources requirements within the framework of the drafting of project proposals and possible amendments.
- d. HR risk management**
- ▶ S/he monitors salary costs, carries out financial projections, anticipates and alerts if necessary.
  - ▶ S/he ensures that the HR rules and procedures are in accordance with current employment legislation, ensures social monitoring and carries out updates where necessary.
  - ▶ S/he is responsible for defining and implementing appropriate work conditions, in particular concerning health and safety rules.
  - ▶ S/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.
  - ▶ S/he 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.
  - ▶ S/he is responsible for managing the files for all the personnel (on staff or not), the updating of data and their physical and electronic archiving.
- e. Capacity building**
- ▶ S/he identifies training needs and participates in making them materially possible
  - ▶ S/he ensures that, within Administrative, HR and Finance Department and Logistics Department, PUI tools and procedures are followed

S/he establishes a 3/6 months a short term action plan for the Finance Department in both Yangon and Dala (Accounting financial follow-up, budget monitoring, preparation of financial internal and external reports, FFU review, Excel training)

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

- ▶ S/he ensures the registration of PUI 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 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.

### 4. ENSURING THE CIRCULATION OF INFORMATION, THE COORDINATION AND THE REPRESENTATION FOR "ADMIN" QUESTIONS

- ▶ S/he ensures an efficient circulation of information to field, capital and headquarters teams.
- ▶ S/he drafts or participates in the drafting of internal activity reports for everything dealing with financial, budgetary, accounting, HR, administrative and legal management for the mission.
- ▶ S/he ensures the administrative coordination at mission level by regular visits to the bases, controls, monitoring, training, etc...
- ▶ Internally, s/he is the representative for PUI with the Personnel representative instances, either legally compulsory or not. S/he is also the representative for PUI for all the personnel for any question relating to Human Resources; as such, s/he ensures the communication of any decision or change in rules or procedures to the local teams and ensures that the necessary explanations are provided so that the appropriation is facilitated.
- ▶ Externally, s/he represents PUI with the legal, fiscal and administrative authorities (Work inspectors, Tax office, collection organizations...). S/he develops and maintains relationships with partner entities, in particular within the NGO forum for coordination for everything dealing with administration, donors and human resources.

### 5. SUPERVISING AND MANAGING "ADMIN" TEAMS

- ▶ S/he supervises all the admin team, directly or not. S/he drafts and validates job descriptions and carries out or delegates performance appreciation interviews. S/he animates work meetings, arbitrates possible conflicts, and defines priorities and activity timings.
- ▶ S/he participates in the recruitment of members of the admin team.
- ▶ S/he ensures and/or supervises continuous development training for procedures and tools of PUI for local and international members of the admin team, at the capital and on the bases.
- ▶ S/he supports the Base Managers in their admin activities, in a functional and non-hierarchical relationship.
- ▶ S/he elaborates the admin department action plan according to the objectives defined in the annual mission program.

<b>Team management</b>
Number of people to manage and their position (expatriate/local staff) <ul style="list-style-type: none"> <li>▶ Direct management: 1 local</li> <li>▶ Indirect management: 8 local</li> </ul>

## Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	Financial/accounting management	Project management Human Resources Management
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	At least 1 year A fortiori X	
<b>KNOWLEDGE AND SKILLS</b>		Knowledge of institutional donor procedures (OFDA, ECHO, AAP, AFD, UN agencies...)
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>	<b>Mandatory</b>	X
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	X ( <b>Excel</b> )	Saga

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

<ul style="list-style-type: none"> <li>▶ Good stress management</li> <li>▶ Resistance to pressure</li> <li>▶ Analytical capability</li> <li>▶ Organized and methodical</li> <li>▶ Reliable</li> <li>▶ Strong sense of responsibilities</li> <li>▶ Strong listening and empathy skills</li> <li>▶ Ability to adapt, manage priorities and be pragmatic</li> <li>▶ Diplomatic and with a sense of negotiation</li> <li>▶ Good communication skills</li> <li>▶ Honesty and rigor</li> </ul>
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## Proposed terms

<b>Status</b>
▶ <b>EMPLOYED</b> with a Fixed-Term Contract
<b>Compensation</b>
▶ <b>MONTHLY GROSS INCOME:</b> from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
<b>Benefits</b>
<ul style="list-style-type: none"> <li>▶ <b>COST COVERED:</b> Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>▶ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>▶ <b>HOUSING</b> in collective accommodation</li> <li>▶ <b>DAILY LIVING EXPENSES</b> (« Per diem »)</li> <li>▶ <b>BREAK POLICY</b> : 5 working days at 3 and 9 months</li> <li>▶ <b>PAID LEAVES POLICY</b> : 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>