

## Preliminary Job Information

<b>Job Title</b>	<b>SUPPORT COORDINATOR</b>
<b>Country &amp; Base of posting</b>	<b>COLOMBIA, BOGOTA</b>
<b>Reports to</b>	HEAD OF MISSION
<b>Duration of Mission</b>	8 months

## 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 civilians that are victims of marginalization and exclusion, or impacted 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 an average 200 projects a 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 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

The PUI Colombia Mission has been officially in operation since January 2019, in a consortium with Solidarités International, with a focus on meeting urgent needs of Venezuelan migrants and refugees, as well as vulnerable Colombians. This is planned to be achieved through a multi-sectoral, integrated program focusing on health, shelter, protection, food security, and water, sanitation and hygiene, within programs located in North Santander, Santander and Arauca.

### General Context

Since 2013, Venezuela is enduring a socio-economic crisis triggered by the fall of oil prices, contested economic measures, and ambitious social policies that fueled insecurity and a decline in the previously richest economy in Latin America. The political and humanitarian crisis worsened in 2018, with UNHCR<sup>1</sup> estimating that thousands of Venezuelans were leaving their country each day to reach and remain in various destinations in Colombia. According to the 2020 Refugee and Migrant Response Plan (RMRP), Colombia remains the country most impacted and largest host of arrivals from Venezuela, with an estimated 1,630,903 Venezuelans in the country as of December 2019 (52% male and 48% female, with only 641,825 having legal status), and the return of approximately 500,000 Colombians. This influx has put considerable strain on the Colombian system, meaning that those arriving now are facing harsher conditions than those of the past, as well as those arriving being generally poorer than those who were able to travel earlier.

The 2019 Colombian Humanitarian Needs Overview (HNO) stated that there are 1.9 million people in need in Colombia, consisting of 1,467,000 Venezuelan refugees or migrants and 403,000 Colombians. Of this, there is approximately 946,000 males (including 232,000 under 18 and 23,000 over 59 years old) and 925,000 females (including 227,000 under 18 and 24,000 over 59 years old). However, it is important to recognize that the data on Venezuelans is potentially underestimated, because it is believed that thousands are not registered due to crossing into the country informally, and it only reflects disaggregated data for people who have been assessed in need of humanitarian assistance in Colombia.

Beginning in early 2020, the COVID-19 pandemic spread quickly and exponentially throughout the world, and entered Colombia in March 2020. The Colombian government has since taken continually increasing measures to contain the virus, including shutting down the border (including that with Venezuela), installing curfews and travel restrictions, and imposing social distancing rules on gatherings. The general situation and conditions has significant impact on Venezuelan migrants and vulnerable Colombians, drastically increasing vulnerability throughout the country.

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

PUI has been operational in Colombia since 2019, and launched the first programs in partnership with Solidarités International. In 2020, PUI will launch humanitarian projects in North Santander/Santander and Arauca covering health, MHPSS, and protection. In North Santander/Santander, PUI aims to support Venezuelan migrant and refugees, particularly PWSN, on the dangerous migration route from the border, while in Arauca PUI will operate several clinics supporting primary healthcare and MHPSS. PUI will also be seeking to expand its humanitarian program into 2021, with a new country wide strategy taking into consideration the current and

<sup>1</sup> UNHCR 2019 (<https://www.unhcr.org/news/latest/2019/4/5ca71c3a4/venezuelans-risk-life-limb-see-help-colombia.html>)

impending challenges related to the COVID-19 crisis.

## Configuration of the mission

<b>BUDGET FORECAST 2021</b>	3 M EUR
<b>BASES</b>	BOGOTA, NORTH SANTANDER/SANTANDER, ARAUCA
<b>NUMBER OF EXPATRIATES</b>	5
<b>NUMBER OF NATIONAL STAFF</b>	55
<b>NUMBER OF CURRENT PROJECTS</b>	2
<b>MAIN PARTNERS</b>	Institutional donors
<b>ACTIVITY SECTORS</b>	Health, MHPSS

## Job Description

### Overall objective

The Support Coordinator actively oversees and supports the administration, HR and logistics of the PUI mission in Colombia. She/he is accountable for the sound financial, accounting and budgetary management in compliance with donors' regulations. She/he ensures the supervision of the logistics aspects of the mission as well as the management of human resources, administrative and legal records.

### Tasks and Responsibilities

- ▶ **Finance/Budget/Accountancy: He/she ensures the implementation of accounting and financial tools for the mission.** She/he ensures the close financial management of the mission, she/he will be able to manage, follow-up and provide specific information on the financial situation, including budgetary elements, accounting elements and mission cash flow position. She/he actively participates in drafting the budgets on new proposals and the financial reporting of projects. She/he is responsible for the monthly accountancy and annual closure.
- ▶ **Human Resources: He/she ensures the implementation of HR tools on the mission (Salary grid, Draft of contracts, HR data base, Internal regulation...).** She/he is responsible for the administrative management of the local and international teams, for the definition/updates of procedures and HR management tools in accordance with labor regulations and PUI's HR policies. She/he monitors risks linked to HR matters with the help PUI's legal counsellor and by participating in Jordan monthly HR meetings.
- ▶ **Administrative/Legal Management:** She/he supervises administrative matters in link with Colombian administrations and governmental bodies. She/he ensures the legal status and functioning of the mission are compliant with Colombian's law.
- ▶ **Logistics:** She/he ensures compliance with PUI and donors' logistics procedures. She/he validates the procurement plans for each project and according to PUI's internal procedures. She/he ensures the sound management of assets and more globally supervises the office functioning.
- ▶ **Coordination:** She/he participates in the coordination of the mission. She/he supports the Head of Mission and headquarters in decision making by providing all information on the mission financial, administrative, legal, HR and logistics aspects.

### Specific objectives and related activities

#### 1. ENSURING SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT

##### a. Finance

- ▶ She/he creates and updates monitoring tools (Allocation table, BFU, etc.) to ensure a strict and close financial follow up of the mission and mitigates financial risks. She/he is in charge of financial analysis and shares her/his conclusions with the mission coordination team, relevant mission managers and the mission's desk in HQ.
- ▶ She/he ensures the implementation of financial, accounting and budgetary procedures in line with PUI and donors' requirements.
- ▶ She/he ensures expenditure procedures are respected and implements an internal control system. He/She also participates in the validation of procurement files.
- ▶ She/he is responsible for financial audits on the mission and supervises the transmission of the necessary documents and information for audits made in HQ.

- ▶ She/he is responsible for briefing new expatriates and local employees on these rules and organizes ad hoc training when necessary.

##### b. Budget

- ▶ She/he handles, in coordination with the HoM, the yearly budget development, and makes sure it is regularly updated.
- ▶ She/he is responsible of designing new budgets in link with the Program Team and the HoM. She/he ensures the budget respects the donors' requirements/procedures and ensures the fair financial coverage of the mission among projects based on the mission allocation table.
- ▶ She/he prepares each month the budget follow-up of each project and prepares a monthly analysis of the situations

(forecast/actual expenses, discrepancies, budget flexibility, etc). She/he communicates her/his conclusions to the coordination team, the project managers and HQ.

- ▶ She/he ensures funds are correctly allocated for each project, respecting the contractual framework in terms of eligibility rules (date, nature and procurement procedures) and reporting intervals. She/he pays special attention to the respect of donor's requirement/procedures.
- ▶ She/he prepares projects financial reports to donors; he/she sends them to the Head of Mission for prior validation and transmission to headquarters.

**c. Accounting**

- ▶ She/he supervises the expenses allocation in the cash/bank books ensuring quality through regular checks and controls. She/he supervises the accountancy integration in SAGA and the monthly closure. She/he crosschecks the monthly audit files and exchange rate calculation. She/he sends the monthly accounts by email to HQ and makes sure paper accountancy is sent as well on a regular basis.
- ▶ She/he is responsible for the correct archiving of accounting documents according to the rules established by HQ.

**d. Cash Management**

- ▶ She/he monitors on a regular basis the mission cash flow situation.
- ▶ She/he prepares the monthly cash request to HQ based on the the forecasted expenses needed by the programme and support teams. She/he ensures the amount requested will cover the mission needs over the period, taking into account possible donor payments carried out locally.
- ▶ She/he is responsible for the bank accounts and the safe/cashbox management. She/he is charge of the cash transfers and payments in strict respect of the cash management security rules.

## **2. MANAGING THE MISSION LOCAL AND EXPAT HUMAN RESOURCES**

**a. HR Policy**

- ▶ He/she ensures HR policies and internal rules and regulations are regularly updated, known by the teams and followed properly. She/he provides managers with all the necessary support for the proper implementation of those rules.
- ▶ She/he keeps up to date with legal rules and regulations and makes sure PUI's procedures abide by them.
- ▶ She/he creates and updates procedures and tools in relation with recruitment, remuneration, administrative management, disciplinary aspects and the management of individual career within the organization.

**b. Administrative management**

- ▶ She/he participates and validates recruitment requests, contractual amendments, disciplinary sanctions and end of contract decisions.
- ▶ She/he supervises the recruitments process (offer, candidates, and interviews), validates local staff work contracts and organizes new staff integration.
- ▶ She/he supervises the mission arrivals and departures of expat staff (bookings, travel documents, transit, vacation requests, return sheet...) in coordination with the Head of Mission and headquarters.
- ▶ She/he ensures the constitution of administrative files for the personnel, and monitors that employee documents are in line with the country' labour law for both expat and local staff (registration with local authorities and embassies, etc)
- ▶ She/he elaborates the local staff remuneration grids (fixed and variable elements), defines the complementary advantage packages (compulsory or not: medical cover, per diem, insurance, travel expenses...) and ensures their implementation, once validated by the Head of Mission and Headquarters.
- ▶ She/he supervises monthly pay operations for local staff, monitors absences and leaves, validates tax and social security calculations and ensures their timely payment
- ▶ She/he is responsible for defining and implementing appropriate work conditions, in particular concerning health and safety rules.
- ▶ She/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.
- ▶ He/She 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.
- ▶ She/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.

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

- ▶ She/he ensures the registration of PUI in Colombia and with the different State respecting administrative procedures, legal and fiscal requirements.
- ▶ She/he organizes the legal protection for the mission, in particular by identifying one or more local partners capable of providing the necessary advice (lawyer, NGO network, etc.).
- ▶ She/he supervises and validates the contractual documents for the mission (with the authorities, NGO partners, suppliers, insurers, vehicle and rented property owners...) and ensures their monitoring.
- ▶ She/he monitors administrative and legal changes which could impact the mission and/or the project implementation.
- ▶ She/he is responsible for the good relations with PUI Colombian's legal counsellor and obtains advice and support on all legal matters (changes in law, relations with authorities, validation of contractual documents, etc.)

## **4. ENSURING THE SOUND APPLICATION OF THE LOGISTICS PROCEDURES**

- ▶ She/he supervises the work of the Logistics Manager and the logistics staff, including the service staff.
- ▶ She/he will send procurement plans drafted to HQ in order to get the approval.
- ▶ She/he validates tenders, bid analysis and the selection of preferred providers, ensuring the quality of the files and the

fair procurement choices.

- ▶ She/he supervises the correct implementation of the logistics procedures, with a particular attention to the procurement process.
- ▶ She/he controls the presence of an updated assets and stocks inventory lists, the quality of the fleet management and the provision of quality support services in PUI's premises.

### Focus on 3 priority activities related to the context of the mission

- 1) **Creation of financial, accounting, HR and logistic tools:** with the support of HQ, She/he designs and implement the tools for the colombian mission, and ensures the training on those tools for both expatriates and national staffs.
- 2) **Stabilization of the new mission:** Being a new mission, She/he supports in the stabilization of the mission, including in premises, capacity building, organization identity, legal requirements, etc.
- 3) **Scale-up:** She/he supports in the scale up of the mission, including within new prooposals, opening of new bases, recruitment of teams, etc.

### Team management

Number of people to manage and their position (local staff)

- ▶ Direct management: 1 Admin/HR Manager; 1 Logistics Manager
- ▶ Indirect management: Admin, HR and logistics personnel

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>- Financial/accounting management</li> <li>- Human resources management</li> <li>- Logistics procedures understanding</li> </ul>	<ul style="list-style-type: none"> <li>- Project cycle management</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 1 year experience in a Finance Coordination position for an INGO</li> <li>- Experience in human resources management</li> <li>- Experience in grants and audit management</li> <li>- Experience in dealing with local authorities and various partners</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<p>Good knowledge of institutional donor procedures (ECHO, UN agencies, CdC, USAID, etc.)</p>	
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>▶ English</li> <li>▶ Spanish</li> <li>▶ French</li> </ul>	<p style="text-align: center;">X</p>
<b>SOFTWARE</b>	<ul style="list-style-type: none"> <li>▶ Office Package</li> <li>▶ Other (to be specified)</li> </ul>	<p style="text-align: center;">X (Advance Excel compulsory) SAGA</p>

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

- ▶ Good stress management and great ability to work efficiently under pressure
- ▶ Ability to remain calm and level-headed
- ▶ Great attention to details, rigor, reliability and honesty
- ▶ Strong sense of responsibilities
- ▶ Proven organization and methodical skills
- ▶ Ability to adapt, manage priorities and be pragmatic
- ▶ Leadership skills and ability to make decisions

- ▶ Analytical capability
- ▶ Good communication skills, great sense of diplomacy and ability to negotiate
- ▶ Strong ability to listen
- ▶ Ability to show authority, if necessary
- ▶ Good sense of humor and great team member

## Proposed terms

### Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

### Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 200 up to 2530 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 ») of 600 Euros
- ▶ **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