



SENEGAL - Assistant(e) administratif et chargé(e) des mouvements H/F – Bilingue Anglais Français - Dakar

L'ASSOCIATION ALIMA

The Alliance for International Medical Action (ALIMA) est une organisation médicale internationale, fondée en 2009. ALIMA a pour objectif de produire des soins médicaux de qualité lors de situations d'urgences ou de catastrophes médicales et d'améliorer la pratique de la médecine humanitaire en développant des projets innovants associés à de la recherche médicale. La particularité de l'association est de fonder son mode opératoire principalement sur le partenariat avec des acteurs médicaux nationaux. En mutualisant et capitalisant leurs compétences, ALIMA et ses partenaires permettent l'accès à des soins de qualité au plus grand nombre.

Depuis sa création, l'association et ses partenaires ont su se développer à la mesure de l'augmentation des besoins humanitaires médicaux, notamment en Afrique de l'Ouest et Centrale : 580 000 patients traités en 2014 dont plus de 25 000 hospitalisations, une nouvelle gouvernance entre les partenaires de la plateforme des ONG médicales du Sahel, de nouvelles approches innovantes et des projets de recherches opérationnelles. ALIMA a également répondu à l'urgence Ebola en ouvrant un centre de traitement Ebola de 40 lits en Guinée. Avec huit pays d'interventions, 15 projets, plus de 1 200 employés et un budget de 19,5 millions d'euros, ALIMA est une ONG dynamique et efficace dans le déploiement de secours médicaux pour les personnes les plus vulnérables.

Siège social et bureau administratif à Montreuil.

Bureau opérationnel à Dakar avec une direction générale, 1 département des programmes, et 4 départements de support aux programmes (Support et développement technique – Administratif et financier - Ressources humaines - Développement et communication).

Le Conseil d'Administration est composé de 15 administrateurs issus des opérations humanitaires pour la plupart et pour plus de la moitié des ONGs nationales partenaires.

En 2016, ALIMA ouvre de nouveaux projets dans des pays anglophones. C'est donc dans ce cadre, que nous avons besoin d'un Assistant(e) administratif et chargé(e) des mouvements H/F, **bilingue Anglais Français**.

JOB DESCRIPTION

Job localisation: Dakar, Senegal

General description of the job:

Under supervision of the Human Resources Manager, the administrative assistant ensures proper onboarding and movement organization for ALIMA staff according to internal policies and procedures. He/she is also responsible for welcoming new employee and ensuring that all administrative documents are in good standing.

HIERARCHICAL AND FUNCTIONAL LINKS

He/she is under the responsibility of the Human Resources Director, until the position of HR Manager has been recruited for.

He/she works in close collaboration with the HR referents on the operational desks and colleagues from the administrative office in Dakar: HR and administrative assistant, financial assistants, recruitment assistant, financial direction support assistant, accounting, as well as recruitment and training officer. Members (4) of the administrative office in Dakar have to be able to replace each other, and therefore keep up to date of all the procedures and maintain a good knowledge of work tools.

MISSION AND MAIN ACTIVITIES

1. Staff welcome

The administrative assistant welcomes any new ALIMA employee:

- Contacts the employee as soon as his/her hiring is confirmed in order to launch its departure procedure and obtain necessary documents constituting its personnel file.
- Explains the employment contract and other documents like code of conduct, as well as administrative procedures and policies.
- Ensures organization of the employee's briefing in Dakar.

2. Departures planning

- Processes movement requests: ticket plane, visa procedures, accommodation and taxi
- Prepares any document to be given out to staff
- Prepares expense commitments on elements related to employee's departure and have them validated.

3. Administrative management

- Establishes the personnel file upon receipt of the shuttle form by centralizing a list of requested documents.
- Conveys to the HR and administrative management assistant information necessary for the employment contract establishment in payroll software and for insurance registration of the employee.
- Prepares employment contracts and amendments and submits all documents related to the contract to approval and signature.
- Informs field finance and/or human resources coordinators of the arrival of new recruits
- With finance / HR coordinators, keeps track of paid leave and break for expatriates and communicates the information to the HR administrative management assistant for the sake of a sound payroll.

4. Reporting et follow-up

- Maintains updated all his work tools: employee tracking files, plane tickets monitoring table, country sheets (visa procedures, specific actions ...), Contact list.
- Ensure close communication with colleagues from the administrative office in Dakar.

5. Communication

- Is at the centre of effective communication between ALIMA and the new employee, therefore ensuring that:
 - o All parties are well informed (new employee, desk team, country coordination team, Dakar HR and Finance teams)
 - o Communication flows and is adapted to each person involved

- The new employee feels welcomed and all his/her questions are answered whether by the administrative assistant or by the right person

Due to an orientation of activities in Anglophone countries, the administrative assistant in charge of movements will be responsible for the translation (French to English) of official documents or any other work tool related to administrative movements.

ACADEMIC BACKGROUND AND COMPETENCIES

Wished profile

- Diploma in Management, Administration, Finances and Human Resources
- Minimum 2 years of administrative experience and human resources management
- An NGO experience is not a prerequisite, but can be an asset

Competencies

- Proven computer skills - Office package (especially Word and Excel)
- Method of filing and archiving
- Good organization skills
- Large capacity of processing large volumes of information
- Flexibility and Proactivity
- Teamwork
- Ability to work under pressure

Languages: Professional use of French and English (read, written, spoken) is crucial.

CONDITIONS

Contract length:

6 month Fixed term contract (CDD), renewable with a view to become a long term contract (CDI)

Starting date: as soon as possible

Salary: according to experience

ALIMA takes over:

- 5 weeks annual leave per year ;
- Complementary health insurance and evacuation for the employee and its right holders.

I you are interested to apply

To apply, thank you for sending your **CV in French** (with three references mentioned).

We do not require a motivation letter, BUT we do require you to answer the 3 following questions and send **your answers in English** together with your CV. This is for us a way to understand better your motivations in a way that matches our selection criteria. The questions are:

- Why do you want to work for ALIMA? (what do you now of ALIMA, what attracts you to medical humanitarian work?)
- How would you describe the attitude required to perform well in this role?
- What do you want to learn from this role and ALIMA?

Your application is to be sent to: candidature@alima-ngo.org, with « Assistant administratif- Dakar» for subject.

Tout dossier ne respectant pas ces consignes de candidatures sera considéré comme incomplet.