



## **Finance and HR Coordinator H/F- Anglophone Countries- Emergency Services**

### **THE ALIMA ASSOCIATION**

The Alliance for International Medical Action (ALIMA) is an international medical organization, founded in 2009. ALIMA's aim is to provide a high standard of healthcare in situations of emergency or medical disaster and to improve the practice of humanitarian medicine by developing innovative projects associated with medical research. The specific feature of the association is to base its operating methods mainly on partnership with national medical players. By pooling and capitalizing on their skills, ALIMA and its partners give as many people as possible access to a high standard of treatment.

Since its creation, the association and its partners have successfully developed in line with the increase in humanitarian medical needs, especially in Western and Central Africa: 580,000 patients treated in 2014 including over 25,000 hospitalizations, new governance between the partners of the medical NGO platform in the Sahel, new innovative approaches and operational research projects. ALIMA also responded to the Ebola emergency by opening a 40-bed Ebola treatment centre in Guinea. With operations in eight countries, 15 projects, over 1,200 employees and a budget of €19.5 million, ALIMA is a dynamic NGO, effectively deploying medical aid for the most vulnerable.

### **CONTEXT**

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To be able to deploy a flexible medical response to growing humanitarian needs, ALIMA has opened an emergency service in 2016. The organization is now capable to deploy in 24 hours medical teams to conduct exploratory missions during epidemics, population movements or armed conflicts.

### **POST TYPOLOGY**

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**MISSION LOCATION:** Anglophone countries managed by the Emergency service (Tanzania/Nigeria)

### **MISSION AND MAIN ACTIVITIES**

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Ensure good management of funds and their transparency by taking responsibility for financial and accounting management of the mission in compliance with the ALIMA management framework and local legislation.

Ensure good management of the human resources of the mission in compliance with the ALIMA management framework and local legislation.

The content of the job varies according to the situation and is in line with the objectives of the terms of reference set before departure to the field, but the activities may be as described below:

- **Participate in definition of the mission strategy.**

- **Ensure bookkeeping for the mission, management of cash flow and budget of projects.**
- **Produce financial reports, prepare and assist with audits.**
- **National and international human resources management**
- **Supervise and support the Finance and/or HR team.**
- **Promote and ensure financial, budget and HR collaboration and coordination with the mission partners.**
- **Prevent and manage situations of fraud and corruption.**

## **EXPERIENCE AND SKILLS**

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### **Experience**

- 4/5 years higher education in a business school or university in finance and management or human resources
- Professional experience of 5 years including at least 2 years in the field as administrator with an NGO in international solidarity contexts.
- Professional experience in a coordination post.
- Knowledge of humanitarian donors.
- IT skills, must include Excel. Knowledge of SAGA and HOMERE is an advantage.

### **Applicant qualities**

- Sense of organization, method and autonomy
- Adaptable and diplomatic
- Used to working in a team in multicultural contexts
- Skills in training and support

### **Languages**

- Fluency in English (written and oral) is essential. Intermediate level in French (written and oral) is a great advantage.

## **CONDITIONS**

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**Contract term:** contract under French law, contract length depending on operational needs and emergencies

**Salary:** depending on experience + per diem

ALIMA pays for:

- travel costs between the expatriate's country of origin and the mission location
- accommodation costs
- medical cover from the first day of the contract to a month after the date of departure from the mission country for the employee
- evacuation of the employee

**Documents to be sent:** To apply, please send your CV and covering letter to [candidature@alima-ngo.org](mailto:candidature@alima-ngo.org) with the reference "COFIRH – Anglophone missions" in the subject line.