

JOB DESCRIPTION

Preliminary job information

Job Title	Administrative and Finance Advisor
Country and Base of posting	Libya – Benghazi & Al Kufra
Reports to	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 6 million people in 22 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 2018, 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.

In 2019, the whole population is still affected by the armed conflict and the lack of a functioning government, and 823 000 people will still need humanitarian assistance (including 554,000 people in need of health care services) throughout the whole assessed territory in Libya. 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. On April 4th 2019, the Libyan National Army (LNA) under the guide of General Haftar, announced the beginning of a large scale offensive against the Government of National Accord (GNA) in Tripoli. Soon after, the southern neighbourhoods of the city were engulfed in the conflict. To date, continued clashes, involving the use of heavy weaponry and airstrikes, affected 500,000 people, and displaced over 100,000 people within the Libyan capital, to the neighbouring cities, and, more recently to Tunisia.

Throughout 2018, in Benghazi and its surroundings, the situation remains calm even though heavy fighting took place in other towns of the country (Darnah, Ajdabiya, Tripoli, and Sabha). After two year of siege, the LNA launched an attack on Darnah in May 2018. After that, General Haftar announced the capture of the city in June; however, clashes were still ongoing in a small part of the town in November 2018. Near to Ajdabiya, fights erupted in June 2018, when the forces conducted by Ibrahim Jadhraan attacked the oil facilities in the oil crescent, under the LNA forces. These fights conducted to some population movements in eastern Libya. However, the overall number of IDPs did not change significantly throughout the year - increasing and decreasing at times - while the total number of returnees has progressively increased. Late in 2018, Benghazi is still the town hosting the highest number of IDPs (25,665 individuals), as well as knowing the highest number of returnees (188,625 individuals) in Libya. Thus, Benghazi appears to be, with Tripoli, one of the two main cities to host the more IDPs. The area appears to be particularly vulnerable locations due to the high damage inflicted by three years of heavy clashes. Among the IDPs population, the Tawergha community living in the camps in Benghazi and its surroundings, is entering its 8th year of displacement with few real chances to return their areas of origin soon. Darnah is the fifth town of returns with 23,863 individuals.

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.

Still in the same area, since April 2019 the situation remained relatively stable, allowing the PUI program's to progress with minimum interference. However, this fragile equilibrium could be rapidly overturn depending on the evolution of conflict. Première Urgence Internationale (PUI) is monitoring closely the events and, is evaluating potential scenarios in order to plan for contingency should the security situation deteriorate.

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.

Besides, in the Libyan context, migrants, refugees and asylum seekers leaving outside and within the detention centres (DCs) represents another significant vulnerable group in Libya. Estimated to be around 700,000 to 1 million, they are among the most vulnerable population in the country and are currently facing acute needs. This includes an estimated number of migrants in 55 DCs of 5,000 to 7,000 people at the end of 2018. These persons, including both asylum seekers and refugees, have been consistently identified as being the most vulnerable individuals throughout Libya for several reasons. In particular, they are identified as having reduced access to, and availability of life-saving assistance. Additionally, various report show that refugees and asylum seekers in Libya face significant protection concerns, with their status making them particularly vulnerable to abuse, marginalisation, and exploitation. Those who move through the country are exposed to widespread abuses and human's rights violation along the route. Due to their irregular status, lack of domestic support networks, impunity for crimes committed against foreign nationals, racism, xenophobia and policies linked to the control of mixed migrations flows in Europe, they are highly vulnerable and in need of humanitarian assistance.

Première Urgence Internationale positioning

Since May 2016 and the beginning of the exploratory mission, PUI still identifies the support to the health system and the improvement of access to health care as some of the major needs for the eastern Libyan population along with its ongoing field intervention. This analysis has been confirmed by the 2019 HNO, which defines the access to critical services (including public healthcare services and Wash facilities) as the second key humanitarian priority need, with the health sector being the one with the highest number of people in need (554,000 individuals). In conflict-affected areas, public healthcare services have been heavily affected, due to both fighting and governance failures. IDP, returnees, and local communities face challenges to access healthcare services.

PUI Libya mission has started implementing operations in East of Libya (Benghazi area) in 2017 and developed an emergency health response that provides primary health care services to the most vulnerable population. PUI's intervention focuses on health care through the deployment of Mobile Health Teams (MHT) delivering direct services to internal displaced populations and their host communities, migrants, refugees and asylum seekers. PUI Health intervention consists of general practitioners consultations, adequate treatment provision, sexual and reproductive health services, integrated management of Childhood Illness, psychosocial support interventions. Furthermore, PUI is reinforcing sensitization, communication and prevention on health and hygiene related topics within the communities. To date, PUI has three mobile health teams operating in the entire eastern Libya, two of which targeting vulnerable Libyan communities and one targeting refugees and asylum seekers in six formal detention centres. Since 2018, PUI has extended its area of intervention to in the north eastern Mantikas namely Al Wahat (Ajdabiya Baladiya), Al Marj, Al Jabal Alakhadar, Darnah and Al Butnan (Tubruq Baladiya) to better reach out the most vulnerable.

In 2019, PUI Benghazi office is starting a new project called Evidence Based NCD care, a model for PHC in Libya with the objective to enhance access to Non-Communicable Disease health services in the PHC level in the target area. The project includes 2 health facilities and 2,000 patients will benefit from the services.

In the view to extend its operational coverage in 2018, PUI conducted an exploratory mission in the Al Kufrah region (southeast Libya) in order to identify the specific needs of this isolated area and develop an adapted humanitarian response. Thus, PUI will soon start implementing comprehensive health related activities to ensure a continuous access to essential care. PUI's Al Kufrah's action will combine three levels of intervention: (1) Direct service delivery of primary health care by one MHT through an outreach approach targeting the vulnerable population, (2) At community level, PUI will deploy a network of community health workers (CHW) that will facilitate and optimize the work of the MHT through sensitisation, screening and referral activities; and (3) At health facility level via technical support. The operation will start in Autumn 2019 after a three-month inception phase including capacity building of the team and installation of a PUI office, composed of a full management and health team.

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.

In 2018, PUI has also enhanced its strategy of intervention. Although the focus remains health and direct service delivery, it includes other related sectors and approaches to ensure an integrated response. Thus, PUI conducted several rehabilitation projects in order to allow the reactivation of primary health care centres and the functioning of the Al Jalaa Hospital's emergency room (the main trauma centre of Benghazi). Additionally the rehabilitation projects also allowed the restarting of a water pumping station in a conflict-affected area of Benghazi and the reactivation of the only laboratory providing drugs and food quality testing in the eastern Libya. Rehabilitations within the refugee's detention centres have also been implemented to meet the Wash minimum standards for the detainees

Configuration of the mission

BUDGET FORECAST 2019-2020	4 000 000 Euros
BASES	Libya: Benghazi, Al Kufra, Coordination: Tunis
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	50
MAIN PARTNERS	UNHCR, ECHO, EU
ACTIVITY SECTORS	Health, WASH/Rehabilitation

Job Description

Overall objective

The Administrative and Finance Advisor will be in charge of providing support, mentoring, guidance and capacities building 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 the two bases in Libya, stepping back when relevant, and reporting to the Coordination team. The Administrative and Finance Advisor will ensure consistency between the two bases in Libya regarding the admin tools and processes implemented.

At the end of her/his mission, the objective is for the national admin teams to be autonomous and fully in charge of their department with a deep knowledge of all Admin procedures and with a strong capacity to implement them on daily basis.

Tasks and Responsibilities

- ▶ **Capacity Building:** He/She ensures a technical support to Admin/Fin/HR team in the bases. He/she provides on weekly basis technical trainings, and daily technical advises to increase capacities of the team.
- ▶ **Human Resources:** He/She supervises the on-site activities related to administrative and human resource management, ensure the respect of the procedures and HR management tools in the bases in accordance with labor law regulations in Libya and HR policies of PUI.
- ▶ **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). He/she oversees all aspects related to finance and cash flow management in the bases, including budgetary and accounting elements.
- ▶ **Reporting:** He/she centralizes and reports information to Admin Coordination team regarding all financial, administrative, legal and Human resources matters on the bases in Libya.

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 bases.

- ▶ 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. REPORTING AND ENSURING THE CIRCULATION OF INFORMATION FOR FIELD ADMIN DEPARTMENTS

- He/She ensures an efficient circulation of information from field to the Coordination team
- He/She drafts or participates in the drafting of internal activity reports for everything dealing with financial, budgetary, accounting, HR, administrative and legal management in the bases
- He/She ensures regular visits to the bases in Libya and Coordination in Tunis (35% of his/her time in Benghazi, 35% in Al Kufra – upon security validation from HoM and 30% in Tunis)

4. 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.
- He/she supervises the two admin teams indirectly.

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 (local staff)

- ▶ Direct management: 0
- ▶ Indirect management: 5 (2 Admin and Finance Managers + 3 Admin and Finance officers)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Financial/accounting management Human Resources Management	Project management
PROFESSIONAL EXPERIENCE		
▶ Humanitarian	X	
▶ International	X	
▶ Technical	X	

KNOWLEDGE AND SKILLS	Knowledge of PUI procedures	Knowledge of institutional donor procedures
LANGUAGES ▶ French ▶ English ▶ Other (to be specified)	X Arabic mandatory	
SOFTWARE ▶ 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